

Kalkaska County Board of Commissioners  
Committee Meeting Minutes  
July 12, 2017  
(UNAPPROVED)

Committee Meetings are held in Commissioner Chambers, Admin Building, 605 N Birch Street, Kalkaska, MI  
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**Judiciary and Public Safety: 9:00 AM**

No Appointments: Canceled per Committee Chair Sweet

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**Health and Welfare: 10:00 AM**

Meeting called to order by Committee Chair Comai at 10:15 AM. Present Commissioners David Comai, Patty Cox, James Sweet and County Clerk Deborah Hill.

**Public Input:** None

**Appointments:**

COA Director Jodi Willison: Willison addressed Committee noting Director's June report (copy filed with Clerk). Willison noted pursuing grant opportunity, Walking Fit Group, receipt of memorial donation (noted gazebo will be repaired) and status of pending events. (Copy of June Advisory Board Minutes filed with Clerk.)

**Public Input:** None

Meeting adjourned at 10:27 AM.

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**DPW/Public Works: 11:00 AM**

Meeting called to order by Commissioner Buchanan at 11:01 AM. Present Commissioners Michael Buchanan, Stuart McKinnon, James Sweet and County Clerk Deborah Hill. Absent Commissioner Crambell.

**Public Input:**

Jane Rowell: Reserved time.

Dawn Moses: Moses addressed Committee of appreciation for use of fairgrounds for 2017 FAIR; noted historical projects FAIR Board has been active in providing at Fair Grounds area with the assistance of grants and in-kind services. (Copy filed with Clerk)

Helen Crawford: Reserved time.

Elizabeth Dunham: Dunham noted her support of FAIR and use of the fairgrounds; her work with the SEEDS program and youth, noted their help at the FAIR and importance in her youth being involved in FAIR.

**Appointments:**

Recycle Manager Josh Hoppe: Hoppe addressed Committee noting July Report (Copy filed with the Clerk); noted status of material shipments; noted receipt of 3 sealed bids for parking lot that were opened at Recycle public meeting 7-11-2017 with all 3 bidders notified. Discussion. Bid review: Matt's Underground at \$17,980.00; Todd's Welding at \$34,382.16; and Wesley Morey Excavating at \$24,600.00. Discussion; review of RFP and bids indicate concern with inconsistency of materials, noted need for drainage ditches and retention ponds. Hoppe

noted recommendation of Recycle Committee to accept Matt's Underground bid. Consensus for Hoppe to obtain further specifications; noted needed items on other bids; review with other bids; Hoppe to provide a detailed bid from Matt's for 7-19-2017 meeting for Board review. Hoppe noted status of Recycle Trailer grant.

Soil Conservation, Mark Randolph: Randolph addressed Committee noting hire of a Conservation Specialist; Hazard Waste collection set for 9-10-2017 (location to be determined; discussion regarding designated millage fund); annual field day set for Jim Birgy farm on 8-10-2017; status of Rugg Pond repair, noted potential expense of \$8,000 and seeking funding options.

Log Lake Caretaker Kelly Ramsey: Ramsey addressed Committee noting incident with fireworks, no injuries. (Review of future plans due to increase in spectators, with EMS and law enforcement.) McKinnon noted complaint with bathrooms; Ramsey noted doors have lock issues. Discussion, consensus to change bathroom door locks and paper dispensers.

Parks and Recreation Committee Chair Jack Tanner: (Also present Chuck Ardingo) Tanner reported on status of Speak Up Kalkaska, public input from business members in August: Rotary Charities Grant is pending; noted Senate Bill from 2016 to address assistance with recreation funding, to include location and other oversight options. Ardingo noted follow-up with TransCanada for grant options.

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Committee providing requested quotes for gym equipment; noted current equipment is old, donated and safety concern; loss of members due to conditions of the gym/facility; recommended BAMPSCO International of \$99,240.00, finance for 5 years at government rate, \$2000.00 per month, lease to own. Oliwa noted seeking donations (approx \$5,000.00) for new flooring. Discussion regarding repair of de-humidification system essential for all functions of Kaliseum. Discussion regarding funds available within current budget that are not being used that will cover monthly payment until new memberships are added and proper oversight of revenue. Discussion regarding gym expansion, Oliwa noted he will oversee the expansion costs. **Consensus to Motion to waive sealed bid policy #400 for purchase/lease specialized gym equipment for Kaliseum weigh room. Consensus to Motion to purchase of gym equipment as proposed, \$99,240.00, from BAMPSCO International, 5 year agreement, not to exceed \$2,000.00 per month payment.**

