

Kalkaska County Board of Commissioners
Committee Meeting Minutes
October 5, 2016
(UNAPPROVED)

Committee Meetings are held in Commissioner Chambers, 605 N Birch Street, Kalkaska, MI

DPW: 11:00 AM

Meeting called to order by Committee Chair Crambell at 11:00 AM. Present Commissioners Craig Crambell, Michael Buchanan and County Clerk Deborah Hill. Absent Commissioner Stuart McKinnon. (McKinnon arrived at 11:11 AM) Pledge of Allegiance by all.

Appointments:

Recycle Manager Josh Hoppe: Hoppe addressed Committee (October report filed with Clerk). Hoppe noted status of product shipping, status of drainage ditch preparation at facility and upcoming restructuring of state recycling coalition.

Soil Conservation, Mark Randolph: Randolph addressed Committee, presented proposal scope of work for Kalkaska County. Discussion. Consensus to review revenue from timber forestry and disbursement at Parks and Recreation Committee, to add as an addendum to proposal for review and forward to counsel for review. Discussion regarding Rugg Pond oversight with Parks and Recreation. Randolph provided minutes from Parks and Rec meeting; noted Recreation plan to be reviewed at Village meeting and recommendations forthcoming regarding Civic Center and oversight (currently Kaliseum). Discussion regarding forestry revenue, Randolph to have reviewed at next Parks and Rec meeting.

Solid Waste Representative, Gerald McKee: McKee addressed Committee regarding status of community compost location, after hours recycle trailer successful, looking at other locations.

Log Lake Caretaker, Kelly Ramsey: County Treasurer Thornburg and Ramsey addressed Committee noting need for software program management system for Log Lake Park oversight; revenues and expense report provided. Discussion regarding revenues, repairs and budget.

Consensus to Motion to approve renewal of Kelly Ramsey Log Lake Caretaker contract for 2017. Consensus to Motion to approve Astra Campground management system proposal, to be paid from fund balance, after review by counsel. Consensus to Motion to apply for a retail/tax license for Log Lake.

Kaliseum Director, Alan James: James addressed Committee noting status of upcoming events, equipment repairs and needs.

Accountant Corinna Hervey: Bole and Accountant Hervey addressed Committee noting needed review of purchasing policy. Discussion regarding current policy for quotes, bids and change orders; consensus to provided proposed change for November Committee meeting. (Hervey and Clerk to review.)

Housekeeping Manager, Irene Daniels: Daniels addressed Committee noting status of carpet cleaning .

DPW Supervisor Mayor Bole: Discussion regarding completion of Log Lake shower repairs. Bole noted status of well water testing. Discussion regarding Board room furniture/seating.

Consensus to Motion for DPW Bole to advertise for snowplowing bids.

Meeting adjourned at 1:03 PM.

COUNTY AFFAIRS/IT: 1:00 PM

Meeting called to order at 1:08 PM by Committee Chair Fisher. Present Commissioners Kohn Fisher, Craig Crambell Stuart McKinnon and County Clerk Deborah Hill.

Appointments:

Coldsprings Township Supervisor, Ray Hoffman: Hoffman addressed Committee noting discussion with Empiric regarding county IT services; the township requesting consideration to utilized the county IT. Discussion with Sheriff and Hoffman/township concerns, noting security considerations and possible options. **Consensus to Motion to for County to allow townships to interact with County IT Empiric services; Empiric to provide a proposal and contingent on investigation of assistance with townships and computer security thru interaction with county internal technical operations.** Sheriff Whiteford to communicate with Seeley/Empiric regarding request.

IT Committee: Sheriff Whiteford reported on review of the proposed IT budget from Empiric, noted recommended proposal of \$144,000 for 2017 IT Budget (including the county portion) and increase for Revise (instead of LIAA). Discussion regarding Prosecutor computer numbers needed and these figures would not in include any revisions regarding the townships.

Chair Fisher noted correspondence regarding Morgan-Stanley oversight of independent employee investments; tabled, Clerk to check with other entities using Morgan-Stanley and county obligations, if any, return to Committee.

Chair Fisher noted NMRE SUD Policy; McKinnon to review documents for appointment.

Chair Fisher called for review of Great Lakes Energy Date Exchange request; McKinnon to call GLE and review.

Miscellaneous documents reviewed including WRC 9-1-2016 resource update, NWMCG August minutes (emailed to BOC), Record Eagle/ Chamber 9-13-2016 communication and MSUE Grower Training Course information.

Chair Fisher called for review of grant request for VA Counselor, tabled for Finance.

Meeting adjourned at 3:01 PM.

PERSONNEL: 3:00 PM

Meeting called to order at 3:15 PM by Committee Chair Cox. Present Commissioners Patty Cox, Kohn Fisher and County Clerk Deborah Hill. Absent Commissioner Craig Crambell.

Appointments:

Sheriff Pat Whiteford: Whiteford noted request for 3rd Court Officer position noting there would be no additional expense. Discussion. **Consensus to Motion to approve Resolution 2016-28 to lift the hiring freeze for the Sheriff to hire a part-time Court Officer/Bailiff.** Discussion regarding non-union positions with Sheriff Department.

Commission on Aging Director, Jodi Willison: Absent. (Cox noted Willison will attend Health and Welfare committee.)

Meeting adjourned at 3:32 PM.

FINANCE COMMITTEE OF THE WHOLE: 4:00 PM

Meeting called to order by Commissioner Stein at 4:00 PM. Present Commissioners Michael Buchanan, Patty Cox, Kohn Fisher, Stuart McKinnon, Kevin Stein and County Clerk Deborah Hill. Absent Commissioners Craig Crambell and Alan Hart.

