

Kalkaska County Board of Commissioners
Committee Meetings
May 4, 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, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioner Michael Buchanan. Pledge of Allegiance by all.

Appointments:

Sheriff Pat Whiteford: Whiteford addressed Committee regarding recent Trout Festival activity; noted large attendance, advised some complaints/damage occurred at Fairgrounds with plan for 2017 improvement for traffic and parking, need for preliminary roping off of areas to deter damage and travel in prohibited areas.

Jack Tanner: Tanner addressed Committee noting work preparation on school ball fields and need for community involvement. Tanner noted he had researched DNR and other funding options for community fields, advised of concern with funds leaving the community rather than assisting with local projects; Tanner noted the state funding cannot be used for schools but can for county property. Discussion, Committee noted reorganization of the Parks and Recreation Committee to Tanner and Appreciation for his inquiry.

Recycle Manager Josh Hoppe: Hoppe addressed committee noting April report with status of Recycle projects, copy filed with Clerk. Hoppe noted payment issue with a contractual service; discussion regarding policy for contractual services; Hoppe to continue communication for 60 days with vendor and notify counsel if remains unpaid. Hoppe noted Tire Grant of \$4,000.00 with tire clean-up set for July 30th at Recycle Center; request for sale of skid-steer from fire (Hoppe to advertise for sealed bids with deadline in papers and website); noted Recycle property drainage issues (discussion regarding adding a second drive and putting drainage ditches with limestone, to verify with Miss Dig and possible assistance form County Rd).

Soil Conservation, Mark Randolph: Randolph addressed Committee, copy of May Report filed with Clerk; noted status of forest parcels; status of Civic Center Grant application pending; noted sale of 29,000 trees; noted service vehicle not operational and need for computer and transportation, noting he will be requesting a Budget Amendment at Finance. Discussion regarding millage use, office and transportation needs.

Recycle/Solid Waste Committee Representative, Gerald McKee: McKee addressed Committee regarding concerns with Recycle Center parking lot. Discussion, consensus for Recycle Committee to move forward with options for improvement of parking lot.

David Lawicki and Jim Pawloski: Lawicki and Pawloski addressed Committee noting status of Rugg Pond; Pawloski, DNR Dam Safety Engineer with last inspection in 2012, noted Rugg Pond as a high hazard classification, requiring inspection every 3 years, noted concerns with potential problems. McKinnon noted a previous Emergency Management study for Rugg Pond indicating little damage would occur if dam failed. Discussion noting inspection pending, communication with Soil Conservation Randolph. Discussion regarding necessary repairs, recommended repair

process, materials. Pawloski noted no special recommendation for cement except for standard cement mix with air and trate, with PSI of 3000 to 4000 strength, and consider an epoxy sealant when finished. Discussion regarding County's 2015 planning and funding, request for DNR recommendations. Pawloski advised he would schedule the inspection due from 2015. Discussion.

DPW Supervisor Mayjor Bole: Bole addressed Committee, noted Rugg Pond review of grants, funding, previous and continued preparation for repairs. Bole requested for equipment repair line item and need for additional lawn mower. Discussion, **consensus to Motion to create a line item for equipment replacement in DPW budget; Motion to do a Budget Amendment to move funds to the new line item; Motion to allow DPW to purchase a replacement lawn mower not to exceed \$4,000.00.** Bole noted quote for security gate and counter top for Equalization. Discussion, **consensus to Motion to authorize DPW to proceed with Equalization security gate, motor, counter top/door (\$12,500) and motors for Clerk, Register of Deeds and Treasurer (\$1600.00 per gate) account# 253-000-963.000.**

Chair Crambell noted status of Log Lake repairs, showers (3 at \$840.00 each) to have token operation, portable bathrooms in place, Disc Golf course repairs. Bole noted painting, cleaning and power washing in process, fill needed for inner circle. Discussion regarding billing and invoicing, Treasurer Thornburg is setting up with caretaker. Discussion regarding sales at Log Lake, consensus Caretaker to investigate permit requirements. Crambell noted Disc Golf volunteers have been working on Disc Golf repairs and request regarding signage. Discussion, consensus Disc Golf Committee to review sign size and options; review possible funding/grants.

COA Director Julia Rzepecki: Crambell noted meeting at COA regarding the reconstruction project; Rzepecki addressed Committee noting meeting was successful for plan for building reconstruction needs, organized sub-committees, planning a trip to Roscommon to review recent COA building changes; next meeting scheduled for 5-17. Discussion regarding absent members and expiring terms.

