

Kalkaska County Board of Commissioners  
Regular Monthly Meeting  
May 11, 2016  
(UNAPPROVED)

Meeting called to order at 6:00 PM by Chair McKinnon, Board of Commissioners 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. Pledge of Allegiance by all. Invocation by Commissioner Cox. Board of Commissioner Chair McKinnon requested a moment of silence for retired County Treasurer Gwen Gehrcke who recently passed away.

**Call for Conflict:** None

**Approval of Agenda:**

**Motion** by Hart to approve Agenda with addition of Budget Amendment of 0028 and delete #7, H, from the minutes for approval. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

**Approval of Minutes:**

**Motion** by Hart to approve Regular Meeting Minutes of 4-12-2016 with addition of date of letter on page 4, 2<sup>nd</sup> paragraph, to read "his letter dated 3-16-2016". Supported by Fisher. 7 yeas. 0 nays. **Carried.**

**Motion** by Hart to approve Closed Session Minutes of 4-12-2016. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

**Motion** by Hart to approve Special Meeting Minutes of 4-19-2016. Supported by Cox. 7 yeas. 0 nays. **Carried.**

**Motion** by Hart to approve Special Meeting Minutes of 4-22-2016. Supported by Cox. 7 yeas. 0 nays. **Carried.**

**Motion** by Hart to approve Committee Meeting Minutes of 5-4-2016 with correction on page 3, under IT Committee, to "pay for 7 cameras from Court from line item # 245-000-963.000 and 6 cameras from line item 244-000-963.000". Supported by Cox. 7 yeas. 0 nays. **Carried.**

**Motion** by Hart to approve Personnel Special Meeting Minutes of 5-10-2016. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

**Motion** by Hart to approve Closed Session Meeting Minutes of 5-10-2016. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

**Public Input:**

Colin Hunter: Addressed Board as a Candidate for the upcoming 46<sup>th</sup> Circuit Court Judge vacancy. Colin noted his qualifications, importance of judgeship qualities including serving, providing transparency and desire to serve Kalkaska County.

**Appointments:**

Sheriff Pat Whiteford: Whiteford addressed Board, noted: Report #4-2016 (copy filed with Clerk); vacancies requesting Resolution to lift the hiring freeze; request for letter of approval for Community Corrections Grant; discussion regarding upcoming county auction (6-11-2016) and record retention preparation. Whiteford requested status review of Animal Shelter/Humane Society proposals, will submit in June.

Court Administrator Mark Holston: Holston addressed Board regarding status of Sobriety Court Statistics (copy of report filed with Clerk). Holston noted qualifications candidates must meet for program; Director Julie McDonald (Court Administrator of Crawford County) addressed Board noting growth of program and success, funding by State and Federal; Kali Weber local agent also present and Bob Rogers, successful graduate, addressed Board. Board noted appreciation for program.

District Health Department #10, Kevin Hughes: Hughes addressed Board noting 2015 Annual Report (copy filed with Clerk) , noting statistics for Kalkaska County.

Emergency Services Director Mike Thompson: Thompson addressed Board. Thompson: noted attendance at recent conference was very informative; necessity of a plan for natural disasters, process, advised corrections from Planning Commission were incorporated into Hazard Mitigation Plan draft and requested approval. Discussion. **Motion** by Hart to adopt Kalkaska County Natural Hazards Mitigation Plan 2016 Draft. Supported by Fisher. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to advertise for Public Comment with a deadline of 5-31-2016, 5:00 PM and set Public Hearing for 6-1-2016 at 3:30 PM. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Crambell, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Public Comment and Public Hearing to be published and placed on the website, email to all Township Clerks and on file with the County Clerk. Discussion regarding process for continued review by State, FEMA and Townships after approval.

**Committee Appointments:** None

**Budget and Bill Approval:**

**Motion** by Hart to approve Budget Amendments 2016-0022 through 0027 as presented. Supported by Fisher. Roll call vote: Hart, yes; Fisher, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Discussion.

**Motion** by Hart to approve Post Approved Bills in the amount of \$2,484,315.40, General Fund Bills of \$114,347.39, Payroll #7 of \$173,786.21, Payroll #8 of \$174,070.67 and Commissioners Per-Diem (\$1,175.00) and Salary (\$3,200.00) of \$4,375.00. Supported by Fisher. Roll call vote: Hart, yes; Fisher, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Unfinished Business:**

**Motion** by Fisher to enter into Closed Session to discuss Union contract negotiations regarding with POAM at 6:45 PM. Supported by Crambell. Roll call vote: Fisher, yes; Crambell, yes; Buchanan, yes; Cox, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Meeting entered into Closed Session at 6:45 PM. Meeting returned to Open Session at 6:50 PM.

