

Kalkaska County Board of Commissioners
Committee Meetings
February 8, 2017
(UNAPPROVED)

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

JUDICIARY/PUBLIC SAFETY: 9:00 AM

Meeting called to order at 9:00 AM by Committee Chair Sweet. Present Commissioners James Sweet, Michael Buchanan and County Clerk Deborah Hill. Commissioner Comai arrived at 9:05 AM.

Public Input: None

Appointments:

Emergency Services Manager, Mike Thompson: Thompson addressed Committee regarding upcoming implementation of NIXLE, for Mass Emergency Notification for Kalkaska County; request by Village of Kalkaska for their own CERT (Community Emergency Response Team (Thompson noted there are 2 CERT Teams now available with no cost); status of Hazard Mitigation plan (approved by the County, now goes to townships and Village), noting plan is approved every 5 years by FEMA; need for social media emergency communications, looking at Facebook options for Kalkaska County Emergency Management; noted upcoming meeting at Kaliseum; Thompson reported he is Chair of the Law Enforcement Terrorists Protection Activities; he will be requesting grants and funding for Kalkaska County.

Public Input: None

Meeting adjourned at 9:36 AM.

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 January Director's Report (copy filed with Clerk), noting COA will be going to Fiscal Year rather than Program Year; improvements with fresh salads/veggies; starting coffee and donuts on Tuesdays for Social Hour; application to HD of NW MI for Greenspace Improvements Projects of \$20,000 toward \$39,000 sidewalk improvements with project to be part of the building improvement project expense; noted a grant for \$2500 for Employee Health also applied for; noted upcoming events. Willison noted status of construction remodeling project with expectations of RFP in March. Copy of January COA Advisory Board Minutes filed with Clerk and BOC.

Veterans Affairs Counselor, Melanie Pauch: Pauch addressed Committee noting HB 4970, requesting an increase to the Veterans Affairs Committee. Discussion, noted one member to be appointed by the recommendation the Service Organization Posts in the County and one independent member who may or may not be a member of a congressionally chartered

Veterans Organization. Consensus to **Motion to approve an increase to the Kalkaska County Veterans Affairs Committee from five to seven, consistent with HB 4970 with approximate added costs of \$600.00 for 2 added members.**

Chair Comai noted a thank you memo from Sister Stratz for receipt of the Lumen Christie Award. Commissioner Cox noted various grant revenues for inmate education assist in funding.

Public Input: None

Meeting adjourned at 10:28 AM.

DPW/PUBLIC WORKS: 11:00 AM

Meeting called to order by Committee Chair Buchanan at 10:00 AM. Present Commissioners Michael Buchanan, Stuart McKinnon, Craig Crambell and County Clerk Deborah Hill.

Public Input: None

Appointments:

Recycle Manager Josh Hoppe: Hoppe addressed Committee, provided February report (copy filed with Clerk) requesting in change in fee schedule for television/monitor pricing, advised of shipped products and review of updating signage by road with grant request. Hoppe to discuss with Zoning as to sign options and bring to March Committee. Discussion regarding parking lot paving. **Consensus to Motion to approve Recycle Fee Schedule with television and monitor increase as proposed for 2017 to \$10 and \$20.** Discussion regarding future of Recycle Center and becoming self-sufficient, to discuss with Recycle Committee for future millage options. Weekend trailer at gate working well with no garbage issues.

Soil Conservation, Mark Randolph: Randolph addressed Committee noting gas line is complete at Civic Center, tree sales on hold for winter and working on grant writing.

Kaliseum Director Alan James: James addressed Committee noting roof repairs pending with MMRMA insurance. Discussion regarding several other roof leaking issues, James to get estimates for all roof leaks aside from the roofing damage presented for Committee to review. Discussion regarding proposed fee schedule change for security deposit. Discussion regarding the following of county policy with rental fees, security deposits, inspection before security deposits returned and deposits with County Treasurer. **Consensus to Motion to approve proposed Kaliseum Fee Schedule as amended to include change in Security Deposit from \$100.00 to \$35.00 for conference and multi-purpose room.** James inquired as to research of Kaliseum sale or leasing, Committee noted no agreements or proposals available at this time while researching the property/leasing options, no changes at this time.

