

Kalkaska County Board of Commissioners
Committee Meeting Minutes
April 6, 2016
(UNAPPROVED)

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

DPW: 11:00 AM

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

Appointments:

Soil Conservation, Mark Randolph: Randolph addressed Committee noting status of forest harvests, Civic Center grant (under County Fair Board) with TransCanada, irrigation grant pending (Randolph continued research), proposed millage. (Copy of report filed with Clerk). Randolph noted serious concern of threat to County forests and hazard waste issues, noting millage proposal was supported by Soil Conservation District. **Consensus to Motion to allow Randolph to apply for TransCanada Community Investment Grant. Consensus (2 of 3, McKinnon declined due to concern with current amount of millage's) to Motion to approve Resolution 2016-17 for proposed Millage language for Soil Conservation as presented for 'protection, restoration and enhancement of natural resources, including invasive plant species'**. Discussion, Randolph to provide minutes of Soil Conservation addressing millage proposal support for filing.

Log Lake Caretaker: Ron Ramsey addressed committee regarding application filed by Kelly Ramsey and Ron Ramsey for Log Lake Campground Caretaker. Discussion with Ramsey, review of contract and application. **Consensus to Motion to contract with Kelly Ramsey for the 2016 Log Lake Caretaker position.** (Park to open 4-29-16, caretaker to begin working 4-18-16) Crambell to make adjustments to contract as discussed and review with Ramsey. **Consensus to Motion to adopt new job description as presented in contract with amendments at 4-12-2016 BOC meeting.** Discussion, **consensus for Motion for DPW to remove privy vaults at Log Lake Campground.**

Disc Golf Course (Log Lake), Andrew McCallum representative: McCallum addressed Committee noting need for repairs of Disc Golf Course at Log Lake Campground of 15 years, noting need for maintenance. Discussion, quote provided for replacement of 18 baskets at \$5120.86. McCallum noted group has provided clean up over the years and provided financial assistance to various community organizations. Discussion regarding budget for Log Lake Park and pending bathhouse repairs; consensus of Committee that they will assist repair pending completion of bath house repairs; recommendations for Disc Golf group to look for basket donations in the interim for basket sponsoring. McCallum to return to BOC after bath houses repair and continue fund raising.

DPW, Major Bole: Discussion regarding preparation of opening Log Lake, **consensus to Motion to reconnect internet and expand band width at Log Lake**; discussion regarding office reorganization at Annex, upcoming county Sheriff sale, **consensus to Motion for Clerk to advertise the County Auction for June 11, 2016, 10:00 AM**. Bole reported new swipe card entrance will commence in the next week; discussion regarding reorganization of Annex offices for DPW, Drain Commissioner and Emergency Services. Bole reported on status of internet and IT at COA; Discussion regarding BOC meeting room table; swipe cards for Log Lake bath house pending; discussion regarding status of security cameras; discussion regarding storage of camera. Discussion regarding cell tower lease; **consensus to Motion to renew proposed SBA Agreement pending review of counsel**; Bole noted pending matters of parking lot repairs, upgrade to cage entrance of Clerk, Treasurer and ROD offices; lighting at Health Department, continued restroom upgrades in county buildings; discussion regarding COA Health Dept inspections.

Denny Corrado, Village of Kalkaska: addressed Committee clarifying Kalkaska Village inspection requirements for COA kitchen.

Consensus for DPW to put a porta-jon in at Log Lake after removal of privies. Discussion regarding status of Recycle.

Recycle Manage, Josh Hoppe: Hoppe addressed Committee noting Recycle services have returned to old location of new building on 4-5-2016 at 11:00 AM; part-time employee vacancy filled; final inspection of new building pending; attended Community Fair at Birch Street School to educate children on recycling; and Recycle will be collecting Recycle items from the county buildings (this was previously done by the jail crew). Discussion regarding status of Tire Grant pending in April. Hazard Waste cleanup grant discussed during Soil Conservation report, Hoppe to check with NMCOG for other options.

