

Kalkaska County Board of Commissioners
Regular Meeting Minutes
(Following Reconvene of Annual Meeting)
December 14, 2016
(UNAPPROVED)

Meeting called to order by Chair McKinnon, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael Buchanan, Patty Cox, Craig Crambell, Kohn Fisher, Alan Hart, Stuart McKinnon, Kevin Stein and County Clerk Deborah Hill. Absent, none. Pledge of Allegiance by all. Invocation by Commissioner McKinnon.

Call for Conflict: None

Approval of Agenda: Approved with additions by Motion during Annual preceding this meeting.

Approval of Minutes:

Motion by Hart to approve Regular and Reconvene Meeting Minutes of 11-9-2016. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

Motion by Hart to approve Truth and Taxation Hearing Minutes of 11-9-2016. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

Motion by Hart to approve Special Meeting/Budget Workshop Minutes of 11-9-2016. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 11-22-2016. Supported by Hart. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 11-28-2016. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Public Hearing 2017 Budget Minutes of 11-28-2016. Supported by Hart. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Personnel Committee Special Meeting Minutes of 11-30-2016. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Hart to approve Committee Meeting Minutes of 12-7-2016 with corrections on page 3 of: paragraph 1, last sentence add Grant....take out 'for' and add "to supplement the TNT..."; last paragraph, after computer needs....add "amount and account numbers to be determined by the accountant once the 2016 budget if finalized". Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

Public Input: None

Appointments:

Undersheriff Harry Shipp: Shipp addressed Board noting Report #11-2016 (copy filed with Clerk), request for approval of LARA Grant as presented at Committee; request for formation of Steering Committee for new jail. Discussion, Chair noted Grant is on agenda for approval.

Register of Deeds Jo Ann DeGraaf: DeGraaf requested approval of Remonumentation Grant and Grant Administrator. Discussion, DeGraaf noted purpose of grant is to fund the County Surveyor to place the county corner markings throughout the county, funds from the state with no cost to the county, required the Register of Deeds as Administrator and appoint the peer group. **Motion** by Fisher to waive Grant request referral to go to Committee. Supported by Hart. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Hart to allow Grant Administrator , Jo Ann DeGraaf, to apply for 2017 Survey and Remonumentation Grant in the amount of \$33,426.00 as offered by the State of Michigan. Supported by Buchanan. Roll call vote: Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to approve the slate of surveyors provided to Chair, whom have served in the past. The Kalkaska County Remonumentation Peer Review Group consisting of 3 licensed surveyors, 3 alternate license surveyors and the County Equalization Director as an ad hoc member, with the term expiration of 12-31 of each year. The County will compensate the members who serve at the review meeting, a sum not to exceed \$200.00 per member, as included in the 2017 State grant. The 2017 Peer Group is to consist of Edward Heglin, Scott Papineau and Marv Myers; Alternate Peer Group members to consist of Neil Way, Ron Brand and Dave Gillette; and Ad Hoc member is the Equalization Director (who is a contractual service). Supported by Hart. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Discussion, DeGraaf noted she would do this task as part of her job for the next four years. **Motion** by Hart to appoint Register of Deeds, Jo Ann DeGraaf, as the Remonumentation Grant Administrator for Kalkaska County through the term of 12-31-2020 year end. Supported by Crambell. Roll call vote: Hart, yes; Crambell, yes; Buchanan, yes; Cox, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** (DeGraaf will provide list of members to Clerk)

Committee Appointments: None

Budget/Bills:

Motion by McKinnon to approve Post Approved Bills of \$1,522,884.28, General Fund Bills of \$223,779.93, Payroll #22 of \$173,413.83, Payroll #23 of \$178,597.31 and Commissioners Per-Diem (\$1,325.00) and Salary (\$3,248.00) of \$4,573.00. Supported by Hart. Roll call vote: McKinnon, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Fisher, yes; Stein, yes. 7 yeas. 0 nays. **Carried.**

Motion by Hart to approve Budget Amendments 2016 #0097 through #0128, with #0100, #0104 and #0115 voided and amendment of account # in #0118. Supported by Buchanan. Discussion, accountant reviewed 0124, 0125, 0126, 0127 and 0128, noting transfer of various funds. Roll call vote: Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Unfinished Business:

Motion by Fisher to authorize the Clerk to to pay all necessary 2016 bills prior to year end. Supported by Buchanan. Fisher, yes; Buchanan, yes; Cox, yes; Crambell, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to authorize the accountant to transfer excess fund balance from 2016 Budget into fund #257 to be earmarked for unfunded liabilities for MERS and long term computer needs, amount and account numbers to be determined by the accountant when the 2016 budget is finalized. Supported by Hart. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Committee Reports:

Finance: McKinnon reported. Motion by McKinnon to approve the proposed Personnel Policy and Non-Union Handbook and Non-Union Wage Scale. Supported by Hart. Roll call vote: McKinnon, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Fisher, yes; Stein, yes. 7 yeas. 0 nays. **Carried.**

Personnel: Cox reported. **Motion** to extend employee Irene Daniels additional 5 hours (from 35 to 40) for one additional week. Supported by Buchanan. Discussion. Roll call vote: Cox, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Cox to approve Resolution 2016-43 to lift the hiring freeze to allow MSU Extension to fill the vacancy of the Kankaska County Office Manager. Supported by Hart. Roll call vote: Cox, yes; Hart, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