**Motion** by Fisher to return to Open Session at 6:50 PM. Supported by Hart. 7 yeas. 0 nays. **Carried.**

**Motion** by Stein to accept the POAM contract dated 2016-2017. Supported by Fisher. Roll call vote: Stein, yes; Fisher, yes; Buchanan, yes; Cox, yes; Crambell, yes; Hart, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

#### **Committee Reports:**

DWP: Crambell reported. **Motion** by Crambell to adopt the Revised 2016 Log Lake Campground Fee Schedule as presented with recommended fees. (Copy filed with Clerk). Supported by Hart. Discussion. Roll call vote: Crambell, yes; Hart, yes; Buchanan, yes; Cox, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to approve Budget Amendment 2016-0028 (moved funds \$4,000 to DPW Capital Outlay) line item #101-444-977.000. Supported by Hart. Roll call vote: Crambell, yes; Hart, yes; Buchanan, yes; Cox, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to create a line item for Equipment Replacement for DPW (Bole to obtain line item # from Accountant Hervey). Supported by Buchanan. (Discussion, tabled for Motion to move funds of \$4,000.00) Roll call vote: Crambell, yes; Buchanan, yes; Cox, yes; Fisher, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to allow DPW to purchase a new lawn mower not to exceed \$4,000.00. Supported by Hart. Roll call vote: Crambell, yes; Hart, yes; Buchanan, yes; Cox, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to allow DPW to proceed with Equalization office security gate and countertop at \$12,500 and 3 gate motors for Clerk, Treasurer and Register of Deeds at \$1600.00 each from line items #253-000-963.000. Discussion, will provide similar access of lobby offices. Supported by Hart. Roll call vote: Crambell, yes; Hart, yes; Buchanan, yes; Cox, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to advertise for the County and Sheriff Auction to be held 6-11-2016 from 9 AM to Noon at the Civic Center. Supported by Hart. Discussion. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to approve Log Lake Caretaker contract with correction of \$340.00 per week (\$8.50 per hour up to 40 hours per week). Supported by Hart. Roll call vote: Crambell, yes; Hart, yes; Buchanan, yes; Cox, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

County Affairs: Fisher reported, noted IT Committee request to approve purchase of server, cameras and licenses for security. **Motion** by Fisher to approve and move forward with six security cameras in the Administration Building to be paid from line item #244-000-963.000 and seven for the Court Building to be paid from line item #245-000-963.000. Supported by Buchanan. Roll Call vote: Fisher, yes; Buchanan, yes; Cox, yes; Crambell, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to approve support for Community Corrections Plan and Application Grant for 2017 and authorize the Chair to sign. 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 request Equalization staff to provided GIS maps 2' X 2' for each township identifying the list of foreclosure properties for Kankaska County and one county map identifying the entire list of foreclosures.

Supported by Crambell. Roll call vote: Fisher, yes; Crambell, yes; Buchanan, yes; Cox, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Fisher to pay legal fees for Housing legal bill from county legal line item #101-101-831.000, with adjustment to be done later from Housing funds after review by the State MSHDA office. 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 adopt the Proclamation honoring Sheriff Abe DeVol. Supported by Hart. 7 yeas.0 nays. **Carried.**

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**KALKASKA COUNTY  
BOARD OF COMMISSIONERS  
PROCLAMATION  
HONORING SHERIFF ABRAHAM C. DEVOL  
May 18, 2016**

**WHEREAS**, Sheriff Abraham C. DeVol at the age of 24 began his distinguished police career with the Kalkaska Sheriff’s Office working part time as a Marine/Snowmobile officer until he was hired as a full time Deputy in 1996,

**WHEREAS**, Sheriff DeVol spent twenty dedicated years serving the citizens of Kalkaska County through the ranks of deputy, township officer, detective, undercover narcotics officer, ERT Team Commander and Sergeant,

**WHEREAS**, Sheriff DeVol’s educational achievements included a Bachelor’s Degree in Business Administration, and completion of the FBI National Academy and Leadership in Police Organizations School,

**WHEREAS**, Sheriff DeVol’s dedication to governmental and civic groups include memberships in the Michigan Sheriff’s Association, Northern Michigan Mutual Aid and Kiwanis,

**WHEREAS**, Abe DeVol who had served as Undersheriff for retiring Sheriff David Israel since 2009, was appointed as Israel’s successor on February 24, 2015 by a unanimous vote of the Kalkaska County “Committee to Appoint”,

**WHEREAS**, Sheriff DeVol, after serving only eight months as Kalkaska County’s Sheriff, understood not only the law enforcement aspect of running the Sheriff’s Office but met and conquered the challenges involved in managing budgets, personnel and other administrative tasks,

**WHEREAS**, Sheriff DeVol has exemplified the term “public service” in his deep commitment to his profession, his agency, his community and his family,

**THEREFORE, BE IT RESOLVED**, that we, the Kalkaska County Board of Commissioners, recognize and appreciate the many contributions and years of dedicated service Sheriff DeVol gave to the Sheriff’s Office and the citizens of Kalkaska County.