Recycle/Solid Waste Committee, Chair Gerald McKee: McKee noted Recycle Committee reviewed and resolved matters with Recycle employee attendance, travel and voucher process at last Recycle meeting (copy of minutes filed with Clerk). Discussion regarding review of Recycle Manager Contract and proposed changes; with all parties in agreement, **consensus to Motion to revise Recycle Manager contract and send to counsel for review and approval**. Consensus of Recycle Committee and Manager, that matters of concern have been resolved.

Discussion regarding previously submitted voucher for Recycle employee's reimbursement for insurance loss; Josh to provide an amended voucher to Clerk for review with accountant; Hoppe to review with accountant. Discussion, noted Recycle meetings have returned to Recycle Center location with reminder of required postings. Discussion regarding process of meeting per-diems for Committee members. McKee also presented "Working Copy" of Kalkaska County Solid Waste Plan Update for future reference if or when any changes in the future (copy filed with Clerk). McKee noted pending list of members for Solid Waste Committee will be provided when needed.

Discussion regarding possible restrictions to Log Lake Campground use and ability or obligation of Caretaker to oversee. Consensus for Crambell to review with new Caretakers, add maintain mowing of Disc Golf course, check donation boxes weekly and review lot costs, delete section regarding cutting firewood and selling for own use, delete #2 under

Consideration and change #4 to the Caretaker shall operate a concession. Consensus to install one camera at Log Lake.

Meeting adjourned at 1:01 PM

COUNTY AFFAIRS: 1:00 PM

Meeting called to order by Commissioner Fisher at 1:07 PM. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill. Pledge of Allegiance by all.

Appointments:

Sheriff Pat Whiteford: Whiteford addressed Committee regarding use of communication towers and request to have review agreements by counsel. Consensus for Whiteford to contact counsel for review (copy filed with Clerk). Whiteford addressed status of camera project at jail along with county security/viewing cameras and door entrances, noting the volume of cameras will require considerable storage; discussion regarding options and resources available. Proposal notes Court, Administration and Jail, with use of Court House Restoration and Building funds (also noted request for grant will be submitted for reimbursement). **Consensus to Motion to approve cabling for Court Building to be paid from Court House Preservation fund #245-000-963.000, Admin Building and Jail from fund # 244-000-963.000, for camera system.**

Whiteford noted request for Keefe Commissary agreement and telephone agreement, both having been reviewed by counsel. Discussion. **Consensus to Motion to approve Keefe Commissary Agreement as proposed; consensus to Motion to approve Inmate Telephone Service Agreement as presented.** Letter of Understanding for inmate credit cards pending review. Whiteford noted Emergency Services Manager Mike Thompson has moved into his office at Annex.

COA Director Julia Rzepecki: Rzepecki addressed Committee noting request for approval of millage renewal for Commission on Aging expiring 2016. Discussion, inquiry by Board as to COA fund balance, whether renewal is necessary with 2nd millage, pending projects needs/costs discussed. Consensus fund balance has accumulated due to necessary capital improvement projects have not been completed, noting once the projects are completed the fund balance will not be sufficient. Discussion including possibility of presenting in 2017. Consensus of Committee that they would oppose the millage renewal as this time until use of existing funds is outlined with opportunity for review prior to deadline for filing; Rzepecki to prepare an outline for designated use of current funds with pending projects. Consensus of Committee for Chair of Advisory Board to attend Health and Welfare meetings. Rzepecki noted IT project is progressing well with completion of cabling; equipment was delivered and expect completion by end of month, providing necessary services for seniors and COA office communications.

Zoning Administrator Karen VanHorn: VanHorn addressed Committee requesting amendment to Zoning Ordinance. Discussion. **Consensus to Motion to adopt Resolution 2016-13 to Amend Kankaska County Zoning Ordinance as presented and upon review of counsel for any conflicts.** VanHorn to send to counsel for review to return by 4-12-16 meeting.

