

Kalkaska County Board of Commissioners
Regular Meeting Minutes
February 21, 2018
(UNAPPROVED)

Meeting called to order by Chair Mckinnon at 6:00 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners 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. (Noted absent Commissioner District #1 due to vacancy, pending appointment.)

Chair Mckinnon addressed the Board and Public with the reading of the resignation of Commissioner Michael Buchanan, District #1, Clearwater Township, noting Mr. Buchanan's appreciation for working, living and serving in Kalkaska County for the past 30 years, as Kalkaska County Deputy and then County Commissioner. (Copy filed with the Clerk.) Chair McKinnon noted the Board's appreciation for Mr. Buchanan's service to his community as an employee of Kalkaska County and the Board of Commissioners and best wishes for his future endeavors.

Call for Conflict: none

Approval of Agenda:

Motion by Fisher to approve Agenda as proposed. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Approval of Minutes:

Motion by Fisher to approve DPW Special Meeting Minutes of 1-17-2018. Supported by Sweet. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Regular Meeting Minutes of 1-17-2018. Supported by Sweet. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Closed Session Meeting Minutes of 1-17-2018. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 1-24-2018. Supported by Sweet. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Crambell to approve Special Meeting Minutes of 1-29-2018. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to approve Finance Committee Meeting Minutes of 2-13-2018. Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Committee Meeting Minutes of 2-14-2018, as amended on page 5, second paragraph from the bottom to read, 'deadline of 3-16-2018, interviews to take place on 3-19 and 3-20, 2018, with appointment at 3-21-18 meeting'. Supported by Comai. Discussion regarding proposed fees for the baseball group, to clarify in Motion for approval; also clarification of Parks and Recreation Committee proposals. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Indigent Counsel Committee Special Meeting Minutes of 2-15-2018. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to approve Special Meeting Minutes of 2-15-2018. Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried.**

Public Input:

Greg Dodge: Request to defer time to #18 Public Input.

John Rogers: Request to defer time to #18 Public Input.

Kevin Rogols, Kalkaska Memorial Health Center: Rogols addressed Board noting status of new Hospital addition to commence in spring; noted impact on Second and Coral streets; noted there will be several public meetings to keep residents apprised.

Jack Tanner, Chair of Parks and Recreation Committee: Tanner addressed Board clarifying representative of baseball, Greg Dodge; provided Board with insurance for baseball group; recommended Board consider minimal fees to keep resource available for area youth; reminded of importance to community.

Kaliseum Director Oliwa: Oliwa addressed Board noting concern of a tentative baseball agreement being withdrawn; advised of his agreement in providing services for all youth in conjunction with his responsibilities; noted consideration for one user group should be consideration for others. Oliwa noted status of Roller Derby agreement.

Appointments:

Sheriff Pat Whiteford: Whiteford addressed Board noting current requests of position vacancy; upcoming millage proposals for Animal Control; noted continued review of Animal Shelter for future; request for approval of Radio Alarm System. (Sheriff's report #1-2018 filed with Clerk). Whiteford provided a presentation of the current security camera system for County buildings; noted parking lots, entrance doors, lobbies and various rooms. Discussion regarding continued systems to be addressed in all county buildings.

County Treasurer Valerie Thornburg: Absent (Annual report tabled)

Committee Appointments: None

Finance Committee Budget/Bills:

Motion by Cox to approve Budget Amendments 2018-002, 003, 004 and 005. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to approve Post Approved Bills of \$885,742.06; General Fund Bills of \$236,189.08; Payroll #1 of \$169,968.19; Payroll #2 of \$165,523.53 and Commissioners Per-Diem (\$1,450.00) and Salary (\$3,248.00) of \$4,698.00. Supported by Fisher. Discussion, to include push mower bill that was in review. Roll call vote: Cox, yes; Fisher, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Unfinished Business: None

Committee Reports:

Judiciary and Public Safety: Sweet reported. **Motion** by Sweet to approve purchase and installation of wireless Critical Radio System and interface to the jail radios in the amount of \$10,134.00, to utilize the MMRMA grant reimbursement fund of \$26,975.25, with remainder of the funds to be used for future building safety improvement projects. Supported by Cox. Roll call vote: Sweet, yes; Cox, yes; Comai, yes; Crambell, yes; Fisher, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Commissioner Fisher requested an audit from EMS Mike Thompson of emergency kits in County Buildings.

