

Kalkaska County Board of Commissioners  
DPW Special Meeting Minutes  
January 17, 2018  
(UNAPPROVED)

Meeting called to order by Chair Buchanan at 4:30 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael Buchanan, Stuart McKinnon, Dave Comai and County Clerk Deborah Hill. Absent Commissioner Craig Crambell.

**Public Input:**

Kalkaska County Agricultural Fair, Chair Dawn Moses: Moses addressed Committee noting she had followed through with the scheduling at the Kaliseum for using the arena and Civic Center for 1-20-2018 for the winter derby as discussed at the County Affairs meeting on 1-16-2018; Moses noted the process for scheduling at the Kaliseum was not convenient and requested the process to be reviewed for those who may not have internet access; noted concern that more than one entity may be booking. (Director was present and noted he would discuss with staff.)

**Purpose of Meeting:**

Review of proposed County Recreation Plan: Also present Chair of Parks and Recreation Committee Jack Tanner and Elizabeth Calcutt of Networks Northwest. Discussion regarding proposed Plan and changes noted at previous meetings. Tanner and Calcutt advised all requested changes were made. **Consensus to Motion to approve and accept the 2018 -2022 Kalkaska County Recreation Plan as presented 1-17-18 with added appendices, as revised Draft #2.** (Committee noted appreciation for the Parks and Recreation Committee's work on completing the County Recreation Plan.)

Budget Clarification of Accounts #450 and #253: Also present DPW Supervisor Mayjor Bole. Discussion regarding document provided for county buildings and Building Improvement fund; noted 2018 priority list including 5 and 10 year plan. **Consensus to Motion to approve the proposed 2018 10 Year Building Improvement Plan as presented with correction of \$56,000.00 added in line 7 of document, for long term Capital Outlay.**

Lease Agreements for CMH and DH Dept #10: Discussion regarding with DPW Bole regarding review of expense calculations with Accountant Hervey; consensus to table to February DPW meeting for final figures.

Roller Derby Rental Agreement: Director Oliwa provided proposed agreement for Roller Derby for long term use with recommended fee with agreement for 4 home games to be held at Kaliseum. Discussion. **Consensus to Motion to approve proposed 1-9-2018 Small Town Outlaws Roller Derby Agreement from 4-20-2018 through 9-31-2018, with the month of September the group to use the Civic Center.** (Oliwa provide a copy of the KAHA agreement for filing.)

Wellness Program Fees/Requirements: Director Oliwa provided proposed Wellness Program for approval following changes requested by the Board. Discussion, noted additional changes.

**Consensus to approve the proposed Wellness Program fees and required criteria for Business's with the change of "could" to 'may' and changing #4 and #5 to A and B, #6 and #7 changed to #4 and #5.**

Oliwa noted requested for Kaliseum Rules and Regulations, Referral Program, Food Policy; consensus to table to February DPW following proposed information and review by counsel.

Oliwa noted request for review of fitness instructor position and consideration of 30 day review as previously discussed. Consensus for Oliwa to present a job description for Board review; noted Board would review for retroactive compensation; Oliwa to review with Commissioner Buchanan.

Oliwa noted needed repair for pool slide; to provide a quote for replacement.

Oliwa noted a request for a one month membership extension due to a medical inability that member could not attend; to provide medical verification for Board to review.

Oliwa to communicate with Dawn Moses regarding her scheduling concern at Kaliseum.

**Public Input:** None

Meeting adjourned at 5:55 PM.

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.