

Kalkaska County Board of Commissioners
Regular Meeting Minutes
July 13, 2016
(UNAPPROVED)

Meeting called to order at 6:00 PM 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. Pledge of Allegiance by all. Invocation by Commissioner Cox.

Call for Conflict: None

Approval of Agenda:

Motion by Hart to approve Agenda with addition of Letter of Intent for Area Agency on Aging added to #16, B. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Approval of Minutes:

Motion by Hart to approve Regular Meeting Minutes of 6-8-2016. Supported by Crambell. 7 yeas. 0 nays. **Carried.**

Motion by Hart to approve Personnel Committee Special Meeting Minutes of 6-29-2016. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of July 6, 2016. Supported by Hart. 7 yeas. 0 nays. **Carried.**

Motion by Hart to approve Committee Meeting Minutes of 7-6-2016. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

Public Input:

Daire Rendon, Candidate for State Representative: Rendon addressed Board noting her candidacy for 103rd State Representative, serving and representing the citizens of Kalkaska.

Appointments:

Sheriff Pat Whiteford: Whiteford noted Report #6-2016 (copy filed with Clerk), requesting Board review of non-union employee wages, Undersheriff PTO request, Elected Official wage review, staffing and report of county auction.

Networks Northwest Representative Elaine Wood: Wood presented Annual Report for 2015 (Copy filed with Clerk). Wood noted multiple resources and statistics combined with Michigan Works, including occupational training, community planning and development and successful audit.

Rehmann Auditor Steve Peacock: Peacock reviewed 2015 Audit of Kalkaska County Financial Statements. (Copy filed with Clerk.) Peacock addressed Board advising Independent Auditors Report, Managements Analysis, Basic Financial Statements, Required Supplementary

Information, Combination and Individual Fund Financial Statements, Schedules and Internal Control and Compliance. Discussion. Peacock noted significant improvements from prior audit.

Chair called for recess at 7:21 PM.

Meeting reconvened at 7:30 PM.

Committee Appointments:

Chair McKinnon recommended appointments for Parks and Recreation Committee of Jack Tanner (term dates 1-1-2016 to 12-31-2018); Charles Ardingo (term days 1-1-2016 to 12-31-2018); Megan Daniels (term dates 1-1-2016 to 12-31-2017); Debra Ball-Odeh (term dates 1-1-2016 to 12-31-2016); Mark Randolph (term dates 1-1-2016 to 12-31-2016); Kaliseum Representative Director Alan James (term dates 1-1-2016 to 12-31-2016); and Board of Commissioner Representative, Mike Buchanan (term dates 1-1-2016 to 12-31-2016. **Motion** by Hart to accept the Chair's appointments of Jack Tanner (term dates 1-1-2016 to 12-31-2018); Charles Ardingo (term days 1-1-2016 to 12-31-2018); Megan Daniels (term dates 1-1-2016 to 12-31-2017); Debra Ball-Odeh (term dates 1-1-2016 to 12-31-2016); Mark Randolph (term dates 1-1-2016 to 12-31-2016); Kaliseum Representative Director Alan James (term dates 1-1-2016 to 12-31-2016); and Board of Commissioner Representative, Mike Buchanan (term dates 1-1-2016 to 12-31-2016 to the Kankaska County Parks and Recreation Committee. Supported by Buchanan. 7 yeas. 0 nays. **Carried**. Chair McKinnon noted he will be calling the applicants for the COA Advisory Board to conduct interviews for the three vacancies.

Budget/Bills:

Motion by Hart to approve Budget Amendments 2016-0032, 0033, 0034, 0035, 0036 and 0037. Supported by Stein. Roll call vote: Hart, yes; Stein, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried**.

Motion by Hart to pay Post Approved Bills of \$944,151.57; General Fund Bills of \$68,886.13; Payroll #11 of \$170,020.38; Payroll #12 of \$165,666.60; and Commissioners Per-Diem (\$900.00) and Salary (\$3,200.00) of \$4,100.00. 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**.

Unfinished Business: None

Committee Reports:

Public Works: Crambell reported. **Motion** by Crambell to approve Petty Cash of \$220.00 for Log Lake Campground caretaker. Supported by Fisher. 7 yeas. 0 nays. **Carried**. **Motion** by Crambell to create line item to be determined by the accountant for Parks and Recreation Committee for per-diems and expenses; with approval of funds up to \$1,000.00. 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 request Parks and Recreation Committee to develop 5 year Master Plan, policies and procedures for County Parks and Recreation including Log Lake Campground. Supported by Hart. 7 yeas. 0 nays. **Carried**.

County Affairs: Fisher reported. **Motion** by Fisher to allow retiring Deputy Koronka to purchase his firearm for \$400.00 according to county Policy. 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 approve Resolution 2016-13 Amending Kalkaska County Zoning Ordinance. 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.**

A RESOLUTION TO AMEND THE KALKASKA COUNTY ZONING ORDINANCE
RESOLUTION NUMBER: 2016-13
KALKASKA COUNTY BOARD OF COMMISSIONERS
JULY 13TH, 2016

At a regular meeting of the Kalkaska County Board of Commissioners for Kalkaska County, Kalkaska, Michigan, held in the County Governmental Building located at 605 N. Birch Street, Kalkaska Michigan on the 13th day of July, 2016:

Present: Commissioners Michael Buchanan, Patty Cox, Craig Crambell, Kohn Fisher, Alan Hart, Stuart McKinnon and Kevin Stein.

Absent: None

The following was offered by Commissioner Fisher and supported by Commissioner Hart.