DPW Bole: (Con't) Bole reported on repair of exterior of county buildings. Bole will provide numbers for gates and motors for Regular Meeting. McKinnon inquired of chemical grant Recycle applied for. Bole noted request regarding DPW Supervisor salary. Discussion regarding funds for Log Lake, Bole to request BCB Hervey for recommendation on line items.

Crambell noted continued review of Log Lake Caretaker agreement, with continued changes to include attendance at DPW meetings, change swipe card to tokens for showers. Adjustment to be made to Log Lake Agreement as discussed. Crambell to inform Caretaker to attend DPW. Bole noted lighting to be added for Park security.

Discussion regarding upgrade to Rocking Horse Arena well; old bathrooms in process of being removed from Log Lake, internet and dumpsters in place.

Discussion regarding county auction/Sheriff sale. Consensus to Motion to Advertise auction to be for June 11, 2016 from 9:00 AM to 12 Noon at Civic Center.

Discussion regarding office reorganization at Annex; Housing office to Drain Commissioner; Emergency Manager office to the Conference room. Discussion regarding DPW vehicles.

Recycle Committee representative Gerald McKee: McKee noted discussion regarding plans for a Grand Opening at Recycle Center for public; Commissioners noted request from townships to have expanded hours and/or bird cages for promoting more hours for public use.

Meeting adjourned at 12:54 PM.

COUNTY AFFAIRS: 1:00 PM

Meeting called to order at 1:00 PM by Committee Chair Fisher. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill.

Appointments:

IT Committee: Sheriff Whiteford noted no response yet regarding AT&T bill review of balance after approved payment; Whiteford noted Line Inventory sent from AT&T for county review, noting only issue is that eventually Dispatch should be separate for billing purposes; discussion regarding fax lines and voice lines for 911, eventually they will be switched to fiber; continued review by IT Committee with AT&T. Discussion regarding info from SunTel for training. Discussion regarding the camera system, Whiteford noted opting for second server rather than one server, and additional request to purchase base server. **Consensus to Motion to move forward with IT requests for purchase of Axis recording server and purchase of 13 additional cameras (7 for Court and 6 for Admin Buildings) and licenses from account #244-000-963.000 of approximately \$35,000.00.** Copy of Budget Proposal filed with Clerk. (Noted reimbursement from Court House Restoration and grant reimbursement when project completed along with tech grant for phone system.)

Discussion regarding telephone system access; IT Committee to review optional reports available when requested; Fisher to work with IT Committee on policy for telephone report and information requests.

Sheriff Pat Whiteford: Whiteford requested Board position with review of Animal Control and privatizing shelter, need for direction if Animal shelter is relocated the funds should not be spent on current facility. Discussion regarding location, liabilities and millage use. Discussion regarding benefits to privatizing. Consensus no action at this time for shelter repairs until proposal. Whiteford noted Community Corrections Authority Board Grant for approval, reviewed by Community Corrections Board, covers grant cycle for 511, Community Corrections, tether programs, etc. **Consensus to Motion to approve and authorize the Chair to sign the Michigan Department of Corrections Reentry Administration Grant, Community Corrections Plan and Agreement.** Whiteford noted county auction June 11, noting need for Departments to be involved with processing. Discussion regarding process. Whiteford to provide list for advertising; memo to go to Department Heads regarding their involvement. Whiteford noted preparation for retention and County policy, noted time will be needed to review all department records due to additional retention requirements; additional staff may be needed due to timely process. (Memo to be prepared for Department Heads) Noted letter from MMRMA upcoming jail visit,

Emergency Services Director: (Absent, at training). Noted 5-4-2016 letter from Zoning Administrator regarding second plan review with requested changes. Clerk to place under New

Business; **consensus to Motion to approve Hazard Mitigation Plan as amended; and the Motion to approve the Emergency Operation Plan.**

County Treasurer Val Thornburg: Thornburg provided Committee with copies of all her communications with past Equalization Director Heikkila and State regarding school millage issue. Committee noted Heikkila mentioned knowledge of issue when he first started at Kankaska County due to Elk Rapids School calling him. Thornburg provided Committee with a Foreclosure list for review of upcoming foreclosures. Discussion, Thornburg advised Board would need to decide by July 15, 2016. Discussion, Thornburg to email request for use of GIS mapping, refer back to Committee. **Consensus to Motion to request Equalization to provide GIS maps 2' by 2' by township for the list of foreclosure properties and one county map with foreclosure list.** Thornburg noted legal fees for Housing matters reviewed with legal counsel, noted current balance. **Consensus to Motion to pay legal fees for Housing out of county legal fees account # 101-101-831.000.** (Adjustment to be made letter after MSHDA reviews in June.) Discussion.

