

Kalkaska County Board of Commissioners  
Personnel Special Committee Meeting of the Whole Minutes  
June 4, 2016  
(UNAPPROVED)

Meeting called to order by Chair Cox at 10:00 AM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael Buchanan, Patty Cox, Craig Crambell, Kohn Fisher, Alan Hart, Stuart McKinnon and Kevin Stein. Also in attendance Bill Kerr, Bob Englebreght, Kevin Keller, Valerie Thornburg and Dennis Mansfield.

**Public Input:** None

**Chair Cox called for Purpose of Meeting:**

Commissioner McKinnon noted request to news media to attend for public communication, noting Interim Director will not be able to continue services as originally planned and requested review with continued changes of Equalization services.

Kevin Keller, Interim Director, noted L4028 form has been completed and submitted without balancing to last year; noted transition from Pontem to BS&A did not carry over correct information from assessor and their input to Equalization; State assistance was minimal but allowed Keller to submit form unbalanced. Keller noted taxable value issue with incorrect beginning value figures. Discussion of upcoming meeting with township assessors and treasurers, Thornburg noted she has had annual meetings with Treasurers and has added assessors to review upcoming changes, also townships are inquiring as to who will be running tax bills. Discussion regarding options, noted tax bill mailings are statutorily the townships responsibility, upcoming Treasurers meeting to include review of options to the townships, noting vendor KCI provides most economical service.

Keller noted the need for equalization information to upload to the State website and need to complete 4027-I by the end of next week; need for an appraiser for residential and commercial classes; equalization has oversight of the assessors; need for PRE audits; need for a 'title' person to oversee deeds and routine communications with property descriptions; hire 3<sup>rd</sup> party GIS services/coordinator (noted value in tax maps and descriptions); noted EQ Director duties include completing required forms, input of data, studies and oversight of assessors. Discussion regarding oversight of PRE audits to Treasurer's office until further review of Opt-In contract. Discussion regarding combined duties/positions, advertising and contracting options. Keller noted continued assistance temporarily until position filled.

Bill Kerr: (Otsego/Crawford County) Addressed Committee regarding his interest in providing Equalization services. Discussion.

Bob Englebreght: (Otsego County) Addressed Committee regarding his interest in providing Equalization services. Discussion.

Review of current contract as a template for consideration.

Treasurer Thornburg inquired about past Director and office practice and procedures. Discussion. Keller noted the necessity to know BS&A and lack of prior experience and lack of experience with past EQ staff. Discussion regarding proposed procession of assistance with Kerr and Englebrecht following communication back next week, expectations with Keller to assist and finish summer tax bills through to July 1, 2016. Discussion regarding continued support from BS&A. (Noted four townships remain on Pontem) Consensus for Treasurer to prepare Townships at 6-7-2016 meeting of upcoming changes with tax bill mailings.

**Consensus to Motion (five) to:**

- **Kalkaska County will discontinue printing tax bills in house in notify townships:**
- **Move PRE audit to Kalkaska County Treasurer office until contract with state expires.**
- **Move the appraiser position to a contractual service and request RFP's.**
- **To enter into contract with RFE LLC to provide Equalization Services.**
- **To advertise for Equalization Director, to include resume and salary requirement from applicant to Kalkaska County.**

County Treasurer noted concern with recent reports by past EQ Director. Discussion.

**Motion** by Hart to adjourn at 11:53 AM. Supported by Crambell. 7 yeas. 0 nays. **Carried.**

Respectfully submitted:

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Deborah Hill, Kalkaska County Clerk and  
Clerk of Board of Commissioners  
(from notes/recording by Commissioner Fisher)

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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.