

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

Committee Meetings are held in Commissioner Chambers, Administration Building, 605 N Birch St, Kalkaska, MI  
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**PUBLIC WORKS/DPW: 11:00 AM**

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

**Appointments:**

Recycle Manager Josh Hoppe: Hoppe addressed Committee noting July report (copy filed with Clerk). Hoppe noted status of recyclables, new signage to be placed on 131 for thru traffic, 1 bid for skid steer and bucket received and rejected by Recycle Committee (Hoppe to try online sales and notify bidder of rejection), status of floor scale and vendor agreement pending review by counsel.

Solid Waste Representative Gerald McKee: McKee addressed Committee noting proposed list for Solid Waste Committee members. Discussion. McKee noted that review of Recycle hours for Fridays was not recommended by the Recycle Committee. Discussion regarding board and committee member meeting reimbursements, noting limited to actual meeting of sitting Board member.

Log Lake Caretaker Kelly Ramsey: Ramsey addressed Committee noting status of camp ground; successful holiday weekend; review of rustic camp sites; need for review of property easements; noted concern that shower repair is not being completed timely for summer use; DPW Supervisor to contact contractor. Discussion regarding cash drawer and cash policy.

**Consensus to Motion to approve \$220.00 (amount of money already provided by Treasurer) for Log Lake cash drawer.** Discussion regarding future review of rustic sites, reservations, need for policy for Log Lake policies and rules; need for prior caretaker to return the WIFI booster. (Crambell to contact Rogers.)

DPW Supervisor Mayjor Bole: Bole addressed Committee regarding status of gas leak at COA; Equalization office renovation; building foundations pending application of stucco; 2017 budget to independently identify building funds for 3 main buildings plus Annex, DHS, Health Dept, Animal Control, COA, Kaliseum, Recycle, etc. Discussion regarding Log Lake shower repairs (need for completion for summer use); review of camp site and added rustic sites. Bole noted he was obtaining prices for a truck.

COA Director Julia Rzepecki: Rzepecki addressed Committee noting update on architect report (3 companies reviewing proposed project) for COA building improvements. Discussion regarding future plans and project oversight. Discussion regarding potential grant options. Discussion regarding COA Director interviews and involvement of current director. Discussion regarding request for review of minute taking for the COA Advisory Board, to review and noted person to be sworn by County Clerk.

Commissioner McKinnon noted review of tower leasing property, counsel reviewing proposed lease agreement, status to be reviewed at August committee meeting.

Commissioner McKinnon noted review of appointments for Parks and Recreation Committee, to review with Rugg Pond, Log Lake, etc. **Consensus to Motion to request funds for Parks and Rec Committee per-diems.** Discussion regarding Parks and Rec Committee to propose procedures for Parks and Recreation oversight.

Discussion regarding county building repairs, 5 year plans. Discussion, consensus to request Kaliseum Director to report to DPW committee for reports, McKinnon noted a donation jar in place at the Kaliseum to be addressed.

Meeting adjourned at 12:38 PM.

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**COUNTY AFFAIRS/IT COMMITTEE: 1:00 PM**

Meeting called to order by Committee Chair Fisher at 1:05 PM. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill. Pledge of Allegiance by all.

**IT Committee Report:** Sheriff Whiteford addressed Committee regarding the status of camera server (Whiteford to review camera system with Board member), new employee access cards (processing by department). Discussion regarding committee and board members that only need ID cards. Report on status of AT&T account review, noted final list of numbers verified and await two new contracts (Dispatch and General County) for review by Board. Whiteford noted concern that new contact, Jack Tylus (2<sup>nd</sup> rep since Shelly Kumpfer) did not acknowledge the requested review of the balance of the account as discussed with Kumpfer. It was noted to Tylus that the payment made by the county was calculated for use with prices that should have fallen under contract, however, was charged by AT&T as out of contract prices. Discussion noting that Kumpfer advised county to make 'good faith' payment as calculated and then AT&T would review the account balances. Discussion, consensus to approve two new contracts and add an addendum with county's position to new agreements regarding balance of accounts; if available review at 7-13 meeting.

