

Kalkaska County Board of Commissioners
Regular Meeting Minutes
August 10, 2016
(UNAPPROVED)

Meeting called to order by Chair McKinnon at 6:00 PM, Commissioner Chambers, Administration Building, 605 N Birch Street. Kalkaska, MI. Present Commissioners Michael Buchanan, Patty Cox, Kohn Fisher, Alan Hart, Stuart McKinnon, Kevin Stein and County Clerk Deborah Hill. Absent Commissioner Craig Crambell. Pledge of Allegiance by all. Invocation by Commissioner Cox.

Call for Conflict: None

Approval of Agenda: Motion by Hart to approved Agenda with addition of Emergency Mgt Annual Grant Agreement under #16, New Business. Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried.**

Approval of Minutes:

Motion by Hart to approve Regular Meeting Minutes of 7-13-2016, with correction on page 4, under New Business, 3rd line to read “transfer funds from payroll up to \$20,000.00 for a County Appraiser contractual position”. Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Hart to approve Personnel Committee Special Meeting Minutes of the Whole of 7-18-2016. Supported by Fisher. 6 yeas. 0 Nays. 1 absent. **Carried.**

Motion by Fisher to approve County Affairs Committee Special Meeting Minutes of 7-19-2016. Supported by Hart. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Hart to approve Personnel Committee Special Meeting Minutes of the Whole of 7- 22-2016, with correction of spelling of “Jody”, line one under Interviews, to “Jodi” Willison. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Committee Meeting Minutes of 8-3-2016. Supported by Hart. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Hart to approve Special Meeting Minutes of 8-3-2016 with corrections of spelling of “Jody” to “Jodi” Willison. Supported by Cox. 6 yeas.0 nays. 1 absent. **Carried.**

Public Input:

Commission on Aging Advisory Board Chair Mike Cox: Cox addressed Board noting his review of COA budget would indicate that the millage renewal is needed for expenses aside from remodeling, requesting Board to approve millage for November ballot. (Copy filed with Clerk) Discussion.

Dick Malott: Malott noted information from Road Commission of upcoming memorial for the new bridge on West Sharon Rd on 8-17-16. Malott noted Road Commission employees have formed their own employee association and working well with Road Commission.

Appointments:

46th Circuit Court Chief Judge, George Mertz: Judge Mertz addressed Board regarding BOC inquiry relative to county bid policy. Mertz noted the Court's operational needs may often lead to administrative decisions that preclude them from following county policies. Discussion regarding county bid policy, court functions; Mertz's concern that bid process may lead to legal issues with court representation; Judge Mertz noted importance of working relationship with Board, Court and budget. Judge Mertz indicated he would provide information to Board regarding contractual decision.

Sheriff Pat Whiteford: Whiteford addressed Board noting request for Women's Resource Center agreement review. Discussion. **Motion** by Hart to waive Committee review of adjustment to Women's Review Center agreement. Supported by Cox. Roll call vote: Hart, yes; Cox, yes; Buchanan, yes; Crambell, absent; Fisher, yes; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Hart to allow Chair to sign Women's Resource Center Adjustment to Agreement Amendment as presented. Supported by Stein. Roll call vote: Hart, yes; Stein, yes; Buchanan, yes; Cox, yes; Crambell, absent; Fisher, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** Whiteford addressed Board regarding an increase for Dispatch employees for oversight of lien duties. Discussion. **Motion** by Hart to allow Sheriff to draft a proposed LOU (Letter of Understanding) to the POAM Contract for Lein Tac position with review by counsel. Supported by Buchanan. Discussion, noted additional duties, estimated expense, to be at regular scheduled hour rate. 6 yeas. 0 nays. 1 absent. **Carried.** Whiteford noted he had commenced with the retention project having a retiree work. **Motion** by Fisher to approve compensation from acct # 101-305-705.000 for retiree Rios for (170 hours @ \$15.20) \$2,584.00 with deductions. Supported by Hart. 6 yeas. 0 nays. 1 absent. **Carried.** Whiteford requested Special meeting with Board in the upcoming work to address telephone lines and pending contracts including AT&T. **Motion** by Hart to set a Special Meeting of the Board on 8-15-2016 at 6:00 PM for the purpose of reviewing and/or approving telephone contracts and companies. Supported by Buchanan. Roll call vote: Hart, yes; Buchanan, yes; Cox, yes; Crambell, absent; Fisher, yes; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** (Copy of Report #7-2016 filed with Clerk.)

