

Kalkaska County Board of Commissioners
Committee Meetings
April 5, 2017
(UNAPPROVED)

Committee Meetings are held in Commissioner Chambers, Admin Bldg, 605 N Birch Street, Kalkaska, MI

Judiciary & Public Safety: 9:00 AM

No Appointments, canceled per Chair Sweet

Health and Welfare: 10:00 AM

Meeting called to order at 10:00 AM by Committee Chair Comai. Present Commissioners David Comai, Patty Cox, James Sweet and County Clerk Deborah Hill.

Public Input: None

Appointments:

COA Director Jodi Willison: Willison addressed Committee noting March COA Director's Report (copy filed with Clerk). Discussion. **Consensus to Motion to approve proposed Kalkaska County Commission on Aging Volunteer Handbook.** (Willison noted that counsel had reviewed it.) **Consensus to Motion to approve Commission on Aging proposed Rental Agreement with Terms and Conditions.** Discussion. **Consensus to Motion to approve proposed Commission on Aging HIPAA Privacy and Security Acknowledgment by employees (pending approval by counsel).** Willison noted review and approval by the COA Advisory Board of the COA Strategic Plan. Discussion. **Consensus to Motion to approve the Kalkaska County Commission on Aging Strategic Plan as presented.**

Discussion regarding status of COA remodeling project.

Public Input: None

Meeting adjourned at 10:30 AM.

DPW: 11:00 AM

Meeting called to order at 11:00 AM by Committee Chair Buchanan. Present Commissioners Michael Buchanan, Stuart McKinnon, Craig Crambell and County Clerk Deborah Hill. Pledge of Allegiance by all.

Public Input:

Krzysztof Oliwa: Oliwa addressed Committee noting concern with Kaliseum budget, upcoming expenses and care, his interest in the community and development of the junior hockey program and offer to assist with the Kaliseum management. Discussion. Consensus to move to County Affairs Committee for review.

TLP Energy Representative Scott Kelch: Kelch addressed Committee noting interest in bidding on the natural gas for the County. Discussion. Kelch to provide sample RFP's.

Appointments:

Recycle Manager Josh Hoppe: Hoppe addressed Committee noting status of product shipping and revenue; noted recycle trailer grant submitted (\$40,365.00) with county portion of 25% (Hoppe to provide Clerk with copy of grant application.)

Soil Conservation, Mark Randolph: Randolph addressed Committee (copy of April report filed with Clerk) noting draft Agreement with County being reviewed with Conservation District Board; survey for preparation of hiring additional staffing; status of forestry needs and seedling sales. Randolph noted appreciation for Commissioner Buchanan as the liaison to the Parks and Recreation Committee. Discussion regarding concern with endangered tree diseases.

Parks and Recreation Committee Chair Jack Tanner: Tanner addressed Committee noting upcoming special Parks and Rec meeting 4-18-2017 to review proposed agreements for county grounds and Fair Board; meeting 4-13-2017 regarding Speak Up Kalkaska with Rotary Charities and seeds grant, requesting payment per agreement (Tanner to provide invoice); noted ongoing preparation for new 5 year Master Plan followed by new Master Plan.

Kaliseum Director Alan James: James addressed Committee noting status of upcoming events, record enrollment and request for review of Kaliseum rental fee schedule and Civic Center rental fees. Discussion, James noted rental fee request is similar to other facilities. James noted Kalkaska Area Hockey Association approved increase request; noted Kalkaska is the 3rd largest hockey association in Northern Michigan, next to Traverse City and Cheboygan. Discussion, James noted agreements for ice are approximate September through March; noted with number of junior players the program can be replaced. James noted other events planned for arena; will be requesting review of other fees, noting concern for revenue. Discussion regarding waiver of rental fee policy; James noted he had waived fees if county related; James reminded that any waiver of rental fees are by the BOC and has been addressed in the past.