**Appointments:**

Sheriff Pat Whiteford: Whiteford addressed Committee reporting the Sheriff/County Auction was approximately \$9,000.00, noting one complaint regarding a donated item from COA. Whiteford reported Deputy Koronka will be retiring July 31st and request approval of his purchase of his firearm. Discussion and consensus to follow Policy 400F regarding firearm purchase. **Consensus to Motion to allow Deputy Koronka to purchase firearm for \$400.00.** (Clerk to reprint policy for Sheriff to sign.) Discussion regarding Torch Lake July 4<sup>th</sup> weekend, Whiteford reported considerable improvement with the multiple issues addressed in previous years, noted extra patrol was present. Discussion regarding sanitation of water, future concerns, etc.

Zoning Administrator Karen Vanhorn: Vanhorn requested approval of Zoning Ordinance Amendment. Discussion. **Consensus to Motion to approve Resolution 2016-13 to amend Kalkaska County Zoning Ordinance** (Clerk to put copy of amendments in BOC packet). Vanhorn noted need for replacement of county vehicle. Discussion. Discussion regarding review of hours

for zoning staff. Discussion regarding fund balances, to review at August meeting. Consensus to review options for repairs and appropriation of \$15,000 to County Vehicle fund at 8-3-16 committee meeting.

Committee Chair Kohn noted Clerk's email to employees regarding county retention policy and upcoming shredding project, DHS Board Member Application memo, two citizen letters regarding concerns with WalMart coming to Kalkaska and County Road Commission. Consensus to Clerk forward letter regarding KCRC to Road Commission.

Review of MERS Quarterly Statement, consensus to ask MERS Rep to attend 8-10 meeting for report.

Review of request for employee Sheneman to attend education class for assessors. Clerk to provide information as to necessity of class for county position.

Review of COA Director Rzepecki resignation, noting last full day as 7-15-2016.

Review of request for Undersheriff sick buyout from COAM. To review in Personnel, follow contract and policy. Discussion regarding non-union policy, consensus to schedule a Special County Affairs meeting 7-19-2016 at 5:00 PM to review non-union policy manual.

Meeting adjourned at 2:42 PM.

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**PERSONNEL: 3:00 PM**

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

**Appointments:**

COA Director Julia Rzepecki: Rzepecki requested approval to fill Friendly Visitor vacancy, noting it had been vacant for 2 years. Discussion, Rzepecki noted Advisory Board reviewed and agreed. **Consensus (Rzepecki to provide more information on job description) to Motion to approve Resolution 2016-32 to lift the hiring freeze to fill the COA Friendly Visitor vacancy.** Rzepecki noted continued request for review of paid time off for permanent part time employees. Discussion, consensus to follow counsel's recommendations of preparing a policy and then review all non-union employees, noted County Affairs will be reviewing as a policy. Discussion regarding In Home Service Worker vacancy, Rzepecki noted remains posted as no applicants. Rzepecki requested employee Snyder be approved as permanent full time position. Discussion, Rzepecki to verify with counsel as to posting requirements. **Consensus to Motion to approve employee Snyder to move to permanent full time employee.** Rzepecki noted Snyder agreed to take minutes when Ingalls absent. Discussion regarding COA Director applications, Rzepecki noted she would be available as needed after the 7-15-2016 resignation date. Review of Directors emails during vacancy, Rzepecki noted should go to Snyder.

Sheriff Pat Whiteford: Whiteford noted his prior request for wage review for cadets and non-union part-time to be reviewed with non-union policy and request for approval of Elected Official wage increase of 1.5% as other employees. Discussion. **Consensus to Motion to approve Undersheriff Harry Shipp accrued vacation and sick time per the COAM contract as proposed by Sheriff Whiteford, following the resignation/separation of Shipp from the COAM position.** (Board to update clarification in current Undersheriff benefitpolicy.)