Parks and Recreation Chair Jack Tanner: Tanner addressed Committee, provided January Parks & Rec minutes, noted 'Speak up Kalkaska' session at the High School was well attended (approx 200 people) first draft of survey will be available soon. Tanner noted a recent grant option, discussion, **review by Parks and Recreation Committee requested for Motion to be heard at 2-15-17 meeting by BOC. Consensus to Motion to authorize Parks and Recreation to apply for a Rotary Charity 'One Year Seed' Grant for the purposes of determining the concerns and needs affiliated with all fairground property not to exceed \$2500.00.** Tanner noted a separate grant may be available for KART Trail lighting, discussion. **Consensus to**

Motion to authorize lighting to be placed on county portion of the KART Trail located behind the Health Department purchased by Conservation District grant if awarded.

Janitorial Supervisor Irene Daniels: Daniels addressed Committee regarding review of Civic Center cleaning. Discussion, increase in Daniels hours by 5 (35 to 40) to clean Civic Center. **Consensus to Motion to increase Janitorial Supervisor hours from 35 to 40 hours a week to allocate 5 hours a week to clean Civic Center Building.** Daniels to track hours, Kaliseum Director to provide Daniels with rental schedule, her hours to be adjusted for cleaning if not needed each week; review of rental fees/continue review of deposits by Kaliseum before return if additional cleaning needed, Clerk to be vouchered for deposit return only after inspection.

DPW Supervisor Mayor Bole: Bole addressed Committee noting: Log Lake site limit by State is at 45 modern sites, upgrades can be reviewed; well watering samples status; meters for new gas line to be installed at Civic Center, Bole to install converter on furnaces. Discussion, Bole to prepare a list of needed repairs for Civic Center. Discussion regarding access to Civic Center, storage of Fair Board, MSU, etc., items, damage to facility in past; Pop coolers discussed due to floor damage, Bole to communicate with Pepsi company to remove. Discussion regarding re-keying of all buildings, obtaining quote for swipe cards for main offices in Admin Building.

Recycle Committee Chair Gerald McKee: McKee addressed Committee noting review of satellite trailers at Townships (3 sites); noted Recycle being self-funded has been discussed previously at Recycle meetings. Discussion regarding recycle product revenue, millage revenue and options; noting insufficient revenue to be self-funding; future of Recycle and funding; demographics, use and non-use by public/tax payers. Consensus of Recycle Committee to continue to review future options for Recycle decrease of millage obligations. McKee noted Recycle Snowplowing in place. Commission McKinnon advised McKee he was no longer required to attend BOC Committee meetings with amendment of Policy #360.

Chair Buchanan noted proposed lease agreements for civic center/ball/soccer fields pending review, Parks and Rec will propose then send to DPW for review. Discussion regarding Log Lake Contract, to place on March DPW Committee agenda. Discussion regarding abstract of title for county property including Kaliseum location. Discussion, Commissioner McKinnon requested Committee approval for Board to approve request to State Rep and Senator to provide us a letter of support to DNR regarding release of reverter clause. **Consensus to Motion to send letter to Booher and Rendon for a letter of support for our request to release the reverter clause from the county property.**

McKinnon noted communication from counsel regarding the Soil Conservation contracts, recommending separating the millage from county duties making two separate documents.

Public Input: None

Meeting adjourned at 12:58 PM.

PERSONNEL: 1:00 PM

Meeting called to order by Chair Crambell at 1:02 PM. Present Commissioner Craig Crambell, Kohn Fisher, Patty Cox and County Clerk Deborah Hill.

