

Kalkaska County Board of Commissioner
Committee Meeting Minutes
November 2, 2016
(UNAPPROVED)

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

DPW: 11:00 AM

Meeting called to order by Chair Crambell at 11:00 AM. Present Commissioners Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill. (Commissioner Michael Buchanan arrived at 11:05 AM.) Pledge of Allegiance by all.

Appointments:

Recycle Manager Josh Hoppe: Hoppe reviewed November report (copy filed with Clerk); noted status of shipments; school tour of facility for hospital pre-school program; 2016-2017 Tire Grant Application upcoming. Hoppe requested cost for county assistance with plowing for Recycle, discussion.

Soil Conservation/Parks and Rec: Mark Randolph addressed Committee noting pending application for DTE/gas to Civic Center; Randolph noted pending harvest in Clearwater Township pending new contractor. Discussion regarding office rental space for two offices (\$53.48 per sq ft), Randolph noted the rental fee would exceed the Soil budget and will seek other options. Discussion regarding Rugg Pond Steering Committee, Randolph noted agreement with eliminating the Rugg Pond Steering Committee; however, Soil Conservation would remain involved in the oversight of Rugg Pond through Parks and Recreation.

Review of proposed Soil Conservation/County contract; discussion. Randolph to make changes discussed and present new draft to Clerk for counsel review.

Randolph noted BMX group attended meeting with interest in building a BMX track for competition on county property; noted Parks and Rec Minutes with recommendations of forestry funds to be split 25% Soil Conservation/75% to Parks and Rec and request to keep Civic Center open for events. Discussion, noting to work in cooperation with Kaliseum oversight.

Discussion regarding state and county property/harvesting.

Public Input:

BMX Competition, representative Wayne Golden: Golden addressed Committee and presented request for utilization of old arena at Fairgrounds for BMX bike competition, noted organization is insured, could provide more services to youth/families, non-profit organization, and advised it would provide added revenue; arena would be little cost as donation of materials have been committed. Golden noted they would like to work with the Fair and their 2 week lease, noting this would go (26 thru 30 events) May thru October. Discussion, consensus for Golden to continue communication with Parks and Rec Committee, review potential revenue and one year agreements; Golden to request review of Demo Derby revenue and projected revenue to County. DPW noted review with Fair to set up in the vacant field behind the Health Dept/water tower area.

Log Lake Caretaker: Absent. Discussion regarding Log Lake Contract and county as seasonal employer. Consensus to review further at County Affairs.

Solid Waste Committee, Gerald McGee: Chair McGee addressed Committee noting plow needs at Recycle; noted Bear Lake Township had concerns with recycle trailer liability noting county liability insurance covers trailers; communication with DEQ for property for brush/debris. McGee noted possible need for assistance brush sites; discussion, responsibility would fall with Recycle Center and budget needs. Discussion. McGee noted the reusable bags are favorable; discussion regarding telephone (noted pending AT&T at Annex, to review at County Affairs). McGee requested blacktop through drive at Recycle. Discussion, consensus to review for funds in Recycle budget and County Road Commission.

Kaliseum Director Alan James: James noted recent alarm issues resolved; status of compressors; review of utility prices. James noted Parks and Rec meetings going well, group energy is positive, noted BMX biking would be a good prospect. Discussion.

DPW Supervisor Major Bole: Chair Crambell called for review of snow-plow bids. Two bids received. Ronald Kirchofer Construction (\$22,500) and The Pest Authority (\$22,300). Bids opened and reviewed, Pest Authority bid 2 parking lots too many. The Pest Authority, Wayne Golden present. Discussion, Golden noted his bid would be \$21,850 with the reduction of the two parking lots to be consistent with RFP. Discussion regarding proposals, insurance certificates (The Pest Authority included insurance certificate). **Consensus to Motion to approve the snow plow bid of The Pest Authority of \$21,850.** Golden will send bid for corrected figure for the 4 locations \$21,800.

Discussion regarding Log Lake expansion, proposed to from 31 sites to 50 sites, Bole to follow up with DEQ and application. Discussion regarding truck quotes: \$28,312.24 from Bill Marsh and \$42,357.66 from Nester Chevrolet; added plow package \$2200.00; review trade-in price. **Consensus to table to December if trade-in quoted; review at 11-9-2016 meeting if trade-in too low or Motion to request for bidding at 11-9-2016 meeting.**

McKinnon noted review by MMRMA for agreements with emergency services for maintenance when needed; noted concern with Recycle fire. **Consensus to Motion to proceed with process to provide Emergency contractual Services.**

McKinnon noted review of SBA Tower agreement; noted review of recommended 3% per year and \$200 per month per antenna. Discussion. **Consensus to Motion to approve the SBA Tower agreement with the \$200 per month for each antenna with an additional 3% increase each year.**

McKinnon presented a letter of appreciation for Manistee Lake Improvement Board and Association for approval from the Board of Commissioners regarding their exemplary audit reports from the State for Manistee Lake, also noted the improvements made at the lake. **Consensus to Motion to approve a letter from the Board to Manistee Lake Improvement Board as proposed.**

Meeting adjourned at 1:05 PM.