Consensus to Motion to approve fee schedule for Kaliseum as proposed with increase in Ice Rental fees. Discussion regarding payroll access and approval, James requesting access for office worker Smith. Discussion regarding County Payroll Policy, consensus James as supervisor is responsible and who he allows to have access with his payroll access, noting any issues to fall back to James. Committee noted policy requires employees to clock-in, computer should be available for this purpose. James noted concern with employee misusing cell phones (continued to use punch card process) continued concerns with employee mis-use of computer if one was available; James reminded of county policy. Discussion regarding high Civic Center gas bill with no current use; James noted current agreement with gas company is ongoing until further review; Committee requested James to provide current natural gas (DTE) agreements for Board to review before continuing. James requested approval of added rental fees for Civic Center to Clerk. **Consensus to Motion to approve proposed Civic Center rental fees adding fees for open space and outside electric.**

Committee reviewed bill for methane detector; discussion, James noted he assisted with repair and was tested, now working; noted certification not needed and he did question amount of bill.

Committee requested if users of facilities are fulfilling rental agreements, specifically Trout Festival; James noted they were but not sure about Trout Festival and he would follow up with documentation required. James noted he had communicated with all other user groups. Meeting recessed at 12:08 PM. Reconvened at 12:10 PM.

MSU Extension 4-H Program Coordinator, Karie Saxton: Saxton requested consideration for waiver of Civic Center rental fees. Discussion. **Consensus to Motion to waive Civic Center Rental fees for 4-H educational training in 2017 (Saxton to provide dates (4-6) and building area), in exchange for 470 cumulative man-hours and materials in 2016 of repairs and upkeep of the barns and grounds at the Fairgrounds.** (4-H to still use application and pay refundable deposit fee.)

Accountant Corinna Hervey: Hervey addressed Committee regarding pay-codes for DPW and Janitorial, due to assessing expense to appropriate budgets; departments are to initial and approve hours submitted. (noted DPW 4 pay codes and Janitorial 2 pay codes)

DPW Supervisor Mayor Bole: Bole addressed Committee noting status of Civic Center, 90 day extension to Fair Board ends 4-18-2017 per January minutes pending further review of use agreements; noted Fair Board moved from pole barn old office to old kitchen several years ago; noted Board rescinded old agreements; noted Buchanan offered option of Annex of which Fair Board was not interested (consensus Fair Board to be reminded of January BOC action). Discussion regarding work of Fair Board with 4-H; noted volume of items in kitchen space if remain in Civic Center and how to prepare for rental. Discussion regarding Rugg Pond pending repairs; review of Soil Conservation Agreements to include plan for Rugg Pond; McKinnon noted vacancies that remain on Rugg Pond Committee; Bole to check with businesses that were going to donate materials (Todd's Welding and Haliburton); discussion regarding bid policy; discussion regarding options to deal with silt in pond; Bole to return to DPW Committee in May.

Discussion regarding billings; Parks and Rec Chair Tanner provided Invoice for Rotary Grant, to send to Finance. (Work Agreement filed by Tanner)

Public Input: None

Meeting adjourned at 1:00 PM.

Personnel: 1:00 PM

Meeting called to order at 1:05 PM by Committee Chair Crambell. Present Commissioners Craig Crambell, Patty Cox, Kohn Fisher and County Clerk Deborah Hill.

Public Input: None

Appointments:

Sheriff Whiteford: Whiteford addressed Committee noting Deputy vacancy with resignation of Deputy Hoenicke; noted Board had already approved lifting of the hiring freeze during this budget year. Discussion. Chair Crambell requested Sheriff to provide information regarding Prosecutor denials based on "lack of resources"; Whiteford noted all warrant requests are tracked, percentage of denial was 18% so far this year vs 17% 2016 year. Discussion, Whiteford noted concern; noted law enforcement processes complaints in spite of budget restraints; looking for cooperation with law enforcement and prosecutor processing.

Commission on Aging Director Jodi Willison: Willison addressed Committee requesting approval of Resolution 2017-16 to replace Site Manager vacancy. Discussion. **Consensus to Motion to approve Resolution 2017-16 to lift the hiring freeze to allow the COA Director to fill the Site Manager vacancy.**

Crambell noted prior wage review request from DPW Supervisor Bole; noted other supervisors compensation are more with less responsibility. Bole present and noted consideration for full or part-time position for DPW in addition to Bole. Discussion, Committee inquired as to duties and responsibilities that new position would entail; noted department had 2-3 employees in the past; noted some functions have been contracted out and summer employment. Discussion, Bole to provide job descriptions, budget of current contractual services, other possible maintenance issues and duties; provide a recommended pay scale for both positions along with a job description and return to DPW in May.