Health and Welfare: Cox reported. **Motion** by Cox to allow the Commission on Aging for continued use of the Civic Center through May and the Conference Room through March. Supported by Comai. Discussion; under the same terms as previously approved. Roll call vote: Cox, yes; Comai, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Public Works/DPW: McKinnon reported. **Motion** by McKinnon to approve the Kaliseum Director to rent a minimal (20'x20') space of open area for \$50.00 per day. Supported by Cox. Discussion, noted fee currently for one acre at \$50.00; request from Director due to recent inquiry for smaller area of rental; intentions to review for future with proposed fee schedule. Roll call vote: McKinnon, yes; Cox, yes; Comai, yes; Crambell, yes; Fisher, yes; Sweet, yes. 6 yeas. 0 nays.

1 absent. **Carried.** **Motion** by McKinnon to extend the Kaliseum Membership of Virginia Vance for 3.5 months. Supported by Crambell. Discussion, noted due to pool closure. Roll call vote: McKinnon, yes; Crambell, yes; Comai, yes; Cox, yes; Fisher, yes; Sweet, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by McKinnon to approve DPW to advertise for sealed bids for carpet replacement for the Annex building and the DHHS (FIA) building. Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by McKinnon for the County to move forward to request a guaranteed energy savings RFQ for county facility lighting upgrades. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by McKinnon to approve the RFQ for the Energy Performance Contract, with changes, for the Kaliseum upgrades, following review and approval by counsel. Supported by Fisher. Discussion, noted review by counsel received. Roll call vote: McKinnon, yes; Fisher, yes; Comai, yes; Cox, yes; Crambell, yes; Sweet, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by McKinnon to set the fee for the 2018 Kalkaska Youth Soccer/Baseball group to be \$3.00 per player with the remaining costs for the season to be calculated from in-kind services considered for the difference in rental fees based on a new fee schedule to be paid within 60 days. **Motion** by Fisher to **amend Motion** to add the language this is 'a onetime fee of \$3.00 per player for the 2018 season'. Supported by Crambell. 6 yeas. 0 nays. 1 absent. **Carried.** Amended **Motion** to read to set the fee for the 2018 Kalkaska Youth Softball/Baseball group will be \$3.00 per player, a onetime fee of \$3.00 per player for the 2018 season, with the remaining costs for the season to be calculated from in-kind services considered for the difference in rental fees based on the new fee schedule to be 'invoiced' within 60 days. Discussion, Director to review new fee

schedule with Parks and Recreation Committee; noted review of in-kind services was considered; McKinnon noted baseball team needs to register at Kaliseum; review of actual cost to County also needed for consideration for fee schedule as to Boards consideration of one-time fee approval. **Motion** by McKinnon to amend **Motion** to read as 'invoiced' rather than 'paid'. Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried**. Commissioner Crambell noted use of Kaliseum cannot be compared to Open Space rental. Call to question by Commissioner Fisher of **pending Motion with amendments**. Supported by Cox. Roll call vote: McKinnon, yes; Cox, yes; Comai, yes; Crambell, yes; Fisher, yes; Sweet, yes. 6 yeas. 0 nays. 1 absent. **Carried**.

Motion by McKinnon to approve the proposed North County Community Mental Health lease agreement with calculated dollar amount to be filled in. Supported by Fisher. Roll call vote: McKinnon, yes; Fisher, yes; Comai, yes; Cox, yes; Crambell, yes; Sweet, yes. 6 yeas. 0 nays. 1 absent. **Carried**.