MSUE District Coordinator, Jennifer Berkey: Berkey provided 2015-2016 Annual Report for Kalkaska County (Copy filed with Clerk). Berkey noted resources, services and statistics provided by Michigan State University to local community including 4-H, nutrition, agriculture and community involvement, bringing research to the local community. (Chair called for recess at 7:03 PM. Meeting reconvened at 7:12 PM.)

Committee Appointments:

Chair McKinnon noted pending EDC vacancy. **Motion** by Fisher for county to advertise for EDC vacancy. Supported by Hart. 6 yeas. 0 nays. 1 absent. **Carried.**

Chair McKinnon noted COA Advisory Board vacancy interviews were conducted and requested review of COA by-law regarding Advisory Board number of members. Discussion. **Motion** by Hart to amend Commission on Aging By-Laws to a seven member board immediately. Supported by Cox. Roll call vote: Hart, yes; Cox, yes; Buchanan, yes; Crambell,

absent; Fisher, yes; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** Chair McKinnon noted request for appointment of Walter Dow and Lynelle Baxter to the Commission on Aging Advisory Board with terms dates to 3 years and rotation. **Motion** by Fisher to accept Chairs appointments of Walter Dow and Lynelle Baxter to the Commission on Aging Advisory Board with terms dates to 3 years and rotation. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Crambell, absent; Hart, yes; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Budget/Bills:

Hart noted Bills and Budget Amendments reviewed at Finance 8-3-2016. **Motion** by Hart to approve Budget Amendments 2016-0038, 0039, 0040, 0041, 0042 and 0043. Supported by Cox. Roll call vote: Hart, yes; Cox, yes; Buchanan, yes; Crambell, absent; Fisher, yes; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Hart to approve Post Approved Bills of \$545,040.87; General Fund Bills of \$116,336.53; Payroll #13 of \$176,087.42; Payroll #14 of \$194,797.44; Payroll #15 of \$169,203.98; Commissioners Per-Diem (\$900.00) and Salary (\$3,200.00) of \$4,100.00. Supported by Fisher. Roll call vote: Hart, yes; Fisher, yes; Buchanan, yes; Cox, yes; Crambell, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Unfinished Business: None

Committee Reports:

DPW: Buchanan reported. **Motion** by Buchanan to approve installation of natural gas line to Civic Center at cost of \$8,063.00 funds to be transferred of \$6,563.00 from 208-691-920.000 and \$1500.00 from Fair Board TransCanada grant. Supported by Hart. Roll call vote: Buchanan, yes; Hart, yes; Cox, yes; Crambell, absent; Fisher, yes; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

County Affairs: Fisher reported a number of matters discussed including consensus to prepare proclamations for long standing members of the Board of Canvassers and Jury Board.

Personnel: Cox reported. **Motion** by Cox to accept Independent Contractor Appraisal Services with A&P Assessing as proposed (with correction on page 6, Kalkaska County) and reviewed by counsel. Supported by Hart. Discussion. Roll call vote. Cox, yes; Hart, yes; Buchanan, yes; Crambell, absent; Fisher, yes; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Stein to re-advertise Equalization Director position. Supported by Hart. Discussion. 6 yeas. 0 nays. 1 absent. **Carried.**

Finance: Hart reported. **Motion** by Hart to move \$94,509.22 to Child Care Fund per Budget Amendment 2016-0037. Supported by Cox. Roll call vote: Hart, yes; Cox, yes; Buchanan, yes; Crambell, absent; Fisher, yes; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Hart to authorize the transfer of the funds \$494,108 to the following accounts: \$28,363 to Budget Stabilization; \$196,869 to Contingency; \$100,000 to MERS; \$42,000 to computer; \$50,000 to county equipment; \$25,000 to furniture and \$51,000 to building improvement. Supported by Buchanan. Roll call vote: Hart, yes; Buchanan, yes; Cox, yes; Crambell, absent; Fisher, yes; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Hart to approve Cash Policy #165 A as proposed (approval of department cash drawer and petty cash amounts). Supported by Fisher. Roll call vote: Hart, yes; Fisher, yes; Buchanan, yes; Cox, yes; Crambell, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent.
Carried.