Commissioner Fisher called for review of Equalization staffing pending County Treasurer advising her office would be discontinuing assistance with EQ. Discussion regarding increase in Treasure's office staff hours pending assistance with Equalization. Equalization Director Bob Englebrecht present, discussion regarding staffing options, previous posting, potential changes with 911 addressing and PRE's including full time staffing. Englebrecht to provide proposed new job description for 40 hours per week with duties to Personnel for review. Englebrecht noted recent communications with State Equalization office.

Public Input: None

Meeting adjourned at 1:53 PM.

Finance: 2:00 PM

Meeting called to order at 2:01 by Committee Chair Cox. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Appointments:

Accountant Corinna Hervey: Hervey addressed Committee reviewing Budget Amendments. (Noted BA 2017-0012 thru 0016 were reviewed for approval at Finance Meeting 4-04-17). Hervey noted Clerk sent out revised Budget Amendment form to all departments to use that includes her review/approval to assist when she is not present. Review of Budget Amendments with recommended changes of 0010 & 00122. Review of overage report, Hervey noting most will be taken care of with current Budget Amendments. Discussion regarding receipts to accompany Petty Cash vouchers.

Sheriff Pat Whiteford: Whiteford addressed Committee noting budget amendments affecting Sheriff Department. Review of bill with Sheriff regarding engraving, noted it was county property at the Sheriff Department.

Equalization Department Robert Englebrecht: Englebrecht addressed Committee (provided Kankaska County 2017 Equalization Report, copy filed with Clerk) noting review of EQ history and noted increase in taxable value. Englebrecht to provide L 4024 for Board approval at 4-12-2016 meeting, **consensus to Motion to approve Equalization 2017 Report and form L 4024 as presented.** Discussion regarding Equalization office assistance; Consensus for

Equalization Director to develop a job description to fulfill obligations of Equalization office of 40 hours per week, non-union, managerial position to provide for approval of posting.

Committee reviewed bills that were of question from 4-4-2017 meeting, noting all to be approved with changes on Budget amendments as discussed, including pre and post approved bills as presented. Discussion, **Consensus to Motion to approve payment of Rotary Charities Invoice #1344 for \$5,000.00. (Noted approval of Parks and Recreation expense at March meeting for grant of \$8,000.00 and County portion of \$2,000.00.) Consensus to Motion to approve Budget Amendments 2017-0010 and 0011 with changes** (along with Motion from 4-4-2017 meeting for BA 0012 thru 0016). Clerk noted need for receipts with Petty Cash policy. Meeting adjourned at 2:50 PM.

County Affairs/IT: 3:00 PM

Meeting called to order at 3:02 PM by Committee Chair Fisher. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Appointments:

IT Report: Sheriff Whiteford noted AT&T account status (pending continued review by AT&T); camera installation and pending review of Commissioner Chambers computer system. Discussion regarding activity in county parking lot/outside areas for child exchange or observation.

Sheriff Pat Whiteford: Whiteford reviewed status of Jail Steering Committee progress, meeting dates and preparation for July 4th at Torch Lake.

Equalization Director Robert Englebrecht: absent (noted matters reviewed in Personnel Committee)

Chair Fisher noted request by County Clerk to review Safety Committee. Discussion, to be reviewed with May County Affairs.

Chair Fisher noted request and approval for Dewey Insurance to report 5-10-2017 meeting with BCBS and EHIM.

Discussion regarding DEQ Site-Specific Review; Detroit District Permit Reissuance Notice. Commissioner Crambell noted discussions at other meetings concern with companies withdrawing large volumes of water from communities for sale by bottled water companies. Discussion, consensus for Clerk to contact other counties to see if any have addressed concern by way of resolutions. Discussion regarding County Master Plan.

Commissioner McKinnon noted receipt of communication from Northeast Michigan Council of Government regarding Camp Grayling. Discussion. Consensus for Clerk to send memo requesting more information for review.

Public Input: None

Meeting adjourned at 4:34 PM.

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.