

Kalkaska County Board of Commissioners
Finance Committee Meeting Minutes
June 13, 2017
(UNAPPROVED)

Meeting called to order by Committee Chair Cox at 5:00 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Appointments:

Accountant Corinna Hervey: Hervey addressed Committee regarding Budget Amendments, overage report and monthly bills. Discussion regarding Budget Amendments 32, 33, 34, 35 36 & 37. **Consensus to Motion to approve Budget Amendments 2017-32, 34, 36 and 37.**

Discussion regarding overage report; review of telephone expenses, consensus to review with SunTel; \$1,800 being paid for AT&T was not allocated; to continue review. Hervey noted county voucher procedure, added document complicates audit review, etc.; consensus to review policy. Discussion regarding previous authority to Clerk and Treasurer to finalize 2016 audit with review and approval by Accountant Hervey.

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Committee regarding software obtained for conducting business for Kaliseum, memberships, rentals and employee interaction; addressed proposal for gym equipment; redirection of approved \$30,000 for immediate needs in pool locker rooms; need for de-humidifier replacement and concerns with storage of chemicals. Discussion regarding building hours, history of use outside of building hours; requests by individuals for exchange of memberships for in-kind services; consensus there are no approved exchange of fees for services; discussion regarding non-public/block times with memberships rather than hourly/memberships intended for open use time. Oliwa noted concern with no shows for block times; arena use without cleaning up after. Discussion regarding scheduling change, consensus to put in writing schedule subject to change. Oliwa noted many complaints with changes being implemented; Committee reminded Oliwa of county policies and approved fee schedules. Discussion regarding Pickelball complaints to Petoskey school of students at Kaliseum. **Consensus Oliwa to bring equipment request to Finance 6-14-2017 for approval; review of bid process; bring to DPW and include reassignment of the \$30,000; De-humidifier replacement and resolve to chemical storage concerns. Request for review of front desk with added duties and wage of \$11.00 to be asked at Personnel.** Discussion regarding assistance with Director duties, consensus Oliwa will only receive assistance from Clerk's office or staff as he requests. (Commissioner McKinnon left.) Chair called for recess at 7:37 AM. Meeting reconvened at 7:48 PM.

Chair Cox called for review of balance of monthly pre and post approved bills. Discussion regarding McLean's bill approvals; review of restitution; review of approved billings with Department Head signatures. Discussion regarding county vouchers; Clerk Hill advised that the process was implemented by her office with the transfer of Accounts Payable in order to obtain all the necessary information; Hill requested Committee to advise if they preferred a different process. Discussion regarding upcoming expenses for Kaliseum; options for accessing funds noting that it would have to be paid back from whatever fund it is borrowed from, in addition to current debt; possible use of tax revolving fund.

Chair called for recess at 8:20 PM. Meeting reconvened at 8:47 PM.

Continued review of bills. **Consensus to Motion to approve pre and post bills as presented.**

Public Input: None

Meeting adjourned at 9:05 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.