COA Director Julia Rzepecki: Rzepecki addressed Committee noting 4-27-2016 report with building project expense in 2015 and projected expense for remodel projects. (Copy filed with Clerk) Rzepecki noted COA minutes from 5-3-2016 noting status of upcoming projects. Discussion regarding Millage Proposal for ballot deadlines, noted 5-10-2016 for August election or 8-16 for November election. Discussion, Rzepecki noted review of liability of equipment use. Rzepecki noted review of IT status and computer access and use policy, provided a template from the Library to consider, review of email address accounts; Rzepecki to review with Empiric. Discussion regarding pending millage request, Rzepecki to visit other sites for comparisons.

Register of Deeds Jo Ann DeGraaf: DeGraaf addressed Committee noting concern with Equalization staff collecting fees for Register of Deeds documents, fees collected are not consistent with the document fees and noted no permission has been given to that office to collect fees or provide copies of documents. DeGraaf noted that she has addressed this issue several times over the past several years and issue continues, including Equalization staff providing ROD documents at no charge.

Meeting recessed at 3:01 PM. Meeting to reconvene at 5:30 PM.

Meeting reconvened at 5:55 PM.

(Note Commissioner Crambell not present) Fisher called for review of documents.

Resolution 2016-20, COA Millage pending; Resolution 2016-13 Zoning Ordinance Amendment pending review; **consensus to Motion to approve Proclamation honoring Sheriff Abe DeVol; consensus to Motion to approve Proclamation for National Police Week;** review of county pending polices, tabled; noted mediation with POAM set for 5-5-2016; county contracts/agreements, pending review; cell tower lease review, tabled; resolutions from various counties reviewed (Clean Water approved, but already approved 2016-10 by Board in March 2016); District Health Depart #10 for 2015 Annual Report, noted DHD have appointment for 5-11-2016 for Board Meeting; Safetycare information regarding employee education for Committee review, Clerk to notify MMRMA and Dewey for possible options, discussion

regarding Emergency Services assistance; NCCMH March Minutes emailed to Board for review; MAC info provided for various educational supplies.

Meeting adjourned ay 6:10 PM.

PERSONNEL: 3:00 PM

Meeting called to order at 3:10 PM by Committee Chair Cox. Present Commissioners Patty Cox, Craig Crambell, Kohn Fisher and County Clerk Deborah Hill.

Appointments:

COA Director Julia Rzepecki: Rzepecki addressed Committee noting request to review COA employees (part-time and full time) accruing vacation, sick and personal, noting was reviewed with counsel; request to put employee Snyder to 35 hour full time work week following temporary full time hours. Consensus of Committee COA follows guidelines of Teamsters Contract. Rzepecki to review with COA Advisory Board and prepare for review at 5-11-2016 Regular Meeting. Rzepecki noted concerns with IT/Swipeclock, Empiric to be completed soon. Committee requested Rzepecki to advise Clerk in two weeks if any further issues with Swipeclock or IT. Rzepecki noted dietary staff will be attending seminar. **Consensus to Motion to approve Resolution 2016-23 to lift the hiring freeze to fill COA Site manager position.** Rzepecki advised changes upcoming with the Chatterbox (COA monthly news). Discussion regarding PTO for staff, Snyder approved for PTO, other staff to be reviewed with Advisory Board. **Consensus to Motion to approve paid time off for COA employee Snyder (pending other COA staff, Cox to communicate report with counsel and Rzepecki to provide report).**

Recycle Manager Josh Hoppe: Hoppe addressed Committee requesting approval to fill a vacancy. **Consensus to Motion to approve Resolution 2016-22 to lift the hiring freeze to fill Recycle Part Time Vacancy.** Discussion, Hoppe to review Teamsters wage scale to adjust wage in Resolution.

Sheriff Pat Whiteford: Whiteford addressed Committee noting requests for pending vacancies. **Consensus to Motion to approve Resolution 2016-24 to lift the hiring freeze to fill the ORV/Marine vacancy. Consensus to Motion to approve Resolution 2016-25 to lift the hiring freeze to fill the Full Time Corrections Officer vacancy. Consensus to Motion to approve Resolution 2016-26 to lift the hiring freeze to fill the Part Time Dispatcher vacancy. Consensus to Motion to approve Resolution 2016-27 to lift the hiring freeze to fill the Part Time Corrections Officer vacancy. Consensus to Motion to approve Resolution 2016-28 to lift the hiring freeze to fill the Part Time Cadet vacancy.** Discussion regarding testing/expense for employment with positions at Sheriff Dept.

Meeting adjourned at 3:58 PM.