Motion by Cox to approve Agenda with addition of review of DPW vehicle purchase, Great Lakes Energy data exchange request and VA grant request and Budget Amendments #0061 and 0062 added. Supported by Buchanan. 5 yeas. 0 nays. **Carried.**

Appointments:

Accountant Corinna Hervey: Hervey addressed Committee noting she will be providing budget amendments to address overage report at 10-12-2016 meeting. Review of Budget amendments 2016-0050 through 0062 with correction of # 0052 and 0055; additional amendments will be presented at 10-12 meeting. Hervey reported review of 2017 budget with adjustments following Board's request for all departments to review budgets, noting only response was from Sheriff Department. Discussion regarding IT Budget review, MERS unfunded liability needs, court child care, pending non-union raises, etc; fund balance. (Clerk to email MERS rep for requested information for 10-12-2016 meeting.) Discussion regarding scheduling a Special meeting if needed.

Sheriff Pat Whiteford: Whiteford addressed Committee noting his review of overage report, reviewing with Hervey, grant revenue coming in November will resolve some overage issues and continued review of office supply lines. Sheriff noted vehicle fund request to be reviewed for 2017 budget and will provide 5 year plan; **Consensus to Motion for Sheriff to advertise for bids for used department cars.**

Prosecutor Michael Perreault: Perreault addressed Committee noting proposed agreement with DHS for legal services, to provided \$12,000 to \$40,000 revenue. Discussion, noted Prosecutor provided the services in the past. **Consensus to Motion to send proposal to counsel for review as determined by Prosecutor's request.**

Recess at 5:02 PM. Reconvened at 5:04 PM.

Kalkaska Public Schools, Karen Sherwood and Nadia Hoover: Sherwood addressed Committee, noted desire to advise the Board of adjustments with taxable values in August created an overpayment to the school, noting a monetary liability amount to the school is due back to the state; advised 'captured dollars' were inadvertently reported. Discussion. Hoover and County Treasurer noted correction was made following information from Equalization and Board of Review, advising the correction would be resolved in October. Treasurer noted future reporting will be made after Board of Reviews.

Polly Cairns: (Discussion with Cairns regarding taxable value adjustments.) Ms Cairns was interviewed for the Equalization Director vacancy by Committee. Committee reviewed resume of Cairns, discussion regarding options of contractual and as an employee. Discussion. Cairns to provide proposal to County by Monday, 10-10-16.

Recess at 5:50 PM. Reconvened at 6:26 PM.

Commissioner Stein called for review of bill and budget amendment approval. **Consensus to Motion to approve monthly post and pre-approved bill as present. Consensus to Motion to approve Budget Amendments 2016-0050 through 0062 with corrections of #0052 and 0055.**

Review of Veterans Affairs Grant request letters. **Consensus to Motion to affirm the Chair’s signature to grant request letters dated 9-27-16 and 10-5-16.**

Review of Rehmann proposal for auditing agreement. Discussion with accountant; Clerk to email Rehmann for: Fieldwork scheduled as mutually convenient for all parties but no later than May 31st each year; Draft Report available for regularly scheduled June meeting and Continuity of staff to the extent possible, to be considered in the agreement.

Commissioner Buchanan requested review for purchase of DPW truck. Discussion. **Consensus to Motion to approve the purchase of a DPW truck not to exceed \$36,000.** (DPW Bole to provided 3 quotes for approval.)

Review of Great Lakes Energy date exchange request. Discussion. Following review with County Road and Sheriff Dept, **consensus to Motion not to approve date exchange request between County Equalization and Great Lakes Energy.**

Discussion regarding IT/Empiric issues. Consensus Sheriff to communicate with Seeley at Empiric for purchase of new servers or Microsoft (necessary action to correct IT issues), county does not want to keep piecing repairs, concerns with ongoing issues with the IT services, internet and computer connections/use. Review at 10-12-016 meeting.

Public Input: None

Meeting adjourned at 7:30 PM.

Health and Welfare: 5:00 PM

Meeting called to order by Committee Chair Kevin Stein at 5:02 PM.

Recess to 5:50 PM. Reconvened at 5:50 PM.

Present Commissioners Kevin Stein, Michael Buchanan, Patty Cox and County Clerk Deborah Hill.

Appointments:

COA Director Jodi Willison: Willison addressed Committee noting proposed revisions for Commission on Aging Handbook (copy filed with Clerk), noting changes have been approved by the Commission on Aging Advisory Board. Discussion. **Consensus to Motion to adopt changes as proposed in 10-3-2016 document.** Willison noted concerns with IT services. Discussion. **Consensus County to communicate with Empiric due to continuing IT issues throughout county complexes.** Willison noted request to make Program Coordinator full time, as approved by the COA Advisory Board. **Consensus to Motion to approve the Commission on Aging Program Coordinator position from part-time to full-time.**

Commission on Aging Advisory Board Chair, Mike Cox: Cox noted Advisory Board looking at committee formation to provide more oversight to projects/issues; building plans will be provide soon and review for added unisex bathroom.

Meeting adjourned at 6:03 PM.

JUDICIARY/PUBLIC SAFETY: 6:00 PM

Meeting called to order by Committee Chair Buchanan at 6:04 PM. Present Commissioners Michael Buchanan, Kevin Stein and County Clerk Deborah Hill. Absent Commissioner Alan Hart.

Appointments:

Emergency Services Manager Mike Thompson: Thompson reported on status of Hazard Mitigation Plan (pending approval by FEMA); Kalkaska Emergency Operations Plan was approved by the State, noting two 'annexes' need to be completed each year (two schools recently completed)

Clerk Hill requested possibilities of ESM to provide employee education regarding medical assistance and building/safety evacuation/precautions. Thompson to research optional training available.

Meeting adjourned at 6:19 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.