Public Input: None

Appointments:

Sheriff Pat Whiteford: Whiteford addressed Committee noting request for filling of 2 dispatch vacancies. Discussion. **Consensus to Motion to approve Resolution 2017-10 to lift the hiring freeze to fill the vacancy of full-time Dispatch vacancy. Consensus to Motion to approve Resolution 2017-11 to lift the hiring freeze to fill the vacancy of a PT Dispatch vacancy.** Whiteford noted loss of funding from Women’s Resource Center for stop grant (½ of \$17,000); noting it will affect Sheriff and Prosecutors office funding; Sheriff will return to Board with options for his 2018 budget. Whiteford reported the excellent work of Emergency Services Manager Mike Thompson is doing noting upcoming mass emergency communication for county emergency evacuations.

Court Administration Mark Holston: Holston addressed Committee requesting the same payment that was in the contract made to the MAPE employees also to the non-union employee position of Judicial Secretary. Discussion and review of Motion from Special Meeting of 3-2-16 which addressed only wages. **Consensus to Motion to approve the one-time lump sum payment (not be part of wages) for the Non-Union Judicial Secretary position employed in the Court received by the MAPE Union employees 1-1-2017 of \$300.00.**

Discussion. **Consensus to Motion to approve the one-time lump sum payment (not to be part of wages) for the Non-Union Undersheriff (\$300.00) and Sheriff Administrative Assistant (\$500.00) positions employed at the Sheriff Dept received by the POAM/COAM Union employees 1-1-2017.** Discussion regarding Teamsters employee consideration for same payments; Consensus to review other non-union employee information with Clerk’s office.

COA Director Jodi Willison: Willison addressed Committee noting she reviewed clarification of PTO accrual and longevity with COA employees following approval of Non-Union Employee Manual, review with Clerk; requesting clarification by Committee. Discussion regarding date for longevity of 1-1-2013; consensus the intention is for those ‘employed’ on 1-1-2013 and after, not necessarily ‘hired’ on 1-1-2013 and after. Consensus to email counsel to verify clarification **and Motion to modify 12.9, page 36, to read ‘employees employed on or after January 1, 2013.... rather than ‘hired on’.....(following review by counsel).** Willison requested clarification on accrual process for non-union for PTO due to access credit for COA staff. Discussion; consensus Clerk to review with counsel along with part-time union staff accrual not consistent with contracts and bring back to Committee in March.

Prosecutor Mike Perreault: Perreault addressed Committee requesting approval of filling the Assistant Prosecutor vacancy. Discussion, Committee noted concern with payroll compensation with staff and consensus to hold for Committee to review with Prosecutor and payroll information.

County Clerk Deborah Hill: Hill requested amendment of Non-Union pay scale to include Prosecutor Chief Assistant wage of \$47,830.00 and Assistant Prosecutor of \$41,828.00 as they were inadvertently left off the previously approved scale on 12-14-16.

Public Input: None

Meeting adjourned at 2:08 PM.

FINANCE COMMITTEE: 2:00 PM

Meeting called to order by Chair Cox at 2:11 PM. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Appointments:

Accountant Corinna Hervey, BCB: Hervey addressed Committee noting overage report and recommended Budget Amendments. Discussion, Hervey noted overages are brought to Department Heads attention and Board, along with notice from Treasurer; departments will have been notified 3 times. Hervey noted all overages have been reviewed with exception of Prosecutor office; Treasurer will run new report for Regular meeting with adjustments. Discussion, review of Budget Amendments, 2017-0001 thru 0004 not recommended for approval with review of each; only 2017-0005 for approval. **Consensus to Motion for repeat Budget Overages, that the Department Head will be requested to attend Finance Committee for recommend amendments; If they do not attend the Finance Committee will make recommendation where the overages will be funded from in that Department Budget with memo to Department Head.** Discussion regarding monthly pre and post approved bills, review of yearly millage reimbursement.