FINANCE COMMITTEE MEETING OF THE WHOLE: 4:00 PM

Meeting called to order at 4:04 PM by Committee Chair Hart. Present Commissioners Michael Buchanan, Patty Cox, Craig Crambell, Kohn Fisher, Alan Hart, Stuart McKinnon, Kevin Stein and County Clerk Deborah Hill.

Appointments:

BCB, Corinna Hervey: Accountant Hervey addressed Committee noting overage report (copy filed with Clerk), advising telephone expense from 2015 split causing departments to be over. Discussion, pending AT&T bill review (\$27,000 payment), AT&T bill paid for DSL services, credit received for \$1100.00; how bills will be charged out (2015 or 2016) will be reviewed with auditors. Hervey noted DPW overtime line item was calculated with Recycle and COA for reimbursement. Discussion, noted State Revenue Sharing and Contingency. Budget Amendments 0022 thru 0027 reviewed. Discussion regarding forestry harvest status, Randolph noted need for computer access and transportation. **Consensus to Motion to approve Budget Amendments 0022 thru 0027 with correction of 0025 to \$2,000.00 (from \$7,000.00).** Hervey noted 1st Quarter bank Reconciliations were completed. Chair Hart called for review of monthly bills. **Consensus to Motion to approve monthly bills as presented.**

Sheriff Pat Whiteford: Addressed Committee, noted overage report discussed with Hervey.

Register of Deeds Jo Ann DeGraaf: DeGraaf addressed Committee noting review of Credit Card agreement, reducing customer rates. Discussion. Consensus for DeGraaf to provide to counsel for review for Board approval.

Kaliseum Director Alan James: James addressed Committee noting status of upcoming events; noted savings with gas bill; discussion regarding building and maintenance needs (AJ to review fund balance with Hervey); reported NRA banquet very successful, noted Trout Town Grill services were very helpful.

Equalization Employee Tom Sheneman: Chair Hart requested information on a voided (\$150.00) check and email from Equalization. Sheneman noted that he was unable to provide the request of the vendor (Black Night) due to the absence of an Equalization Director, advised EQ does deposits monthly. Sheneman noted the request was for a copy of the county tax roll. Discussion, Sheneman noted requests are on hold until the EQ Director is replaced, as tax information has not been "rolled over". Discussion regarding tax roll completion. Fisher noted requests should not have been declined by Equalization staff without review with Board or Clerk, request for EQ to notify Clerk of any request they are unable to provide. Fisher noted concern with monies being held in a department without regular deposits. Discussion and consensus EQ to receipt in all monies and make daily deposits and to follow fee schedule. Review of County deposit policy, Sheneman noted he has a copy of County Policies. Clerk to clarify communication with EQ staff. Fisher noted concern to Sheneman regarding his accessing Register of Deeds documents and collecting funds for another office, or not collecting at all. DeGraaf noted matter has been an ongoing issue with since 2012 with employee Sheneman and has previously addressed with past two Equalization Directors and Controller Nichol. DeGraaf noted concern also with money amount collected not consistent with copy fees and staff from other offices collecting money. DeGraaf noted access will be denied to ROD records until matter can be resolved. Discussion regarding communication and efficiencies between offices, to be reviewed with Clerk and ROD and EQ staff. Discussion regarding Treasurer access to GIS Mapping, Sheneman to check on access.

County Treasurer Valerie Thornburg: Treasurer Thornburg to present Revise website. (Unable to access). Consensus to set Special meeting at 5:45 PM, 5-11-2016 for Treasurer to reschedule.

Public Input: None

Meeting adjourned at 5:07 PM.

HEALTH AND WELFARE: 5:00 PM

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

Appointments:

COA Director Julia Rzepecki: Rzepecki addressed Committee regarding proposed COA Annual Report document (copy filed with Clerk); noted Dietary employees will be attending Nutrition Summit; reported on COA email account review with Empiric and transition of IT with county oversight, consensus to continue link with county email as planned. Rzepecki noted changes with Chatterbox mail, report of 2015 expenditures and projected for building remodeling and maintenance, noted new Committee formed for building projects. Rzepecki noted Loan Closet concerns, kitchen remodel and attendance for dietary staff to attend seminar.

Commission on Aging Advisory Board Chair Richard Otto: Otto addressed Committee regarding list of projected remodeling projects. Discussion, Stein noted concern regarding figures provided and need for legitimate proposals and engineer specs. Discussion noting the \$800,000 fund balance and speculated figures on remodeling; sub-committee to prepare report/print by end of June.

Noted COA Advisory Board Minutes of 4-25-2016 provided to Board in mail boxes.

Meeting adjourned at 5:45 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.