WHEREAS, the current Kalkaska County Zoning Ordinance (KCZO) was adopted by the Kalkaska County Board of Commissioners in October 2001; and

WHEREAS, the current KCZO was revised in October 2012 and reprinted January 2013; and

WHEREAS, the Kalkaska County Planning Commission determined that numerous text amendments needed to be made to the KCZO to be current with the Michigan Zoning Enabling Act, and other text amendments that the Planning Commission and the Zoning Administrator recommended be changed to be more consistent and allow the citizens of Kalkaska County to construct buildings to fit their needs; and

WHEREAS, the Kalkaska County Planning Commission, during a public hearing held on March 16th, 2016 and June 15th, 2016 involving Ordinance #149, Amendment #170 (2016-146) approved the proposed text amendments to the KCZO; and

WHEREAS, the Kalkaska County Planning Commission approved a motion on March 16th, 2016 and June 15th, 2016 that the attached proposed text amendments be forwarded to the Kalkaska County Board of Commissioners for adoption; and

WHEREAS, the Kalkaska County Planning Commission held a second public hearing on June 15th, 2016 after discovering the proposed text amendments had not been reviewed by the County Attorney prior to the March 16th, 2016 public hearing; and

WHEREAS, the Kalkaska County Board of Commissioners approved the attached proposed KCZO text amendments (actual language changes or additions) on July 13th, 2016; and

NOW, THEREFORE BE IT RESOLVED, as follows:

1. The Kalkaska County Board of Commissioners adopts Ordinance #149, Amendment #170 (2016-146) as presented.
2. The Board hereby directs the Kalkaska County Zoning Administrator to have a Notice of Adoption published in the local newspaper.
3. The adopted KCZO text amendment shall take effect seven (7) days after publication of the Notice of Adoption in the local newspaper.

Yeas: Fisher, Hart, Buchanan, Cox, Crambell, Stein and McKinnon.

Nays: None

Absent: None

Abstain: None

Motion carried: 7 yeas. 0 nays.

RESOLUTION DECLARED ADOPTED

Stuart McKinnon, Chairperson
Kalkaska County Board of Commissioners

I, the undersigned, County Clerk of Kalkaska County, Kalkaska, Michigan, do hereby certify the foregoing is a true and correct copy of certain proceedings taken by the Kalkaska County Board of Commissioners of said municipality at a regular meeting held on April 13th, 2016, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

STATE OF MICHIGAN)
County of Kalkaska)
July 13th, 2016

Deborah Hill, County Clerk

Personnel: Cox reported. **Motion** by Cox to Approve Resolution 2016-32 to Lift the Hiring Freeze to Fill the Commission on Aging Friendly Visitor 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 extend Commission on Aging Program Coordinator full-time hours for additional 90 days. Supported by Stein. Discussion, Hart noted concern with position continuing with full time hours. Roll call vote: Cox, yes; Stein, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Hart, no; McKinnon, yes. 6 yeas. 1 nay. **Carried.** **Motion** by Cox to pay Undersheriff Harry Shipp for unpaid sick time following separation of Shipp from COAM/POAM union, per Union contract, county policy and past practice. Supported by Crambell. Discussion. 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 adopt Equalization Director Job Description as presented. 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.**

Finance: Hart reported, Budget Amendments and Bills previously addressed.

Health and Welfare: Stein reported no action items.

Judiciary/Public Safety: Buchanan noted Emergency Services Director Mike Thompson forwarded Hazard Mitigation Plan to FEMA for review. Discussion, when Plan returned, matter will be reviewed and a Special Meeting set if necessary.

Sub-Committees:

Soil Conservation: Hart reported grant for invasive species will assist with Rugg Pond treatment.

District Health Dept: Cox reported warning to walkers coming in contact with meth debris and dangers, to refrain from any contact with matter.

Correspondence:

Chair McKinnon noted items on agenda were previously addressed in meeting and Zoning Administrator Report in packet for review.

New Business:

Chair called for review of Equalization Staffing, noted Interim Director provided job descriptions for Equalization staff positions. Discussion. **Motion** by Hart to authorize Accountant Hervey to create a line item to transfer funds for payroll up to \$20,000.00 for a County Appraiser position. 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.** **Motion** by Hart to adopt the job description for the Equalization GIS Technician and Equalization Clerk as presented by EQ Director. Supported by Buchanan. Discussion. Roll call vote: Hart, Yes; Buchanan, yes; Cox, yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Discussion regarding COA interim oversight. Discussion regarding COA Director interviews, consensus to set Personnel Committee Meeting of the Whole for 7-18-2016 at 6:00

PM. **Motion** by Hart to authorize the Chair to sign the Letter of Intent with Area Agency on Aging and Kaskaska County Commission on Aging. Supported by Crambell. 7 yeas. 0 nays. **Carried.**

Chair called for review of counsel information regarding pending court matter. Discussion. **Motion** by Fisher to approve CMDA counsel to offer mediation in the matter of Ramsey v. Kimball. 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.**

Other Business:

Discussion regarding Emergency Management Assistance Agreement. **Motion** by Hart to send Emergency Management Assistance Agreement to Judiciary Committee and counsel for review. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

Public Input:

Dick Malott: Malott addressed Board noting need for fairness with knowledge of candidates with concern of VJ Kumar qualification.

Commissioner Fisher noted appreciation for Julia Rzepecki for serving as Commission on Aging Director.

Motion to adjourn by Hart at 8:22 PM. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

Respectfully submitted:

Deborah Hill, Kaskaska County Clerk and
Clerk of Board of Commissioners

Stuart McKinnon, Chair of
Kaskaska County Board of Commissioners

These minutes are not official until they are approved at the next Regular Board of Commissioners meeting.