

Kalkaska County Board of Commissioners
Committee Meeting Minutes
December 7, 2016
(UNAPPROVED)

Committee Meetings are held in the Commissioner Chambers, Administration Building, 605 N Birch St, Kalkaska, MI

DPW/PUBLIC WORKS: 11:00 AM

Meeting called to order by Committee Chair Crambell at 11:06 AM. Present Commissioners Michael Buchanan, Stuart McKinnon, Craig Crambell and County Clerk Deborah Hill. Pledge of Allegiance by all.

Appointments:

Recycle Manager Josh Hoppe: Hoppe addressed Committee noting: status of shipping recycle products; re-application for tire grant upcoming; discussion regarding brush cleanup options. Hoppe reported a plow will be put on the Recycle truck for plowing.

Public Input:

Krzysztof Oliwa: Oliwa addressed Committee noting: his experience and involvement at Kaliseum with the hockey program; concern with deterioration of care and services at Kaliseum; potential of Kaliseum and interest in purchasing the Kaliseum. Discussion. Consensus Committee concerned with oversight of Kaliseum; interest in Oliwa's request; Committee to research options and take to Board.

Appointments Con't:

Soil Conservation, Mark Randolph: Randolph addressed Committee noting: status of forest harvest in Clearwater Township including a new contractor; status of Civic Center DTE gas line; reported new Soil Conservation office at the Village Station at corner of Cedar and 3rd street (county to put new telephone number in system for forwarding); Discussion regarding electric usage at Horse Arena, DPW Bole to review with other users. Randolph noted minutes from Parks and Rec meeting, Parks and Rec meeting noted issues with use of county ball fields, soccer fields and civic center area; Parks and Rec Chair Tanner communicating with groups; to schedule meeting in January with all the users of the property to plan for oversight/use of Civic Center/fields. Committee discussion noting concern with failure of Kaliseum to follow up with rental agreements and deposit returns; concern with multiple keys out, personal use of Civic Center by Fair Board members other than during two week lease. Kaliseum Director James present; Committee inquired of how Kaliseum is renting Civic Center/fields and refunding deposits. James noted lease agreements required by county are being used, building deposits returned unless Sheriff Work Crew finds issue when they clean. Discussion, James reported Fair stated they have use of the grounds all year using facilities often for other events outside of the two weeks. Discussion regarding agreements with organizations; all contracts to be reviewed and new locks to be in place immediately. Discussion regarding access/security to Kaliseum. Consensus of Committee, pending review by the BOC, Kaliseum Director to continue oversight of Civic Center and grounds rentals, no refund of deposits until inspected; refunds to be done by voucher to the County; no keys out to anyone for the Civic Center and immediate change of

locks. James noted his inability to perform oversight. Commissioner McKinnon noted Director would continue oversight as directed, advising only added step is to inspect premises before refund is vouchered to Clerk's office. Committee advised Randolph to communicate to the entire user groups to provide any written agreements with the County and provide a copy; DPW advised to put new locks on Civic Center buildings immediately. Parks and Rec to make recommendations in January.

Kaliseum Director Alan James: James noted request for part-time employee Peterson to full-time (29 to 40 hours a week). Discussion, noted gain of trainings and revenue. James to obtain figures of cost from accountant and provide line item for funding, to start 1-1-2017. James noted he would reduce part-time hours of other staffing; James to provide proposal. Discussion regarding compressor expenses and review of bidding/proposals, noted Committee's need to verify approval of expenses; consensus compressor repairs to be paid. (James to provide other quote to Clerk.)

Soil Conservation, Randolph: Randolph requested Board to review revised Agreement with Soil Conservation. Discussion, agreement to be forwarded to counsel for review.

Log Lake Caretaker: Absent

Solid Waste Committee Representative: Absent

Discussion regarding increased employee hours for Kaliseum; consensus committee takes no action with James request for increased employee hours to full time; Clerk to notify James to take to Personnel and prepare a Resolution for request.

Clerk noted report provided of water bills beginning 1-1-2015 for review due to Committees request with question of significant increase in cost. Discussion, DPW Bole to review.

DPW Supervisor Mayor Bole: Bole noted cleaning suggestion of Civic Center option to contract with current Housekeeping. Discussion, consensus all agreements with the Civic Center & ball fields cease for review by the Board, no use of Civic Center (by Fair) until Board reviews agreements and keys to be changed by Bole immediately (Kaliseum to continue oversight of rental as discussed prior). Discussion regarding KART Trail maintenance, previous Soil Conservation oversight. Bole noted he made request at Personnel for a wage review of his position/responsibilities. Discussion. Bole noted new DPW truck has been ordered.