Kalkaska Board of Commissioners Policy Statement

CASH POLICY		Policy # 165 A
CASH DRAWER & PETTY CASH APPROVAL		
Date Approved 8-10-2016	Effective 8-10-2016	Replaces

Purpose: To approve Cash Box and Petty Cash limits for County Departments

Authority: BOC, County Treasurer and Department Head

Responsibility: BOC, County Treasurer and Department Head

Policy: To make the following Cash Box and Petty Cash limits part of the Cash Policy #165.

DEPARTMENT	CASH BOX	PETTY CASH
RECYCLING	\$50.00	- 0-
ROD OFFICE	\$74.00	- 0-
LIBRARY	\$50.00	\$200.00
JAIL- ROCHELLE	\$30.00	-0-
JAIL- JILL	-0-	\$400.00
JAIL- JAIL	-0-	\$40.00
CLERK	\$100.00	- 0-
EQUALIZATION	\$50.00	-0-
PROSECUTOR	-0-	-0-
KALISEUM	\$100.00	\$140.00
TREASURER	\$200.00	-
JURY IN TREASURER		\$500.00
BUILDING CODES	-0-	-0-
	-0-	-0-

VETERANS

LOG LAKE

\$ 220.00

COMMISSION ON AGING

\$25.00 \$200.00

DISTRICT COURT

\$100.00 \$100.00

PROBATE FAMILY COURT

-0- 50.00

TREASURER CONFIRMED ON 7/18/16 WITH DEPARTMENTS

Motion by Hart to move Treasurer employee Daniels to Classification 5 with increase in work hours to 8 hour day for Deputy duties including PRE Audit responsibilities. Supported by Cox. Roll call vote: Hart, yes; Cox, yes; Buchanan, yes; Crambell, absent; Fisher, yes; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** to affirm Chair McKinnon’s signature for Veterans Affairs Agency’s County Incentive Grant. Supported by Fisher. Discussion. Roll call vote: Hart, yes; Fisher, yes; Buchanan, yes; Cox, yes; Crambell, absent; Stein, yes; McKinnon, yes. 6 yeas.0 nays. 1 absent. **Carried.** Discussion regarding upcoming Budget Workshops 9-17,18,19 & 20.

Health and Welfare: Stein reported, noted Library Board and COA Advisory Board attended. Discussion regarding COA millage, Chair noted COA Advisory Board Chair Cox requested millage be placed on the November ballot. Commissioner Hart noted concern with approval without plan and details, requesting further discussion/documentation. Discussion by all Commissioners regarding concerns, Fisher noting remodeling should only be considered if 2nd millage is renewed. Continued discussion. **Motion** by Cox to place the Commission on Aging millage renewal on the 11-8-2016 ballot. Supported by Fisher. Discussion. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Crambell, absent; Hart, no; Stein, yes; McKinnon, no. 4 yeas. 2 nays. 1 absent. **Carried.**

Judiciary/Public Safety: Buchanan reported EMS Mike Thompson attended and reported on status of FEMA report extension and review of Torch Lake emergency procedures if needed during July 4th activities.

Sub-Committees:

Hart reported on Library compliance with audit findings.

Correspondence/Resolutions:

Chair noted Zoning Administrator July Report in packet.

New Business:

Chair called for approval of signing Emergency Management Annual Grant Agreement. **Motion** by Cox to waive Committee review of Emergency Management Grant Agreement. Supported by Hart. Roll call vote: Cox, yes; Hart, yes; Buchanan, yes; Crambell, absent; Fisher, yes; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Hart to allow the Chair to sign the Emergency Management Annual Grant Agreement. Supported by Cox.

Discussion. Roll call vote: Hart, yes; Cox, yes; Buchanan, yes; Crambell, absent; Fisher, yes; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Other Business:

Commissioner Stein inquired of meeting per-diems for committee or board members. Discussion, reminder that per-diem is for attendance at meeting for which they are a member, not at other meetings as representative. Discussion regarding Recycle Committee budget.

Commissioner Stein noted request for clarification of overtime DPW hours billing. Discussion, Clerk noted review by accountant indicated less costly compared to hiring added employees and it was a temporary process to be reviewed with new budgets. Hervey noted DPW work recently provided pay codes to assist in differentiating work assignment and will continue to review.

Public Input:

James Sweet: Sweet inquired if EMS Grant approved was calculated in 2016 Budget. Board noted grant was previously approved, documents were needed to obtain approved funds.

Motion to adjourn at 8:13 PM. Supported by Buchanan. 6 yeas. 0 nays. 1 absent. **Carried.**

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.