Equalization Director Brad Heikkila: Heikkila addressed Committee noting preparation for pending L 4024 Report, to present at 4-12-16 meeting. Heikkila requested his letter dated 3-16-16 to the Board of Commissioners, objecting to the approved minutes of 3-2-2016, be attached to the County Affairs minutes of 3-2-2016, Heikkila noting the minutes were vague. Discussion regarding the attachment of Heikkila's letter along with the actual digital recording of the meeting. **Consensus to present Heikkila's request.** Discussion regarding communication with individuals during 3-2-2016 meeting from audience, Heikkila noted concern with perception of minutes and request for his staff comments to be part of minutes. Fisher requested status of documents the Committee had requested from Heikkila at 3-2-2016 meeting. Discussion regarding Heikkila's communication with his staff. **(Heikkila to provide requested documents at 4-12-2016 meeting supporting his statements.)** Heikkila reported on status of Creighton deed filing, noting their office now satisfied; also noted concern with Register of Deeds absence during the week of the 3-2-16 meeting.

Heikkila noted his report regarding the 50 millage limitation for county and townships. Discussion and review of report, Heikkila noted he was unsure of hospital millage. (Copy of hospital millage provided by Clerk)

AT&T Billing review: Call to AT&T contact Shelly Kumpfer. Also present with Committee Sheriff Pat Whiteford and ROD Jo Ann DeGraaf. Discussion with Kumpfer regarding inventory list provided following previous meeting with AT&T. Committee noted concern with monthly charges being computed the same after the PRI cards were installed, to actual costs. **Consensus to Motion to pay billing #857353163 of #1,071.88 from fund # to be determined by accountant.** Clerk did refund request for the credit of \$1,145.89, Kumpfer to follow up on credit request. Review of emails regarding review of hold accounts, Kumpfer advised county to disregard; Discussion and review of inventory list provided (AT&T contact Mike added to conference call); Discussion noting the months (from June 2014) of efforts by the county to review contracts with AT&T without return communication; Kumpfer to re-evaluate average monthly billing of \$3,045.05 back (2015, with comparison of # of circuits in Feb of 2014 to Feb of 2015) to when PRI cards installed and resubmit to county for estimated payment. (Kumpfer noted avg bill 9-2014 was \$2170.49) Kumpfer to compute a plan for the remaining lines and new average monthly billing for review, to be presented less the reduction in lines. (List of numbers ported to be provided) Kumpfer to compute a plan for remaining lines. Consensus to recommend an estimated payment based on re-calculations. **(IT to propose a payment of \$36,540.00 (less payment credit from 2014) fund # to be determined by accountant.)**

County Treasurer Valerie Thornburg: Thornburg addressed Committee regarding Housing file inventory and estimated expense to resolve pending matters prior to return to MISHDA; Creighton property deed resolved with contact to Mr. Creighton of status; invoice submitted for home owners policy, to be submitted to Treasurer for input from estate; review of Housing funds for expenses and recommendations for final report. Consensus for Thornburg to obtain confirmation on use of Housing funds toward Housing Commission expense. **Consensus to Motion to pay invoice of \$318.25 for Talon Group Title Agency from contingency in the interim.**

Emergency Manager Mike Thompson: Thompson addressed committee noting request for letter authorizing the individuals as representatives of Kalkaska County Emergency Services and Emergency Management Coordination Information signed by Chair (Chair signed). Thompson noted further forms to be signed for quarterly reports and statement to MSP stating that Thompson is primary contact.

Thompson noted Hazard Mitigation Plan; McKinnon noted was sent to NMCOG for review with amendments, McKinnon to follow up.

Public Input:

Jo Ann DeGraaf: Addressed Committee noting concern with allegations brought to County Affairs 3-2-2016 regarding her absence and performance in her office. DeGraaf noted her staff had specific communication regarding her absence contrary to Heikkilas report; DeGraaf also stated her discontent with slanderous and untruths being reported by the Equalization Director and his request for minute attachments be denied.

Meeting recessed at 3:10 PM, to reconvene at 6:00 PM.

Meeting reconvened at 6:00 PM.

Fisher noted Hazard Mitigation Plan pending return from NMCOG with amendments.