County Affairs/IT: 1:00 PM

Meeting called to order by Chair Fisher at 1:09 PM. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill. Pledge of Allegiance by all.

Appointments:

IT: Sheriff Whiteford provided report, AT&T and SunTel port in progress. Clerk Hill noted IT/email issues again with Empiric report of issues being resolved that day.

Sheriff Whiteford: Absent, report provided: request for contract for Excelsior Township mirroring the one for Coldsprings. Discussion. Discussion regarding request for added \$.50 for LEIN TAC positions. Consensus not to approve the added \$.50, to be reviewed at negotiations. Revisit of Excelsior law enforcement agreement. **Consensus to Motion to approve the Excelsior Township Law Enforcement Agreement as proposed.**

Prosecutor Mike Perreault: Perreault addressed Committee noting review of requested DHS agreement funding. Discussion regarding 3rd Prosecutor position; noted position was requested for DHS services and PPO's when first implemented; concerns that population and case load do not warrant 3 prosecutors. Discussion. Consensus that 3rd position to be maintained if DHS funding is received, including consideration of part-time position rather than full-time. Discussion regarding documentation of purpose of 3rd prosecutor position, to provide a job description for future.

Zoning Administrator, Karen VanHorn: **Consensus to Motion to approve Resolution 2016-39 to Adopt Ordinance #150, Amendment #171 (2016-147) Rezone request as presented.**

MSUE, Karie Saxton: Saxton presented Committee noting Leaders Association request for aerial mapping from the County for updated 2017 Plat book through Mapping Solutions. Discussion regarding costs. Review with Equalization staff. Fisher noted EQ office reports the current mapping that the county has is from 2009, concern it is not current for MSUE needs. Discussion, Saxton to provide prices from Mapping Solutions as to what the county would receive if the mapping was provided by the county.

County Treasurer, Val Thornburg: Request for Astra Campground Mgt software. Discussion regarding increased campsites, acceptance of agreement and approval of software for Log Lake. Thornburg to file updated proposal with added sites. **Consensus to Motion for approval of Astra Campground Agreement as proposed for 50 campsites.**

Continued discussion regarding the county mapping and costs. (Discussion, consensus committee to review the current mapping available from the county including GIS services, concern old mapping from 2009.)

Chair Fisher noted DHS Agreement for Prosecutor in packet for review. Discussion regarding concern added staff for non-statutory duties previously supporting 3rd position, Perreault explained agreement funding. **Consensus to Motion to support Prosecutor request for DHS Agreement services (pending job description).**

Chair Fisher noted Morgan Stanley request, Clerk noted communication with other counties would call for review with employees. Discussion, Clerk to review minutes/payroll for when BOC addressed independent investments.

Discussion regarding auditing agreement with Rehmann. **Consensus to Motion to approve proposed extended auditing agreement with Rehmann for 5 year plan.**

Discussion regarding Equalization Agreement, noting end date was to be for June 30 not September of 2018. **Consensus to Motion to approve Equalization Agreement with added scope of work and adding liability/bonding if agreed by Robert Englebrecht.** Discussion regarding review with MMRMA noting need for liability coverage for contractual services and prohibiting signing agreements without Board review. Contract to be resubmitted to counsel and Englebrecht for review.

SBA Tower and Log Lake Contract reviewed in DPW.

Consensus to Motion for Clerk to advertise for Board and Committee vacancies.

Consensus to Motion to transfer remaining funds from fund balances to cover specific line items as determined by accountant.

Clerk noted DHS recognition for Prosecutor and FOC for Child Support collections; MMRMA manager announcement; counsel member update provided

McKinnon inquired of shredding/retention schedule; Clerk noted date pending.

Fisher inquired of request to replace MSUE vacancy.

Discussion regarding proclamations for retiring staff.

Meeting adjourned at 3:04 PM.

Personnel: 3:00 PM

Meeting called to order by Chair Cox at 3:08 PM. Present Commissioners Patty Cox, Craig Crambell, Kohn Fisher and County Clerk Deborah Hill.

Appointments:

Janitorial, Irene Daniels: Requested approval of part-time staffing in the absence of the full-time requesting FML absence from 11-20-16 through 12-12-2016 and increase her hours to 40 hours per week. Daniels noted part-time staffing may be available from other departments. Discussion, to review expense of added benefit costs/increase wages. **Consensus to Motion to allow Daniels to add part-time staffing (3 days a week for 3 weeks) from current part-time staffing to assist in absence of other employee and review added expenses with accountant. Consensus to Motion to increase Daniels hours to 40 hours a week during the 3 week absence of regular employee.** Daniels to review added costs with accountant for line item expenses for motion approval.