Motion by McKinnon to approve the proposed District Health Department #10 agreement with calculated dollar amounts to be filled in and sent to agency. Supported by Fisher. Discussion, noted agreement was returned from counsel, if any discrepancy in numbers will return to Committee. Roll call vote: McKinnon, yes; Fisher, yes; Comai, yes; Cox, yes; Crambell, yes; Sweet, yes. 6 yeas. 0 nays. 1 absent. **Carried**.

Motion by Fisher to set interviews (Special Personnel Committee Meetings of the Whole) for County Commissioner District #1 for March 12 and 13, 2018, with appointment to the vacancy at a Special Board Meeting March 14, 2018 at 5:00 PM. Supported by Cox. Discussion, noted interviews to be scheduled with one hour appointments; deadline for applicants March 6, 2018. 6 yeas. 0 nays. 1 absent. **Carried**.

Motion by Cox to advertise for the Log Lake Caretaker vacancy with a deadline of March 16, 2018; interviews March 19 & 20, 2018 (Personnel Committee) with appointment at 3-21-2018 meeting. Supported by Comai. 6 yeas. 0 nays. 1 absent. **Carried**.

Motion by Cox to approve recommendations from Parks and Recreation Committee to geographically name the county grounds for scheduling purposes at the fairgrounds; to have a Recreational Social Media Manager for Kankaska County owned recreational properties; and to allow the Kaliseum Director to schedule the Kankaska Youth Baseball and Soccer including signing contracts with the Kaliseum with a 60 day leeway for fees to be invoiced. Supported by Comai. Roll call vote: Cox, yes; Comai, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried**.

Motion by Cox to allow alternate Committee members to sit in on Standing Committees in the absence of an appointed member. Supported by Comai. **(Motion and Support withdrawn.)** Discussion, **Motion** by Cox to amend the Board of Commissioner By-Laws Article 3, Sec E, by adding a new subsection #7 stating that the Chair of a Standing Committee has the authority to appoint an alternate Board of Commissioner member to sit in the absence of a Standing Committee Member. The alternate shall have voting rights. Supported by Comai. Discussion. Roll call vote: Cox, yes; Comai, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried**.

Chair called for recess at 7:25 PM. Meeting reconvened at 7:35 PM.

Personnel: Crambell reported. **Motion** by Crambell to approve Resolution **2018-06** to lift the hiring freeze to allow the COA Director to fill the In-Home Health Service part-time vacancy. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Crambell to approve Resolution **2018-12** to lift the hiring freeze to allow the Sheriff to fill the Zero Tolerance Clerk part-time vacancy. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Crambell to agree to accept the termination of the Oliwa Hockey Academy, Inc. contract with Kalkaska County. Supported by Fisher. Discussion. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** upon mutual agreement with Lessee, to waive the 30 day written notice set forth in the 9-13-2017 Lease Agreement and terminate the same between Oliwa Hockey Academy and Kalkaska County. Supported by Fisher. Discussion, noted rental pre-paid with no refund. Roll call vote: Crambell, yes; Fisher, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Crambell to approve Resolution **2018-11** to amend Krzysztof Oliwa's contract for employment services as Kalkaska County Kaliseum Director. Supported by Fisher. Discussion, Crambell noted stipend of \$7,600.00 for additional services of Kalkaska County as Media Manager added to contract; review of proposed Resolution, noted requests sent to counsel as two separate requests, however, counsel returned as one agreement with specifics to separate Director and Media Manager. Roll call vote: Crambell, yes; Fisher, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Crambell to approve Resolution **2018-07** to lift the hiring freeze to allow the Kaliseum Director to fill the Pool Supervisor/Admin Assistant vacancy. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Crambell to approve Resolution **2018-08** to lift the hiring freeze to allow the Kaliseum Director to fill the Gym/Fitness Supervisor vacancy. Supported by Fisher. Discussion, Oliwa noted retroactive pay was discussed in prior DPW meetings; Director to review at Personnel Committee. Roll call vote: Crambell, yes; Fisher, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Crambell to approve Resolution **2018-09** to lift the hiring freeze to allow the Kaliseum Director to fill the Front Desk part-time vacancy. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Crambell to approve Resolution **2018-10** to lift the hiring freeze to allow the Kaliseum Director to fill the Front Desk full time vacancy. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Crambell to approve the extension of Veterans Affairs employee Melanie Pauch's vacation for 90 days. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Finance: Cox reported. **Motion** by Cox to approve proposed County Treasurer Office Fee schedule dated 2-21-2018. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** Cox noted Budget Amendments and Bills addressed under Finance and Budget reports. **Motion** by Cox to approve Policy #390 Post Approved Check List as Amended 2-21-2018. Supported by Crambell. Clerk