DPW Supervisor Mayjor Bole: Bole addressed Committee regarding status of Health Department repairs, all services returned to building, when settled with insurance Bole will report back; noted carpet request/bill from CMH comes from Building Improvement fund; materials restored to be returned soon; shelving repairs in basement will partially be covered by insurance along with moisture detectors. Discussion regarding Log Lake bathrooms; DPW to replace door locks, hand dryers and paper dispensers. Discussion regarding status of county building foundation exterior/parking lot repairs. Bole noted Kaliseum sidewalk repair pending with review of options and checking current heat system in sidewalk.

Discussion regarding Rugg Pond boat launch/driveway upkeep, mowing; Bole to check with accountant with maintenance funding. Bole to communicate with telephone company to remove telephone box at driveway.

Discussion regarding status of county water bills, continued review of bathroom facilities; natural gas company (Bole noted prior Kaliseum Director signed a new contract in spite of Board request not to renew in order to allow for other bids); Bole to obtain a copy of current contract for Clerk's office.

Bole reported on Commission on Aging walking path beginning following week; noted discussion about ownership of COA property verified owned by the county.

Bole reported repair of Kaliseum pool lockers and showers scheduled for 7-25-2017.

Discussion regarding Recycle parking lot repairs; Bole to review site with Hoppe and Matt's for specifics of added concerns/needs (retention ponds and drainage ditches) as addressed by Board with Recycle Supervisor which were not included in Matt's bid. Discussion regarding second driveway needs; Board to review after information verified.

Bole noted review of fire lane issues at Log Lake access. Bole noted review of employee position for DPW. Discussion regarding status of reverter clause application, no final word.

**Public Input:**

Jane Rowell: Rowell addressed Committee regarding history of FAIR at the county Fairgrounds; noted was initially the local airport; area then cleared by Camp Graying; initially tents from Camp Grayling were used; 4-H and horse group (Trail Blazers) assisted with initial buildings; encourage continued youth and local involvement in the agricultural education including farm animals; requested the Board to continue the 99 year lease for the two weeks and allowing FAIR to continued use of the grounds; noted importance of other group use including Winterfest, etc.

Helen Crawford: Crawford addressed support for the County FAIR; noted Todd's Welding bid already included the retention ponds and ditches discussed; noted discussion regarding the needs for more soccer fields, suggesting communication with the soccer coach for collaboration with empty fields by Middle School; noted possibility of considering 24 hour services and air-conditioning at Kaliseum as issues; concern with changes for swim group use; concern with interest expense of 5 year lease of gym equipment lease/purchase, purchase instead. Meeting adjourned at 12:40 PM.

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**Personnel: 1:00 PM**

Meeting called to order by Commissioner Cox at 1:02 PM. Present Commissioners Patty Cox, Kohn Fisher and County Clerk Deborah Hill. Commissioner Crambell absent.

**Public Input:** None

**Appointments:**

Sheriff Pat Whiteford: Whiteford address Committee regarding status of Sheriff Department Employee Manual. Discussion, noted typo error and financial concerns (holiday pay for part-time staff). Consensus to set special County Affairs Committee to review along with other policies discussed for review. Whiteford asked for status of request regarding 2017 payment to non-union staff to mirror what union employees received; discussion regarding longevity pay for non-union and date of approval on lump-sum payments; discussion, noted clarity of

longevity pay needed, including part-time vs. full-time; consensus to review with manual/policy reviews. Whiteford also noted continued request for review of Elected Official wage reviews.

Constructions Codes, Bill Hiller: Hiller requested approval of filling Electrical Inspector vacancy upcoming at the end of 2017. **Consensus to Motion to approve Resolution 2017-35 to lift the hiring freeze to allow the Construction Codes Supervisor to fill the Electrical Inspector vacancy.**

Hiller inquired regarding Construction Codes Clerk paid time off. (Noted employee should inquire at Clerk’s office for clarification of contract.)

Commission on Aging Director Jodi Willison: Willison requested approval of vacancy replacement for In-Town Driver. **Consensus to approve Resolution 2017-34 to lift the hiring freeze to approve the COA Director to fill the In-Town Driver vacancy.** Willison noted difficulty finding employees for In-Home service positions due to the low wages offered, recommend consideration for review of wages; noted competitive with other COA’s but not local hospitals. Discussion.