Fisher noted COA Director provided project list for COA fund balance; discussion regarding Health and Welfare intentions to present millage proposal, Fisher noted County Affairs requested further information regarding designation of fund balance before submission to BOC, discussion.

Discussion regarding continued misc county policy reviews. Discussion, tentative meeting to be set for 5-6-2016, 6 PM, Commissioners to verify date with Clerk for posting.

Review of revised Emergency Management Services Agreement, noting Mike Thompson completing necessary reports.

Review of Morgan-Stanley proposal for 3rd party fiduciary responsibility regarding pension disbursement and review of auditor's opinion; consensus not to utilize 3rd party for pension disbursement oversight.

Review of Marquette resolution for 'state transparency'. Discussion. **Consensus to approve Resolution 2016-18 Resolution Urging State Transparency.**

Fisher noted review of contracts and/or agreements pending.

Fisher noted millage request reviews, Kaliseum and Soil Conservation. Continued discussion regarding Soil Conservation request noting Department would then be fully funded by millage (DPW Committee 2 to 1) to be presented, Health and Welfare to present COA millage renewal. Discussion regarding millage limitations. **Consensus to Motion to approve Resolution 2016-19 to approve Kaliseum Millage Renewal Proposal for August ballot.**

Fisher noted: Wage and Salary Survey for Northern Michigan in packet, use at Personnel Meeting for non-union wage review: 2015 Audit Report for North Country Community Mental Health in packet for review, no action; DEQ Site Review for Fire Department water access; MDOT Planning Process survey, Clerk to submit.

Fisher noted request from Fife Lake Chamber for 4th of July donation, **consensus Clerk to prepare letter for Chair to sign noting inability to donate public monies.**

Fisher noted minutes of NCCMH, District Health Dept and NWMCOG were emailed to Board for review.

Fisher noted proposed email to Representative Bruce Rendon regarding Senate Bill 306; consensus to address a response to Rendon and other representatives to oppose Article 5 Convention. **Consensus to Motion to state non support and send a letter of opposition of Article 5 Convention.**

McKinnon noted receipt of agricultural assurance program recognition letter for Cotton and Gordon farms. **Consensus to prepare a letter of congratulations from Board to send to Cotton and Gordon Farms and allow Chair to sign.**

McKinnon requested a copy of amended Board bylaws be sent to counsel.

Discussion regarding camera/IT expense, noted grant reimbursement available, Sheriff will be filing grant reimbursement request when completed.

McKinnon noted request from counsel to clarify department billing process. Discussion, consensus McKinnon will review with Accountant and Cohl.

Clerk Hill requested clarification of Equalization Directors request for attachments to prior approved minutes. Discussion. **Committee noted disagreement with content of Heikkila's letter but consensus to bring Heikkila's request to full Board for consideration.** Fisher noted EQ Director reminded of request for documents regarding Creighton deed communications.

Public Input:

Robert Burgin: Addressed Committee regarding DeGraaf's statement indicating Sheneman and Heikkila prompted the deed investigation and made inquiry regarding Housing mortgage defaults. (Committee noted Heikkila's statements did prompt the Board's decision; Committee noted Housing had several mortgage defaults and discussed process.)

Meeting adjourned at 7:36 PM.

PERSONNEL: 3:00 PM

Meeting called to order by Commissioner Cox at 3:00 PM. Present Commissioners Patty Cox, Craig Crambell, Kohn Fisher and County Clerk Deborah Hill.

Appointments:

COA Director Julia Rzepecki: Rzepecki noted wage scale request submitted for review. Discussion. Consensus to schedule a Special Personnel Meeting 4-8-2016 at 4:00 PM for review of COA Wage scale.

Rzepecki requested employee Deb Snyder to work 40 hour work week temporarily. Discussion. **Consensus to Motion to approve Snyder 40 hours work week temporarily.**

Consensus to Motion to approve Resolution 2016-12 for COA Meal Site Driver Vacancy. Rzepecki noted In-Town Driver and PR position filed.

Meeting adjourned at 3:28 PM.