Committee discussion regarding Soil Conservation agreement as to whether it is necessary with placement of the new millage; review of what % of forestry revenue should be considered; review of agreement noted changes were not made; consensus to send to counsel for review to include accountant's concerns (audit and report of use of millage money).

SBA Tower contract to be sent to counsel for communication with SBA. Rental space fees. McKinnon to communicate with counsel and accountant.

Meeting adjourned at 1:01 PM.

County Affairs/IT: 1:00 PM

Meeting called to order by Committee Chair Fisher at 1:06 PM. Present Commissioners Kohn Fisher, Stuart McKinnon, Craig Crambell and County Clerk Deborah Hill. Pledge of Allegiance by all.

Appointments:

Sheriff Department Undersheriff Harry Shipp: Shipp and Secretary Juoz addressed Committee noting: used vehicle bid sale complete; retention policy/shredding completed (final cost \$6,631.20); application for LARA Grant for \$10,740.00 for Deputy cost assigned to TNT. Discussion, grant administration to sign, following the agreement. **Consensus to Motion to allow Grant Administrator to sign application for Sheriff to apply for LARA Grant for TNT Deputy wages.**

Undersheriff Shipp noted request for Board to commence plans for new jail; Sgt Gillisse noted need for new jail facility due to many changes in jail requirements/technology and structure deterioration, layout and needed repairs. Discussion, consensus to include review of the annex, animal control and housing all county offices at Governmental Center; to include Planning Commission and review of jail studies. **Consensus to Motion to form a Jail/Courthouse Steering Committee consisting of Sheriff, Dispatch, Board, Prosecutor, Court and one public at large.**

Zoning Administrator Karen VanHorn: VanHorn addressed Committee requesting approval of Resolution 2016-45, County Master Plan. Discussion. **Consensus to Motion to approve Resolution 2016-45 to approve the draft Master Plan for distribution.**

MSUE, Karie Saxton: Saxton, Program Coordinator, addressed Committee noting information Committee requested to proceed with new Plat books. **Consensus to Motion to approve the County providing GIS shape file to Mapping Solutions for Kankaska County 4-H Leaders Association to generate current plat books in exchange of 8 business card sized ads @ \$200 each = \$1600; 1 half page county commissioners ad @ \$500; 1 full page county information/phone number/directory page @ \$800; 4 wall maps (42x42 inches) @ \$35 each = \$140; 13 plat books @ \$35 each = \$455; Total: \$3495, and allow Chair to sign. (Mapping Solutions will attain aerial maps from another source.)** (Saxton to provide a written agreement for Board approval 12-14-2016 and notify Board in January as to date new plat book will be available.)

Chair Fisher called for review of:

Morgan-Stanley investment oversight; consensus to request agent to meet with employees to review.

Clerk noted memo regarding scheduling employee assialant prevention training 12-14-16 as recommended by MMRMA.

SBA Tower lease, tabled as counsel currently reviewing and communicating with SBA.

Log Lake Caretaker agreement, review of minimum wage change and dates with counsel, tabled to January for corrections. Discussion regarding seasonal employer/employee obligations, training may need to be during employment contract.

Fund balance transfers for 2016 reviewed. **Consensus to Motion to allow accountant to transfer excess fund balance from the 2016 budget into fund #257 to be earmarked for unfunded liabilities (MERS) and long term computer needs, once the account numbers and 2017 budget is finalized. Consensus to Motion to set Organizational Meeting for 1-2-2017 at 9:00 AM.** Discussion regarding possible Commissioner Workshop with counsel on 1-7-2017.

Motion to authorize accountant to make required Budget Amendments as necessary to balance the 2016 budget prior to year end. Consensus to Motion to authorize the Clerk (Accounts Payable) to pay all necessary 2016 bills prior to year end. (Clerk to send memo to departments to provide bills weekly and no later than 12-22-2016.) **Consensus to Motion to approve General Fund, Special Funds and Enterprise funds in document dated 11-28-2016 from Public Hearing** (to be done at reconvene of Annual Meeting). **Consensus to Motion to approve Budget Resolution 2016-47** (to be done at reconvene of Annual Meeting).