Meeting adjourned at 1:46 PM.

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**Finance: 2:00 PM**

Meeting called to order by Committee Chair Cox at 2:01 PM. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

**Public Input:** None

**Appointments:**

Sheriff Pat Whiteford: Whiteford addressed Committee regarding requested 2 Budget Amendments. Discussion.

County Accountant Corinna Hervey: Hervey addressed the Committee with review of Budget Amendments. **Consensus to approve Budget Amendments #38 with changes; #39 VOID (due to approval of #37 last month); #40, ok as is; #41 with changes; #42, VOID.** Review of overage report and budget report. Discussion regarding the Department Heads not communicating with overages/budgets; information is sent to all by Treasurer. Discussion regarding telephone bills and dissemination; Recycle phone land line or cell phone discussion, to review with Recycle Manager before terminating; noted if further telephone changes it may affect agreement with AT&T; Discussion regarding future review of budget/overage reports; Chair of Finance to review all on the Friday before Tuesday Finance meeting; then request Department Head to attend Wednesday Finance meeting if not resolved prior. Continued review of overage report and budget amendment process; Log Lake overage tabled to end of season; review of building and grounds fund, Bole to review debits. Request for Treasurer to send actual copy to all departments by 15<sup>th</sup> of each month. Hervey to contact Kaliseum Director to review budget, noted IT expense due to Board requests. Consensus Clerk to send overage report to Department Heads with feedback requested before 7-19-2017 Regular Meeting.

**Consensus to Motion to approve bills as presented.**

Meeting adjourned at 3:00 PM.

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### **County Affairs/IT: 3:00 PM**

Meeting called to order by Committee Chair Fisher at 3:07 PM. Present Commissioners Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioner Craig Crambell.

**Public Input:** None

#### **Appointments:**

IT Report: Sheriff Whiteford reported on status of AT&T accounts; noted the ongoing changes with the communications from AT&T; the \$39,000 reported initially as a balance owed was a credit, not the agreed amount owed, the \$57,000 balance to consider (due 7-31-2017); noted if Board considers legal in conjunction with other municipalities, the Release and Settlement Agree would not be recommended, as it would preclude any recourse; the pending contracts would be thru MIDEAL pricing; should the Board decide against AT&T settlement offered, an immediate Resolution would be needed along with new numbering system. Discussion, need information from counsel, MAC, etc; request counsel to add addendum with exclusion of no further legal action if BOC agrees. Discussion regarding new contract proposals; concern with 3 year agreement with minimal consideration for account balances when county has paid monthly in-contract prices; put on Agenda for 7-19 for review depending on information back. Consensus Whiteford to obtain information requested from counsel regarding options and process if Board denies agreement. Consensus to set County Affairs Special meeting of the Whole for 7-19-2017 at 4 PM to review/discuss AT&T accounts and settlement agreement.

Sheriff Pat Whiteford: Whiteford noted no action from Jail Steering Committee, RFP pending;. noted COPS grant pending. Whiteford reported last two patrol cars with no bids were scraped; noted another county auction should be scheduled.

DPW Supervisor Bole & Honeywell Representative Dick Williams: Chair Fisher called for status of quotes for Kaliseum mechanical repairs. Bole requested Honeywell to attend Committee (Williams) after evaluation of Kaliseum facility to offer an energy savings program necessary repairs that we would qualify for all. Discussion regarding past review of mechanical issues at the Kaliseum, current concerns and continued deterioration. Discussion regarding past expense, funding and major structural issues. (Proposal and chart provided) Consensus structural needs, facility inadequacies, long term goals and concern correct repairs need to be completed now which will provide long term cost savings. Williams identified all the components necessary to be replaced including roof, insulation and other structural needs; past years expenses noted. Discussion regarding necessities and public hearing to review.

**Consensus to Motion to entertain a concept of an Energy Savings Performance contract in the amount of approximately \$4,000,000 cost funded over a 20 year period funded through energy and operational savings.** Discussion regarding inability to repair current systems; if approved Board will set a public hearing.

Zoning Administrator Karen VanHorn: VanHorn addressed Committee requesting approval of Resolution for Zoning Ordinance amendment. Discussion, noted Public Hearing was held.