FINANCE COMMITTEE MEETING OF THE WHOLE: 4:00 PM

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

Public Input: None

Appointments:

BCB, Corinna Hervey: Hervey noted budget expense overall is consistent; addressed monthly over budget report; Discussion regarding DPW overtime, DPW to review with Bole and provide outline of OT hours to Hervey for debiting correct departments; discussion regarding Veterans Affairs and Library accounts. Review of Budget Amendments, **consensus to Motion to approve Budget Amendments 0008 thru 0012 and 0014 thru 0021, with amended 0020.**

Sheriff Pat Whiteford: Whiteford addressed Committee noting request for wage increase for non-union employees pending completion of union negotiations. Consensus to refer to Personnel Meeting 4-8-2016 for review with COA Wage Scale request.

County Treasurer Val Thornburg: Thornburg addressed Committee noting reconciliation of grants with filings/receipts between the Clerk and the Treasurer. Discussion regarding signature page for Chair to verify grant approval per policy. (Clerk to prepare signature sheet and index). Thornburg noted settlement completed with townships noting \$1,765,302.25, eliminating the county borrowing in many years; noted foreclosures pending with auction of 30 properties in August and September (info to be on web site).

COA Director Julia Rzepecki: Rzepecki addressed Committee noting wage adjustments presented for review. Discussion, Rzepecki noted information from a 15 county study of COA agencies; consensus to take Teamster wages for comparison and review at Personnel 4-8-2016. Rzepecki noted Board approved grant request was submitted to Great Lakes Energy, request for members noted and copy filed with Clerk.

Kaliseum Director Alan James: James noted upcoming events to Board; pending solar system research and noted Natural Gas price was obtained as directed by the Board.

Equalization Director Brad Heikkila: Addressed Committee noting preliminary totals are ready for L4024 report due 4-12, with multiple reports due in upcoming months; reported assessed value up 3.8 %, preliminary assessed value of county at \$905,086,300; taxable value up .8% with taxable total for county of \$738,285,357, equaling \$32,000 added operational. Discussion.

Bill Approval:

Discussion regarding review of bills. **Consensus to Motion to pay pre and post approved bills as presented with exception of Drain Commissioner mileage.** Discussion regarding AT&T bill review status, reviewed in County Affairs with recommendation for 4-12-16 meeting. Discussion regarding MAPE employees pay increase start date.

County Treasurer Valerie Thornburg: Thornburg addressed Committee noting concern with report of township millage calculations and warrants provided from Equalization. Discussion. Board noted concern for 2016, Thornburg noted issue arose when doing 2015 settlement with Township Treasurers. Treasurer noted concern with communications with Equalization.

Motion to adjourn by Cox at 5:05 PM. Supported by Crambell. (Reconvene for Public Input)

Public Input:

Susan Vowels: Addressed Committee noting concern with county employees reporting slanderous allegations and creating serious issues for the county.

Meeting adjourned at 5:08 PM.

HEALTH & WELFARE: 5:00 PM

Meeting called to order at 5:09 PM by Commissioner Stein. Present Kevin Stein, Michael Buchanan, Patty Cox and County Clerk Deborah Hill.

Appointments:

COA Director Julia Rzepecki: Rzepecki noted request for review of proposed wage scale and millage request. Rzepecki noted County Affairs requested list of capital projects slated for the current fund balance, noting need for millage renewal. Rzepecki noted millage reviewed by counsel and COA Advisory Board, **consensus to Motion to approve Resolution 2016-20 COA Millage Renewal request**. Discussion regarding anticipated date for completion of building repairs at COA. Rzepecki reported on status of data she obtained regarding COA expansion from various individuals. Discussion regarding millage renewal. COA March Advisory Board Minutes in Board mail boxes for review.

Veterans Affairs, Melanie Pauch: Pauch requested approval of grant request letter for Veterans Affairs grant. **Consensus to Motion to approve Chair to sign letter for County Incentive Grant Award**.

Matt Hickman: Addressed Committee noting request for consideration by the County for Citizens Emergency Response Team, noting need when severe storms occur. Discussion. Hickman referred to Emergency Manager Mike Thompson.

Meeting adjourned at 5:36 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.