Sheriff Pat Whiteford: Whiteford addressed Committee noting grant application submitted for camera system; noted some overages in Sheriff Department would be corrected with grant/awards; grant received for \$10,400 medical marihuana enforcement previously applied for; received \$7,500 for Animal Control; WRC reported funds now not available for Stop Grant funding which will reduce ½ of an employee position, adjustments will need to be made for 2018 budget (\$17,000 with added \$5,700) Whiteford will be able to sustain with 2017 budget; may affect Prosecutors office funding as well.

Register of Deeds Jo Ann DeGraaf: DeGraaf requested approval of increase for cash drawer to \$200.00. **Consensus to Motion to amend Policy #165A to increase Register of Deeds cash Drawer to \$200.00.** Discussion regarding Talon Group title search for county property abstract of title, presented will bills.

County Treasurer Valerie Thornburg: Thornburg addressed Committee noting 4th quarter bank reconciliation (copies filed with Clerk) noting all accounts have reconciled with 0 discrepancy. Thornburg noted Public Act requires after each General Election the county is to request bids for the county main bank account; reviewed County Clerk and Treasurer responsibilities, provided a proposed RFP to complete process. Discussion, Thornburg noted Act is being abolished and Treasurers are now performing this function; consensus Thornburg to review with counsel for RFP and recommendations. **Consensus to Motion to authorize the County Treasurer to do RFP's for financial depository for public funds per Act 99 of 1909, amended 1979, pending review from counsel.**

Court Administrator Mark Holston: Holston and Crawford County Paul Campo requesting approval for 46th Circuit Court Tri-County Policy and Procedure for Payment of Shared Expenses. Holston noted with new Circuit Judge from Crawford County the Court, Judges and

county controllers reviewed the shared expense of the Judicial Secretary for Judge Hunter, reducing the expense to Kalkaska to 27-28 % rather than 100%, noting Kalkaska would decrease the payroll by approximately \$30,000.00, with continued review of shared expenses by caseload. Discussion, Committee members noted concern with variances of employee benefits, prior court lawsuit and lack of defined expenses in agreement; county protection; Committee noted agreement with shared expense and ability to recommend to full Board; noted need to timely review. Consensus to send to counsel for review and request proposed amendments with noted concerns.

Chair noted Budget Amendment 2017-0005 to be recommended for approval with monthly pre and post approved bills to include Total Communications and Talon bills from Finance meeting 2-7-2017.

County Clerk Deborah Hill: Hill requested approval of the Kopy Sales Maintenance Agreements for 2017, noted added expense resulted from added printers; noted COA will be doing a month to month agreement rather than yearly. **Consensus to Motion to waive the RFP procedure for quotes and authorize the Clerk to sign the proposed Kopy Sales Maintenance Agreements for 2017 as proposed.** Clerk provided communication from Rehmann for commencing of audit process.

Public Input: None

Meeting adjourned at 3:26 PM.

COUNTY AFFAIRS/IT: 3:00 PM

Meeting called to order by Chair Fisher at 3:31 PM. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Appointments:

IT Report, Sheriff Whiteford: Whiteford noted status of grant for camera; Clerk again sent AT&T letter and packet regarding ongoing billing dispute with AT&T (copy of letter sent by Clerk sent in packet), noted a MPSC complaint was filed with no further communication; noted camera system complete. Discussion, **consensus to Motion to purchase a camera with audio capabilities for Commissioner Chambers with the ability to control audio when necessary (Closed Sessions).** Discussion. Whiteford to also research projector/TV in Commissioner Chambers. Discussion regarding status of lock/swipe key for all buildings; noted retention policy will need to be evaluated; noted the four main offices in Admin Building to include swipe cards for entrance.