County Treasurer Valerie Thornburg: Thornburg requested approval of replacing retiree Deputy level 5. Discussion. **Consensus to Motion to approve Resolution 2016-40 to lift the hiring freeze to fill County Treasurer Clerk Level 3 position.** Thornburg noted pot luck for retirees Owens and Carson on 11-28-2016, requesting proclamations by the Board.

COA Director Jodi Willison: Willison addressed Committee noting request to move bookkeeper to hourly wage and increase in salary for Director due to hours she is working, with new labor law going into effect; noted COA Advisory Board approved. Discussion. **Consensus to Motion to increase COA Bookkeeper position to hourly non-exempt employee. Consensus to**

Motion to approve COA Director salary to \$47,675.00 per 12-1-2016 FLFSA Ruling of minimum wage.

Discussion regarding non-union personnel policy, draft 3 pending review and continued review of proposed wage scales for non-union staff.

Discussion, noted Prosecutor will need to provide a Resolution for vacancy; discussed with Prosecutor.

Clerk to email MSUE Berkey regarding upcoming vacancy for **resolution if needed, review 11-9-2016.**

Consensus to schedule Special Personnel Meeting for 11-7-2016 at 6:00 PM to continue review of Non-Union Personnel policy and wages.

Meeting adjourned at 3:58 PM.

Finance Committee Meeting of the Whole: 4:00 PM

Meeting called to order by Chair Hart at 4:02 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, Accountant Hervey: Absent

Chair Hart noted Draft 2017 budget in packet provided by Accountant Hervey following 10-26-2016 workshop.

Chair Hart called for review of Budget Amendments 2016-0087 through 0096. **Consensus to Motion to approve Budget Amendments 2016-0087 through 0096, following review by accountant and clarification of 2016-0096.**

Sheriff Pat Whiteford: Absent

County Treasurer Valerie Thornburg: Thornburg addressed Committee noting 3rd Quarter Bank reconciliation provided in packet for review.

Chair Hart called for review of proposed pre and post approved bills for month. **Consensus to Motion to approve monthly bills as proposed.**

Review of Rehmann contract, noted to be presented by County Affairs.

Discussion regarding health care, BCBS to be continued pending quotes from Priority and Blue Care.

Commissioner McKinnon noted review of county liability with MMRMA, to have procedure in place for emergency contractual services (noted concerns with Recycle fire and inability to request liability from contractual services). Discussion.

Meeting adjourned at 4:40 PM.

Health and Welfare: 5:00 PM

Meeting called to order by Chair Stein at 5:01 PM. Present Commissioners Kevin Stein, Michael Buchanan, Patty Cox and County Clerk Deborah Hill.

Appointments:

COA Director Jodi Willison: Willison addressed Committee noting status of review of COA and proposed county handbook/policy for non-union employees, merging both books; status of new Committees within the COA Advisory Board; volunteer dinner success; communicating with DPW/architect (AAI) for building plans. Discussion regarding Outreach Committee.

COA Advisory Board Chair, Mike Cox: Cox addressed Committee regarding strategic plan, goals and objectives; building plans pending needed return from architect.

Library Board representative Lynette Cervone: Cervone addressed Committee regarding review of proposed county non-union policies and wages; reviewed minutes authorizing wage increase for temporary interim Library Director Bull, pending Director vacancy being addressed. (Cervone requested appointment for 12-7-2016 meeting to present a power point.) Discussion regarding increase in employees, approved wage scale/carpet replacement at Library needed due to deterioration conditions.

Meeting adjourned at 5:29 PM.

Judiciary/Public Safety: 6:00 PM

Meeting called to order by Chair Buchanan at 6:00 PM. Present Commissioners Michael Buchanan, Alan Hart, Kevin Stein and County Clerk Deborah Hill.

Appointments:

Emergency Services Manager Mike Thompson: Thompson addressed Committee noting status of Local Planning Team meetings; meet 4th Tuesday of each month, minutes provided from 10-25-2016 meeting; noted funding received for 2016 grants, forms for signature will be requested for Board approval (these funds will not be procured for several months). Noted an training exercise with TransCanada for emergency services regarding a simulated gas explosion; noted necessity Hazard Mitigation Plan requires a Resolution to be presented at 11-9-2016.

Consensus to approve Resolution 2016-41 for approval of Hazard Mitigation Plan. Thompson noted Emergency Action Guidelines (copy filed with Clerk) for Board review and approval.

Consensus to Motion for Chair to sign Emergency Action Guidelines.

Discussion, Committee noted Emergency communications may be appropriate to forward to townships and county web-site.

Meeting adjourned at 6:14 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.