

Kalkaska County Board of Commissioners
Special Meeting Minutes
August 29, 2018
(UNAPPROVED)

Meeting called to order by Chair McKinnon at 5:03 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Truman Bicum, David Comai (arrived at 5:37 PM) Patty Cox, Craig Crambell, Kohn Fisher, Stuart McKinnon, James Sweet and County Clerk Deborah Hill. Pledge of Allegiance by all.

Public Input: None

Purpose of Meeting:

Chair McKinnon called for review of Department Head/Employee Stipends for 2019 budget with Accountant Hervey (also present). Chair noted report request to Department Heads Clerk, Treasurer, Deputy Treasurer, Sheriff and Kaliseum Director to perform an annual review of stipends in order to determine if the work being compensated for continues, has increased or decreased or being perform by a different department; noted no report from Treasurer.

Accountant Hervey noted a review of BCB intervention to the last Controller resulted from auditing issues in an effort to assist, along with the disbursement of duties previously in the Controller office. Discussion regarding statutory duties in conjunction with added responsibilities. Chair called for review of the County Clerk stipends, noted the IT duties were not initially with the Clerk when Controller jobs were reviewed; Accountant Hervey noted a review of the documents submitted by the Clerk indicate the added duties; that a review of the job description of the functions of the Controller's office continue with the Clerk. Discussion. Consensus to continue the Clerk's stipends for Controller duties and IT. Crambell noted concerns with IT stipend and statutory vs non-statutory; noted Sheriff and Clerk handle majority of IT matters with ongoing AT&T audit/contracts and IT services. (Accountant noted statutory duties is based on organization of local government.) Accountant noted BCB initial involvement with financial services, Controller duties shifted to Clerk and audits have been smooth; reported restructuring has worked well. Discussion, Chair noted annual review of stipends necessary due to change with resources, staffing and funding. Discussion; noted changes with functions that the stipends would follow.

Chair called for review of Deputy Treasurer stipend. Employee Papcun addressed the Board noting the stipend she received is for performing the title searches for the property foreclosures done through the County Treasurer with statistics. Discussion. Consensus to continue the Deputy Treasurer stipend.

(County Clerk requested an opportunity to address the Board with her report to answer any concerns the BOC may have.)

County Clerk addressed the Board noting the information she provided to the Accountant as requested by the Finance committee outlined the changes in the Clerk's office since 2009, and to current, with major changes in 2014 when the Clerk was directed with Administrative authority, pending further review by the Board. Clerk Hill noted the statutory duties and others

already performed in the Clerk's office, were outside of any stipend consideration; that the added responsibilities of the previous Controller office duties surpassed any statutory or previous functions in the Clerk's office since 2009. Discussion.

Chair noted documents provided by the County Treasurer regarding stipend, as received at this meeting, would be tabled for the opportunity for the Accountant to review. Chair noted documents were previously requested of the Treasurer several times for this purpose. County Treasurer addressed the Board regarding her statutory duties, reported extra duties for stipend documents for their review; reported more have been added since by the State. Discussion; new form 5572 reviewed, noted would have been a Controller duty. Review of Housing Opal Admin; grant money as received; run financial reports when requested; assisted with Website installation; continued review of list (copy filed with Board) Consensus to table for Accountant to review Treasurer's documents for review by the Board as requested in May. (6:02 PM)

Chair called for review/approval with Ameresco for the Kaliseum Energy Upgrade Project Development and Engineering Plan. Also present, James Horton of Ameresco, Project Development Engineer; Krista Nesbit of Ameresco, Account Executive; and Kaliseum Director Krzysztof Oliwa. General discussion with Ameresco representatives regarding initial construction deficiency issues, recognition of deterioration, necessity of multiple major repairs, project review, scheduling, projected project costs, contracts and preliminary work; discussion regarding funding and funding options.

Consensus Horton will communicate with Kaliseum Director and DPW Supervisor on Tuesday, September 4, 2018, to commence communication and research lighting needs.
(Board returned stipend review documents for review with Accountant)

Chair called for review of the Sheriff's IT stipend and request for increase. Discussion regarding the IT Committee and changes, the AT&T contracts and telephone line audit; interaction with the IT service with Empiric. Consensus to continue with the IT stipend as current.

Chair called for review of the Social Media stipend, currently performed by the Kaliseum Director. Discussion, Board noted the professional media services performed by the Director; consensus to continue the Social Media Stipend.

Public Input:

Clerk Hill: Note upcoming Public Hearing from the Village for property review.

Requested Negotiating Committee to schedule meeting to review non-union wages.

Motion to adjourn by Comai at 7:29 PM. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Respectfully submitted:

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

Stuart McKinnon, Chair of
Kankaska County Board of Commissioners

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