

Kalkaska County Board of Commissioners
Regular Meeting Minutes
June 8, 2016
(UNAPPROVED)

Meeting called to order at 6:00 PM by Chair McKinnon, 605 N Birch Street, Commissioner Chambers, Administration Building, 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 11.C. ROD Credit Card Contract. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

Approval of Minutes:

Motion by Hart to approve Regular Meeting Minutes of May 11, 2016. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approved Closed Session Meeting Minutes of 5-11-2016. Supported by Hart. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approved Special Meeting Minutes of 5-11-2016. Supported by Hart. 7 yeas. 0 nays. **Carried.**

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

Motion by Hart to approve Public Hearing Minutes of 6-1-2016. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Personnel Special Committee Meeting of the Whole Minutes of 6-4-2016. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Public Input:

Dick Malott: Malott addressed Board noting recent visit at the Kalkaska County Road Commission learning State dropped funding for mandated state testing. Discussion.

Kalkaska County Road Commission Superintendent John Rogers: Rogers addressed Board noting responsibilities of County Road Commissioners (provided Board with Road Commission Handbooks) to assist BOC in appointments; Rogers noted improving roads, public image and moral, advising County Road Commission employees withdrew from the union and formed their own employee association; Rogers requested approval of Board to use the new County Seal with addition of Road Commission added to seal. Discussion, **Motion** by Hart to support Kalkaska County Road Commission to utilize new County Seal for Road Commission Seal. Supported by Crambell. 7 yeas. 0 nays. **Carried.**

Appointments:

Sheriff Pat Whiteford: Whiteford addressed Board noting Report #5-2016 (copy filed with Clerk); requested Board approve wage increase for cadets to mirror Teamsters wage of \$11.01. (Discussion, Personnel Committee to review policy for part-time non-union wages.) Whiteford requested Board to consider approval of 1.5% wage increase for Sheriff, Clerk, Register of Deeds and Treasurer with continued wage review. Whiteford requested approval of repairs at Animal Shelter with donation fund pending continued review of building a new shelter with third party entity. Consensus repairs to be completed to meet inspections. Whiteford noted auction set for 6-11-2016 with allowance of county staff to review items in advance of auction for need in-house.

Area Agency on Aging Bob Schluter: Schluter addressed Board noting 2015 Funding Report (copy filed with Clerk), advising of resources provided to local community, assistance provided with health insurance plans and looking ahead to 2017-2019 plan due in August. Discussion regarding Agreement, review with correspondence.

Committee Appointments:

Discussion. **Motion** by Hart to authorize the Clerk to advertise of all Board or Committee vacancies. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

Budget and Bill Approval:

Motion by Hart to approve Budget Amendments 2016-0029, 0030 and 0031 as discussed at Finance Committee. 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 approve Post Approved Bills of \$1,116,938.28, General Fund Bills of \$94,031.63, Payroll #9 of \$179,099.34, Payroll #10 of \$173,340.23 and Commissioners Per-Diem (\$700.00) and Salary (\$3,200.00) of \$3,900.00. 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.**

Motion by Hart to approve Credit Contract for Register of Deeds as proposed and allow Chair to sign. Discussion. 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: None

Committee Reports:

DPW: Buchanan reported. **Motion** by Buchanan to authorize irrigation to KART Trail on County property not to exceed \$3,000.00. Supported by Hart. 7 yeas. 0 nays. **Carried.** **Motion** by Buchanan to authorize a portion of the Equalization office for IT office space. Supported by Fisher. Discussion. 7 yeas. 0 nays. **Carried.** **Motion** by Buchanan to allow DPW Bole to replace the furnace at the jail not to exceed \$12,600.00 from heating/cooling line item. Supported by Hart. Roll call vote: Buchanan, yes; Hart, yes; Cox, yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

County Affairs/IT: Fisher reported. **Motion** by Fisher to approved the MMRMA Liability Insurance renewal and allow Clerk 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 approve the Commission on Aging Public IT Policy as presented. 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.**

Personnel: Cox reported. **Motion** by Cox to accept Julia Rzepecki resignation as Commission on Aging Director. Supported by Hart. 7 yeas. 0 nays. **Carried.** **Motion** by Cox for Rzepecki to do internal posting for Commission on Aging Director vacancy. Supported by Crambell. 7 yeas. 0 nays. **Carried.** **Motion** to approve Resolution 2016-30 to lift the hiring freeze to fill the Commission on Aging vacancy. Supported by Hart. Discussion, consensus for interviews to be conducted by full Board. 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 2016-29 to lift the hiring freeze to fill the vacancy of Assistant Prosecutor. 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 for Kalkaska County to discontinue printing or mailing tax bills in house and to notify townships of changes. Supported by Hart. Discussion, Treasurer Thornburg noted preliminary meeting was held with Township Treasurers and were advised of upcoming changes, noted cost savings will occur and reported meeting went well without opposition. 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 move the PRE Audit process to the County Treasurer office. Supported by Hart. Discussion, review will continue. 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 to move the County Appraiser position to contractual and request RFP's. 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 an agreement with RFE LLC, contractual, to provide Equalization services beginning 7-1-2016 for 30 day intervals and not to exceed 9-30-2016. Supported by Fisher as amended. Discussion, with amended information of 30 day intervals not to exceed three 30 day contracts. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Crambell, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Cox to allow Clerk to advertise for the Equalization Director position to include resume and salary requirements from the applicant. Supported by Hart. Discussion. 7 yeas. 0 nays. **Carried.** Personnel to work on advertisement and deadline dates regarding Equalization services.

Finance: Hart reported. **Motion** by Hart to approve Resolution 2016-31 Area Agency on Aging Fiscal Year 2017-2019 Multi Year Plan and allow Chair to sign. Supported by Cox. Discussion. **Motion** by Fisher to waive review of Area Agency on Aging resolution to be sent 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.** Roll call vote regarding Resolution 2016-31.

Hart, yes; Cox, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Hart to authorize \$50.00 cash drawer for Equalization office. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Health and Welfare: Stein reported. **Motion** by Stein to approve proposed changes of Commission on Aging By-Laws (pages 6 and 7). Supported by Fisher. Discussion, **Motion and support withdrawn.** **Motion** by Fisher to approve Commission on Aging proposed By-Laws with changes to include wording on Page 6, #3, to include 'and annual report and a coordinated strategic plan for delivery of its program and services...'; Page 7, #5, to read 'All donations to the County designated for COA services shall be deposited into an account designated...'. Supported by Stein. Roll call vote: Fisher, yes; Stein, yes; Buchanan, yes; Cox, yes; Crambell, yes; Hart, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Judiciary and Public Safety: Buchanan reported, noted Emergency Services Director Mike Thompson attended, advised of status of Emergency Services in Kalkaska County, Hazard Mitigation Plan and advised he would be attending each month.

Sub-Committee Reports: None

Correspondence and Resolutions:

Chair noted all items addressed with exception of L 4029 approval.

Motion by Hart to approve L 4029 form as presented by Kevin Keller, Interim Equalization Director and authorize the County Clerk and Chair to sign. 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.**

Chair noted monthly Zoning Administrator report and Kaliseum report in packet for review.

New Business: None

Other Business: None

Public Input: None

Motion to adjourn by Hart at 6:54 PM. Supported by Buchanan. 7 yeas. 0 nays. **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.