Sheriff Whiteford: Whiteford addressed Committee noting Boardman Township Law Enforcement Agreement will be available for March committee; AS400 service support change, Sheriff to send proposed contract for Fife Star Armor to counsel for review; request/need for Animal Shelter repairs and fencing, request for bids for renovating, reviewed concern with moving options discussed; Sheriff to research moving Animal Control to south side of Courthouse Drive, no action at this time. Whiteford recommended appointments for Jail Steering Committee to be Jail Sergeant; Corrections Officer; DPW Supervisor; Dispatch Sergeant and BOC member, 5 member Committee. **Consensus to Motion to create a Jail Steering**

Committee to consist of 5 members including the Jail Sergeant, Dispatch sergeant, Corrections Officer, DPW Supervisor and a member of the Board of Commissioners.
Consensus to Motion to create a line item for Jail Steering Committee per-diems of \$3,000.00 from budget stabilization fund with oversight by Sheriff. Discussion, meeting times not intended to interfere with work, possible 2 X per month, and review as move forward.

Whiteford noted request from 911 Authority Board for BOC consideration for Village request for additional funding for radios. Discussion. Consensus of Committee not to take any action with Village request with 911 Authority Board funding.

County Treasurer Valerie Thornburg: Thornburg addressed Committee noting a concern from the public regarding any oversight of the Treasurer with the Equalization office. Discussion.
Consensus to Motion to move to reconsider the Motion made at the 1-18-2017 Regular BOC Meeting regarding the Equalization office duties. Discussion, McKinnon will communicate with counsel to verify process for handling reconsideration process. Clerk to put a copy of the new Motion in the Board packet for review. Clerk's office will continue receipting EQ funds.

Thornburg reported status of communications with TopComp contractual services for Equalization; requested approval for proposed fee schedule for 911 addressing and GIS mapping; discussion, Treasurer to review with Equalization Director/TopComp and **consensus to Motion to amend Equalization fee schedule for \$5.00 for 911 addressing with review by Equalization Director.** Discussion regarding telephone and email communications for Equalization; consensus to create new email of equalization@kalkaskacounty.org for GIS and 911 address application with copies to Englebrecht and Treasurer staff. Discussion regarding outline of communications for requests, with utility companies, intent not to inconvenience customers. Thornburg reviewed GIS map request process with proposed applications, noting map fees are already in place with continued review.

(Commissioner Crambell left meeting.)

Chair Fisher called for review of Zoning Administrator wage review. Discussion.

Meeting recessed at 5:25 PM.

Meeting reconvened at 5:32 PM.

Continued discussion regarding Zoning Administrator Soil Erosion enforcement compensation review request. VanHorn reported duties went from Soil Conservation to prior Zoning Administrator, at \$6,000; and when hours were cut it went to \$4,815. Review of documentation noted no increase in Soil Erosion fees since 2006; study from 2005 noted program funding 'are estimated to fund approximately 2/3 of the cost of administering the program'. Discussion including salary/hourly changes/ future possible duties being moved to another office. Review of finances with accountant. **Consensus to Motion to adjust Zoning Administrator wage as recommended by accountant with two pay types to differentiate Zoning (29.75 hours) separate from Soil Erosion (5.25 hours); with \$20.69 per hour with two pay types at 35 hours per week (Hervey will provide calculation) retroactive to 1-1-2017.**

Chair Fisher called for review of Kaliseum resolutions for liquor licenses. Discussion.

Consensus to Motion to approve Resolution 2017-09 for Kaliseum Liquor License (NRA) for 4-22-2017. Consensus to Motion to approve Resolution 2017-08 for Kaliseum Liquor License (Trout Festival) for 4-28-2017 (with clarification).

Chair called for review of DHS lease Agreement. **Consensus to Motion to approve Lease Agreement with District Health Department #10 as proposed for 2017.**

Chair Fisher noted items on Agenda for review including contractual services advertising previously tabled; DEQ Public Notice; Detroit District Internet Public Notice; memo regarding Dewey Insurance Back/Spine health presentation for employees; Morgan Stanley retirement oversight pending; pending review of purchasing policy; copy of AT&T dispute letter; Community Connections memo; memo from MSUE regarding status of Plat book; MAC Update; DHS January minutes; Non-Union Personnel Policy manual inquiry (to review at Personnel) and request to set date to review purchasing policy.

Public Input: None

Meeting adjourned at 6:50 PM.

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.