Discussion regarding by-law amendment to bring to **Motion that Article 4 of the BOC By-Laws, be amended that petitioners requesting to be on an agenda for a Committee shall be filed with the Clerk with supporting documentation by the Friday prior to the Committee meeting, then to be available to the Chairperson of that Committee by the Tuesday prior, the Chairperson to then determine if the matter will be placed on the Agenda for that Committee consideration.**

Clerk noted report of MMRMA Best Practice review in packet for Board review with mention of the emergency contractual services previously discussed, along with a copy of a lease agreement for review of lease agreements in general. Consensus to table to January Committee.

Discussion EQ contracts for GIS mapping in review with counsel; contract for temporary employee determined unnecessary with current temporary hours of work, withholdings, etc to be deducted.

Soil Conservation District Agreement tabled for review with counsel. Consensus millage distribution to be contingent upon auditing and reporting by District, consideration contract should address millage oversight rather than services, send to counsel with accountant concerns, McKinnon to communicate with counsel.

Meeting adjourned at 3:05 PM.

Personnel: 3:00 PM

Meeting called to order by Committee Chair Cox at 3:09 PM. Present Commissioners Patty Cox, Kohn Fisher, Craig Crambell and County Clerk Deborah Hill.

Appointments:

Prosecutor Michael Perreault: Perreault addressed Committee noting need to hire new employee to be trained by retiring Child Support Coordinator, needing her part time until current employee retires mid January. Discussion. (Noted Resolution 2016-41 approved 11-9-2016.) Consensus to Motion to allow Prosecutor to hire replacement employee for Child Support Coordinator, to begin over-lap following approval at 12-14-2016 meeting with 20 hour option provided by Prosecutor, not to exceed \$1864.00 (66% paid by State reimbursement).

Commission on Aging Director Jodi Willison: Willison noted: news coverage regarding upcoming building remodeling; addressed Committee requesting clarification of exemption/non-exemption of COA Director position. Discussion, Committee noted prior review and Motion by Board to exempt COA Director Position at Special Meeting of 11-22-2016, due to responsibilities and interaction with policy making, hiring/firing, direct reporting to BOC, etc. Discussion regarding unfunded liability of COA employee accrual of vacation time that is

inconsistent with county policy. Discussion regarding resolve to extensive accrual (unfunded liability) when prior COA Director retired; noted BOC acted at that time that COA was to follow county policies regarding economic matters which includes PTO. Discussion also regarding start date for hire, noting some started at part-time and would not have been eligible for certain benefits, continued review. (Clerk and COA Director to communicate with counsel for opinion.)

Janitorial, Irene Daniels: Daniels addressed Committee noting request for extension of added 5 hours for additional week due to extended absence of janitorial staff. **Consensus to Motion to extend employee Daniels for added 5 hours per week for additional week.**

MSUE Director, Jennifer Berkey: Berkey addressed Committee for approval of Resolution 2016-43, tabled from November meeting. **Consensus to Motion to approve Resolution 2016-43 to lift the hiring freeze to allow MSUE to replace the vacancy of the office manager for the Kalkaska County MSUE Extension office.**

Sheriff Department, Undersheriff Harry Shipp: Shipp and Secretary Juoz addressed Committee noting prior request for increase in part-time non-union corrections staff, renamed Booking Officer. Discussion, Committee noted intent for proposed wage scale up for approval for non-union employees along with Personnel Policy and Non-Union Handbook, to be effective 1-1-2017.

Discussion regarding pending Personnel Policy and Non-Union Handbook Draft 5 for review, to send to counsel for additional review.

Meeting adjourned at 4:09 PM.

Finance Meeting of the Whole: 4:00 PM

Meeting called to order by Commissioner McKinnon at 4:10 PM. Present Commissioners Michael Buchanan, Patty Cox, Craig Crambell, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioners Alan Hart and Kevin Stein.

Public Input: None

Appointments:

Accountant BCB, Corinna Hervey: Hervey addressed Budget Amendments with Committee noting #0100, #0104 & #0115 voided; change with #0118; consensus to approve #0097 through #0123, with exception of voided ones noted. Hervey noted there would be additional amendments by the 12-14-2016 meeting due to end of year expenses and over budget items.

Consensus to Motion to approve Budget Amendments #0097 thru #0123 with #0100, #0104 & #0115 voided and #0118 with noted change in account #. Discussion regarding camera project and funds available from Sheriff Budget and Court House Restoration. Review of expenditure report, Hervey noted Departments have been notified of overages. Discussion, **consensus to Motion to allow accountant to make Budget Amendments deemed necessary as presented by Hervey prior to year end. Consensus to Motion to allow accountant to transfer excess fund balance from 2016 budget into fund #257 to be earmarked for unfunded MERS retirement liability and long term computer needs. Amount and account numbers to be determined by the accountant once the 2017 budget is finalized.** Continued review of expenditure report.