Prosecutor Michael Perreault: Perreault addressed Committee noting his prior request for wage review with comparable counties. Discussion, Committee to review comparable caseloads, duties, base salary, benefits, etc to be compared, to table for review. Cox and Perreault to obtain comparisons county wages scales.

Chair Cox

Meeting adjourned at 3:47 PM.

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**FINANCE MEETING OF THE WHOLE: 4:00 PM**

Meeting called to order at 4:05 PM by Committee Chair Alan Hart. 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, Accountant Corinna Hervey: Hervey addressed Committee noting completion and submission of audit, noted letter regarding actuarial (GAAP) from state was answered. Discussion, Hervey noted Rehmann will be presenting at 7-13-2016 Regular Meeting. Hervey requested one hour for audit follow-up at the August 3<sup>rd</sup> Finance Committee. (Discussion, consensus of Committee to schedule Finance Committee from 4 PM to 6 PM on 8-3, move Health and Welfare and Judiciary to follow.) Hervey noted Child Care expense exceeded budgeted amount requiring a Budget Amendment, to be taken from contingency and Child Care fund, leaving no contingency fund balance. Discussion, court communicating with the state regarding late funding. Hervey addressed Budget Amendments 0032 thru 0037, **consensus to Motion to approve Budget Amendments 0032, 0033, 0034, 0035, 0036 and 0037**. Hervey noted she will be providing 2017 budget worksheets to department heads to be returned by 8-31-2016. Clerk to set up appointments for each Department. Discussion to set appointments for Board workshops in September.

Sheriff Pat Whiteford: Whiteford noted Budget Amendment requests, discussed for approval.

Court Administrator Mark Holston: Holston noted indigent attorney contract will be expiring soon and will increase in cost. Discussion regarding bidding request for future.

Kaliseum Alan James: James addressed Committee noting status of events and needed repairs including furnace replacement. McKinnon inquired of reported donation jar at Kaliseum. Discussion, consensus any donations or funds received is to be accounted for. James advised to attend DPW Committee rather than Finance. Discussion regarding 2017 budget worksheets.

Clerk Hill requested approval of purchase of new scanner to assist in expediting the processing of Accounts Payable. Consensus to purchase with supply line item.

McKinnon noted Council of Governments 2017 Budget request. (Clerk to file for 2017 budget.)

Discussion regarding new regulations for wages for exempted employees, to review at Personnel.

Discussion regarding BS&A use with other departments.

**Consensus to Motion to pay monthly bills as proposed.**

**Public Input:** None

Motion by Crambell to adjourn at 4:58 PM. Supported by Fisher. 7 yeas. 0 nays. Carried.

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**HEALTH AND WELFARE: 5:00 PM**

Meeting called to order by Committee Chair Kevin Stein at 5:03 PM. Present Commissioners Kevin Stein, Patty Cox, Michael Buchanan and County Clerk Deborah Hill.

**Appointments:**

COA Director Julia Rzepecki: Rzepecki noted a project manager was discussed in prior committees pending the approval of building remodeling contractor. Discussion regarding second millage proposal, filing deadline 8-16-2016. Consensus Advisory Board to review Rzepecki reported on status of dining out coupons (slight increase), 5 year plan tabled and communication with consulting firms, noting it may be appropriate with building remodel .

Rzepecki noted repeated requests regarding MERS status with COA employees and requested a MERS representative attend a meeting for review. (Noted Clerk to request MERS to attend BOC meeting also regarding Quarterly Statement.) Discussion.

Rzepecki reported on status of preparation for Senior Picnic 7-15-16 and Amended By-Laws provided.

COA Advisory Board Chair Richard Otto: Richard Otto addressed Committee advising of status of proposals received for remodel project and anticipates use of majority of fund balance. Discussion regarding project manager, fund balance, necessity for additional funding if remodeling requires majority of fund balance. Consensus project specifics are necessary to proceed. COA Advisory Board to present by 8-3-16 Committee meetings.

Meeting adjourned at 5:38 PM.

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**JUDICARY AND PUBLIC SAFETY: 6:00 PM**

Canceled by Committee Chair Buchanan-no appointments

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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.