County Affairs: Fisher reported. **Motion** by Fisher to authorize the accountant to make necessary required Budget Amendments to balance the 2016 budget prior to year end. Supported by Hart. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher that Article #4 of the Board of Commissioners By-Laws be amended, for a request, that in order for an appointment to be on the Agenda for a Committee, supporting documentation should be filed with the Clerk by Friday prior to the Committee meeting, in order for information to be available to the Chair person of that Committee by Tuesday prior to the Committee Meeting, for that Chairperson to then determine if the person is to be placed on the Agenda for Committee consideration. Supported by Hart. Discussion, Hart noted concern some people may not be allowed on the Agenda. McKinnon noted the need to have the documentation for the Committee packet in order for the Committee to reach a consensus for taking forward to the Board, noted anyone can present under Public Input. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to form a Jail and Court House Steering Committee consisting of a representative from the Sheriff Department, Central Dispatch, County Prosecutor, Court, Board of Commissioner and citizen at large. Supported by Hart. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Sheriff request for LARA Grant (\$10,000) application regarding Medical Marihuana, to supplement Deputy wage for TNT. Supported by Hart. Discussion. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon,

yes. 7 yeas. 0 nays. **Carried. Motion** by Fisher to approve Zoning Resolution 2016-45 to approve the Draft Master Plan for distribution. Supported by Hart. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays.

Carried. Motion by Fisher to approve the County providing GIS Shape Files to Mapping Solutions for Kalkaska County 4-H Leaders Association to generate current plat books in exchange of 8 business cars sized ads for county departments @ \$200.00 each (\$1,600); 1 half page county commissioners ad at \$500.00; 1 full page county information/phone number/directory page @ \$800.00; 4 wall maps (42 X 42 inches) @\$35.00 each (\$140); 13 plat books at \$35.00 each (\$455); Total value in exchange of \$3,495.00, and allow Chair to sign. (Mapping Solutions will attain aerial maps from another source). Supported by Hart. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Health and Welfare: Cox reported no action items, COA and Library attendees reporting current status of events and construction of Library, respectively.

DPW/Public Works: Crambell reported. Crambell noted: request from DPW Supervisor Bole for review of responsibilities/wage. Discussion, noted overtime pay/budget; consensus to review in 2017; request of Krzysztof Oliwa (Hockey coach for Kalkaska Rhinos and former NFL Hockey Player) of interest in purchase of Kaliseum, his concern with ongoing deterioration, upkeep issues with current oversight, potential if privately owned. Discussion, Committee noted prior complaints, review of Kaliseum oversight & county debt. **Motion** by Crambell for the County to move forward with research on options of possible sale or lease of Kaliseum. Supported by Hart. 7 yeas. 0 nays. **Carried.**

Discussion regarding Soil Conservation agreement; Committee noted items in the agreement needing correction; options for millage payment; audit obligations per accountant inquiry; review with County Treasurer; whether payment is necessary from county forest harvests; whether change with Taxable Value will effect payments; consensus to refer back to County Affairs Committee in January for review along with review by counsel.

Crambell noted concern with exorbitant water bills, reviewed for past several months. Discussion, DPW Bole currently reviewing with Village.

Crambell noted review of training for Log Lake Campground software, noting work cannot be performed outside of contractual dates.

Judiciary/Public Safety: Buchanan reported no action items, noted attendance of Emergency Services Director Mike Thompson who reported on research with concerns of railroad cars parked in the Village; Hazard Mitigation Plan approval for dispersal to townships for review. Consensus for County to send letter requesting review by the Railroad for optional parking outside of the Village, Buchanan to review/communicate with EMS Manger.

Recycle/Solid Waste: No report.

Sub-Committee Reports: No reports.

Correspondence and Resolutions:

Review balance of agenda items; **Motion** by Fisher to waive review by Committee policy to address MSUE 2017 Agreement. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Crambell, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve the Agreement for Extension Services FY 2017 as presented by Michigan State University Extension for Kalkaska County and allow Chair to sign. Supported by Hart. Discussion. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, no. 6 yeas. 1 nay . **Carried.**

Chair noted Kalkaska Horse Project End of Year Report for 2016 (copy filed with Clerk, \$91.35 paid to County). **Motion** by Fisher to approve Kalkaska Horse Project annual Letter of Agreement 2017 and allow Chair to sign. Supported by Cox. Roll call vote: Hart, yes; Cox, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Chair noted: Zoning Administrators report; copy of letter from FEMA notifying approval of Hazard Mitigation Plan for dispersal to entities;

New Business:

Motion by Fisher to set 2017 Organizational meeting on 1-2-2017 at 9:00 AM. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

Motion by Hart to schedule Special Meeting for 12-20-2016 at 6:00 PM for the purpose of review and/or approve Empiric Contract 2017; COA accrued vacation that exceed county policy; Purchasing, Bid and Post Approved Check policies; Budget Amendments as requested by accountant. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

Other Business: Consensus to schedule Workshop with counsel for 1-9-2017 at 6:00 PM if counsel is available. (Clerk to notify counsel and prepare posting accordingly.)

Discussion regarding Soil Conservation millage funding and review with counsel.

Public Input: None

Motion to adjourn by Hart at 7:37 PM. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

Respectfully Submitted:

Deborah Hill, Kalkaska County Clerk and
Clerk and 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.