Clerk to send

memo to all Departments regarding the payment of 2016 bills weekly and no later the 12-22-16 to accounts payable for payment.

Clerk Hill reported on status of AT&T unpaid billing, noting a formal dispute was requested for review by AT&T. Hervey noted auditors would review again at audit.

Public Input:

Library Representative Lynette Cervone: Cervone addressed Committee noting communications with Clerk's office regarding overdue notices and recent changes with procedures. Discussion, Committee noted critical communications from Interim Director with efforts by Accounting to resolve payment matters; noted Library is authority Board who dictates payment of Library bills; discussion regarding influx of bills for payment at the end of month may contribute to payment process along with bills being received a month later from the Library; suggested review by both Accounting and Library as to options/change in practice. Discussion.

Accountant noted the Library waiting on the monthly report from the Treasurer should not be necessary for bill approval given the department would know what expenditures occurred since the previous months billing (Hervey noted reports are not dispersed until they are reviewed by the accountant). Clerk noted multitude/length of emails/time spent in an effort to resolve inquiries by the Library with communications resulting from the Interim Director's refusal to provide necessary information to assist in billing research. Consensus communications will continue with Cervone in the loop with both entities working toward focus of addressing potential changes with bill payment.

Cervone to provide applications for Library Director position to Clerk for Board review.

Review of Bill approval. Discussion regarding purchasing policy and request for review, Hervey provided draft template for simplification of policy. Discussion regarding what the threshold of amounts should be for approval by accounting, Board or Department Head; when bids are necessary and/or request for proposals. Hervey noted concern with current policy as lengthy/unnecessary, Hervey and Clerk to review Policy #400 for 12-14-16 meeting. Discussion regarding payment for food or other items that would be deemed inappropriate for payment by public funds. Consensus to review with counsel (when is it legal to purchase food for meetings), consensus food should not be paid for by public funds unless estimating circumstances (ie: Jury deliberation).

Review of proposed non-union wage scales, copy provided for review. Discussion, noted the necessity due to auditor review and in conjunction with Personnel Policy and Non-union manual. Consensus to forward new draft to Department heads and counsel for review, if ready can present at 12-14-2016 meeting. **(IF deemed ready, Consensus to Motion to approve Personnel Policy and Non-Union Manual as proposed. Consensus to Motion to approve the non-union proposed pay scale effective 1-1-2017.)** Cox noted need for review of DPW Supervisor wage increase for employee Bole, currently \$43,000 with overtime. Discussion, consensus to identify necessary skills and responsibilities, review (Cox noted Bole provided report); noted 1.5% increase consistent with other staff; options of additional staffing.

Consensus to Motion to approve payment of bills as presented.

Public Input: None

Meeting adjourned at 5:28 PM.

Health and Welfare: 5:00 PM

Meeting called to order by Commissioner Buchanan at 5:30 PM. Present Commissioners Patty Cox, Michael Buchanan, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioner Kevin Stein.

Public Input: None

Appointments:

COA Director Jodi Willison: Willison addressed Committee noting: Consumers Energy rebates; Grant opportunities; Veterans Day Dinner success; Area on Agency expanding services with COA; contracted with NW MI Healthcare and upcoming events. Willison provided drawing of proposed remodeling project (copy filed with Clerk).

COA Advisory Board Chair Mike Cox: Cox addressed committee noting current committee efforts to move forward with the outreach to the townships. Discussion regarding the options for food services.

Library Board representative Lynette Cervone: Cervone provided informative slide presentation of time-line and progress of phases of new Library project, including status of the 5 year master plan and community engagement. Discussion. Cervone noted need for replacement of Library liaison from the BOC.

Meeting adjourned at 5:53 PM.

Judiciary/Public Safety: 6:00 PM

Meeting called to order by Commissioner Buchanan at 6:02 PM. Present Commissioners Michael Buchanan, Patty Cox, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioners Alan Hart and Kevin Stein.

Public Input: None

Appointments:

Emergency Services Director Mike Thompson: Thompson addressed Committee noting status of grant requests, Hazard Mitigation Plan (to be approved by village and townships within 6 months of FEMA approval; to FEMA on 11-22-2016), LPT meeting quarterly schedule and review of inquiry about railroad cars parked in the Village with possible safety classes to be provided by the Railroad.

Meeting adjourned at 6:33 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.