**Consensus to approve Resolution 2017-33 to amend Kalkaska County Zoning Ordinance (Sec 21.15).**

Chair called for recess at 4:51 PM. Meeting reconvened at 5:08 PM.

Committee Chair Fisher called for Public Input:

**Public Input:**

Deb Ball-Odeh: Odeh addressed Committee regarding FAIR and continued review of agreement for County FAIR. (Commissioner Fisher noted FAIR was provided access to Fairgrounds for 2017 FAIR for two week period.) Odeh noted 501 (c) 3 application pending which will allow the FAIR grant opportunities; requested Board to consider continuing use agreement as requested. Commissioner Fisher reminded Odeh the Board has never opposed FAIR, noted concerns that led to Board review of oversight, discussions began in fall of 2016 and the Boards request then for accountability and FAIR's obligation of "continued improvements" (as stated in prior agreement) with facility which the Board believed the FAIR neglected for the past several years; noted FAIR was requested to provide documentation of planned contributions toward 'continued improvements'; Fisher noted concern of inaccurate reports on social media stating that there would be no 4-H, noting 4-H immediately provided requested information. Discussion, noted concern with FAIR Board members using facility for personal use/storage; increased expenses, damage to facility and multiple keys/access. Odeh noted prior agreement (verbal or otherwise) with county to use buildings provided by FAIR; committee noted buildings/structures become property of county including expenses which have increased over the years.

Dawn Moses: Moses addressed Committee noting a prior scheduling when FAIR was separate from 4-H was very detrimental to both organizations. Discussion regarding consideration for value of buildings, etc provide by FAIR; committee noted initial agreement was in place when the expense of the grounds was minimal; added buildings have added significant cost including repairs, up-keep, heat, electric, etc. Committee noted prior recommendations were discussed at one time to tear down the old kitchen and gymnasium; prior Board allowed FAIR to move to old kitchen area with intentions of assistance from FAIR; noted accountability and assistance is necessary with all user groups of fairgrounds; expectations marketing and oversight will improve with new Kaliseum Director. Odeh noted discussion regarding millage options versus users doing fundraisers. Committee noted concern with risk of taxpayers not supporting millage along with millage limits close to max limits in some townships. Committee noted the request to FAIR is the same as requested from 4-H; Odeh noted concern with signing an agreement the Board had not yet waived the fees for. Committee noted the Board will continue to review future agreement after 2017 FAIR.

Committee Chair called for review of balance of meeting agenda items:

Sheriff Proposed Personnel Policy Handbook – review at Special County Affairs meeting. Discussion regarding non-union payment to mirror union employee payments and holiday accrual for part-time staff.

Contractual Services Ad – tabled

MERS 457- Clerk noted inquires from vendors interested in presenting for the one vendor option approved by the Board at the June meeting. Consensus to schedule a County Affairs meeting to review 457 options in August; Clerk to advise MER to schedule meeting with employees; other vendors to schedule after review by County Affairs.

Court Appointed Indigent Defense Standards - meeting set for 7-19-2017 at 5:00 PM.

FAIR agreement – tabled to after 2017 FAIR.

Blue Star Memorial request for KART trail, Garden Club seeking donations.

AT&T Account Dispute – meeting set for 7-19-2017 at 4:00 PM.

Pending policy reviews – set Special County Affairs meeting 7-24-2017 at 5:00 PM.

Safety Committee – tabled for review of appointments by Chair.

Jail Steering Committee – Sheriff reported RFP’s pending.

Land Reverter Clause status – tabled pending review by the State; discussion regarding continued communication with DNR; send request to representative and senator for letters of support; committee noted this process/request has been ongoing for several years due to the tower restrictions.

Clerk memo request; Clerk Hill provided verbatim minutes regarding the Motion from 6-21-2017 meeting correcting the 5-19-2017 meeting; noted the Motion content was as stated in the 5-19-2017 minutes and requested that the Committee retract the change accordingly.

**Consensus to Motion to rescind the Motion of 6-21-2017, to approve the Special Meeting Minutes of 5-19-2017 with the striking of “to be effective immediately” from the minutes regarding the hiring of the Kaliseum Director Oliwa, and restore and approve the original language from the minutes of 5-19-2017 to include “to be effective immediately”.**

DNR Memo and Village Site Plan review memos.

Clerk inquired if late bill from Sheriff was reviewed at Finance.

**Public Input:** None

Meeting adjourned at 6:49 PM.

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Respectfully submitted:

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

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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.