\_\_\_\_\_  
Michael Buchanan, District #1

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Kohn Fisher, District #3

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Kevin Stein, District #4

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Alan Hart, District #5

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Craig Crambell, District #6

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Patty Cox, District #7

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**Motion** by Fisher to adopt the Proclamation Supporting National Police Week. Supported by Hart. 7 yeas. 0 nays. **Carried.**

Personnel: Cox reported. Motion by Cox to approve Resolution 2016-23 to lift the hiring freeze to fill the COA Site Manager Vacancy (Boardman center). Supported by Crambell. Roll call vote: Cox, yes; Crambell, yes; Buchanan, yes; Fisher, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Cox to approve accrued paid time off for COA employee Deb Snyder. Supported by Crambell. Discussion, Cox noted request reviewed and approved by counsel, noted Snyder has been permanent part-time employee with no accrual of paid time off. Discussion regarding guidelines of Teamsters and other COA staff review. Consensus to return to Personnel Committee for clarification. Discussion regarding need for review of all non-union employees to establish a policy consistent with all staff. **Motion and support withdrawn.**

**Motion** by Cox to Approve Resolution 2016-22 to lift the hiring freeze to fill the Recycle Center Permanent Part-Time Employee vacancy. 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.**

**Motion** by Cox to approve Resolution 2016-24 to lift the hiring freeze to fill the Sheriff ORV Vacancy. 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.**

**Motion** by Cox to approve Resolution 2016-25 to lift the hiring freeze to fill the Sheriff Full time Corrections Officer vacancy. 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.**

**Motion** by Cox to approve Resolution 2016-26 to lift the hiring freeze to fill the Sheriff Part-Time Dispatcher vacancy. 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.**

**Motion** by Cox to approve Resolution 2016-27 to lift the hiring freeze to fill the Sheriff Part-Time Corrections Officer vacancy. 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.**

**Motion** by Cox to approve Resolution 2016-28 to lift the hiring freeze to fill Sheriff Part-Time Cadet vacancy. 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.**

**Motion** by Cox to reaffirm the acceptance of the resignation of Equalization employee Kathy Campbell. Supported by Crambell. Roll call vote: Cox, yes; Crambell, yes; Buchanan, yes; Fisher, yes; Hart, yes; Stein; McKinnon, yes. 7 yeas.0 nays. **Carried.**

**Motion** by Cox to enter into an agreement with Keller Tax Administration Services for up to 90 days at \$7,500 per month for Equalization Director services. Supported by Hart. Discussion, to include required reports and review staffing and duties. Roll call vote: Cox, yes; Hart, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas.0 nays. **Carried.**

**Motion** by Cox to allow Chair to

sign agreement with Keller Tax Administration Services after review by counsel. 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.** **Motion** by Cox to enter into the agreement with Keller Tax Administration Services to commence immediately. 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.**

Finance: Hart reported no further actions items.

Health and Welfare: Stein reported no action items. Discussion, Cox noted Commission on Aging By-Laws was to be presented for approval but not discussed at Committee. Consensus to return to Committee for review.

McKinnon noted email from Clerk regarding DTE accounts; Clerk advised accounts in question have been reviewed and remain under Kaliseum Directors supervision.

Judiciary/Public Safety: Buchanan reported no meeting held.

**Sub-Committees:**

No reports.

**Correspondence/Resolutions:**

Chair noted matters that were addressed previously in meeting.

**Motion** by Hart to affirm the Chair's signature of Kalkaska County Road Commission Letter of support dated 4-19-2016. Supported by Crambell. 7 yeas. 0 nays. **Carried.**

Chair noted Zoning Administrator April Report and Kaliseum May Report in packet.

**New Business:**

Chair noted Equalization Office matters addressed previously in meeting.

**Other Business:**

Chair McKinnon noted communication from MAC Representative Tim McGuire advised of status regarding review of Court use of employee time for funeral attendance by Supreme Court remains pending.

Chair noted Veterans Incentive Grant request was completed.

Chair noted a request for Rugg Pond Dam report from mock assimilation, noted request for report forwarded to Fire Department for assistance.

Chair noted MDOT letter regarding invitation for 5-24-2016 Transportation Planning Meeting.

Chair noted National Day of Prayer 5-05-2016 with local services.

Chair noted National Police Week celebration 5-18-2016 at noon.

**Public Input:** None.

**Motion** to by Hart to adjourn at 7:34 PM. Supported by Buchanan. 7 yeas.0 nays. **Carried.**

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.