noted proposed policy was reviewed by auditor and accountant. Roll call vote: Cox, yes; Crambell, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent.

Carried.

County Affairs: Fisher reported. **Motion** by Fisher to approve the request from the Michigan Heritage Foundation to change the approved use of the grounds west of the Kaliseum from August to May 17 through 21, 2018 for display of the Vietnam Moving Wall. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Fisher to approve Resolution 2018-05 to adopt Ordinance #152, Amendment #1173 (2018-149) Rezone Request. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Sub-Committee Reports:

Commissioner Comai noted pending resignation of Durkin on the Recycled Committee; Comai to advise her to submit in writing when official; Chair to review for vacancy appointment.

Commissioner Cox reported Area Agency on Aging audit completed with a favorable report.

Correspondence and Resolutions:

Chair McKinnon reviewed, noted all items addressed during meeting.

New Business: None

Other Business:

Chair McKinnon noted concern regarding communication from an EDC Board appointment, who advised that she was asked to resign by the EDC Chair if she cannot attend the meetings. Discussion regarding EDC meeting schedule; Fisher noted he also cannot attend often due to the time of day and his work schedule; Fisher to communicate with the Chair of EDC to review changing the meeting times to accommodate members.

Public Input:

Greg Dodge: Dodge addressed the Board noting his desire to continue helping the baseball program; the baseball group will commence with registration and provide a list to report the number of players, estimated 300-400 children. Dodge noted Kaliseum and fields were intended to bring area activities; reported baseball has their own equipment for media communication; noted if the County intends to rent the fields to others they may need to provide their own bases, drags, etc; noted sponsors funds are for providing the players with the correct clothing.

John Rogers: Absent

Jeff Bergman: Bergman addressed Board noting importance of youth activities; any increase in costs will require fund raising; advised 81% of school children receive government assistance for school lunch; noted families cannot afford added costs; noted there have been extensive volunteer hours for years; noted request from a prior Board was \$200.00 for the year; requested consideration of in-kind services rather than payment of fees.

Krzysztof Oliwa: Oliwa addressed Board importance and his desire for sports for youth; fees being requested are minimal fees; noted concern that reduced fees and in-kind services will allow for other organization requests; noted efforts to resolve fee concerns as the Board requested; noted Board to plan for future needs.

Chair McKinnon noted Commissioner Comai as the Board liaison, should work with Kaliseum Director and Parks and Recreation to bring to DPW for Board approval for fees. Chair Tanner noted they will have a Special Parks and Recreation meeting before DPW so that they can have a proposal and fees for use of grounds. Discussion regarding need for appointments of vacant seats on Parks and Recreation Committee. Tanner noted the Kaliseum Director as a voting member of the Parks and Recreation should be reviewed.

Chair McKinnon reminded attendees that the county policies and fees have not been followed in many years and when the Board was aware, they reminded the prior Director 2-3 years ago that he was to follow the fee schedule and use policies; as well the Board of Commissioners have tasked the new Director to follow their policies/fees when it was discovered that it was still not being done. Discussion noting the Board wants all the user groups to be successful along with the Director, in conjunction with the Board's policies.

Motion by Crambell to adjourn at 9:25 PM. Supported by Fisher. 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.