

Kalkaska County Board of Commissioners
Regular Meeting Minutes
January 18, 2017
(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, Dave Comai, Patty Cox, Kohn Fisher, Stuart McKinnon, James Sweet and County Clerk Deborah Hill. Absent Commissioner Craig Crambell. Pledge of Allegiance by all. Invocation by Commissioner McKinnon.

Call for Conflict: None

Approval of Agenda:

Motion by Cox to approve Agenda with omission of 7., A. Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried.**

Approval of Minutes:

Motion by Cox to approve Reconvene of Annual Meeting of 12-14-2016. Supported by Buchanan. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Regular Meeting Minutes of 12-14-2016. Supported by Comai. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 12-20-2016. Supported by Comai. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to approve Organizational Meeting Minutes of 1-2-2017. Supported by Comai. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 1-2-2017. Supported by Buchanan. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to approve Special Meeting/Workshop Minutes of 1-9-2017. Supported by Sweet. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to approve Finance Committee Meeting of 1-10-2017. Supported by Sweet. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Committee Meeting Minutes of 1-11-2017. Supported by Comai. 6 yeas. 0 nays. 1 absent. **Carried.**

Public Input: None

Appointments:

Accountant BCB, Corinna Hervey: Absent (Chair noted email memo from Hervey)

Sheriff Pat Whiteford: Whiteford addressed Board noting monthly report 12-2016 (copy filed with Clerk); request for approval of township law enforcement agreements as addressed at Committee; discussion regarding Jail Steering Committee.

Committee Appointments:

Chair McKinnon addressed Board noting the following appointments to balance of expiring terms or vacancies (new & re-appointments) of the 'Boards and Committees': Commission on Aging: Michael James (Village), 1-1-17 thru 12-31-19; Telesha Temple, 1-1-17 thru 12-31-2019. Construction Codes: Ricky Hulwick, 1-1-17 thru 12-31-18; Mark Priest, 1-1-17 thru 12-31-18; Marc Archambault, 1-1-17 thru 12-31-18; Robert Scott, 1-1-17 thru 12-31-17; Robert Dunn, 1-1-17 thru 12-31-18. Damage Assessment Team: William Hiller, 1-1-17 thru 12-31-18; Seth Phillips, 1-1-17 thru 12-31-18; Robert Englebrecht, 1-1-17 thru 12-31-18. Dept of Human Services: Betty Blake, 1-1-17 thru 12-31-19. EDC: Todd Chwastek, 1-1-17 thru 12-31-22; one vacancy. Housing Commission: William Hiller, 1-1-17 thru 12-31-19. IT Committee: Deb Hill 1-1-17 thru 12-31-17; Mayjor Bole, 1-1-17 thru 12-31-17; Patrick Whiteford, 1-1-17 thru 12-31-17; one vacancy. Library Board: one vacancy. NCCMH, Sister Augusta Stratz, 1-1-17 thru 12-31-19. Natural Rivers Zoning Board: Terry Blakely, 1-1-17 thru 12-31-17; Seth Phillips, 1-1-7 thru 12-31-17. NWMI Work Force Del Board: Tracey Peal, 1-1-17 thru 12-31-18. Parks and Recreation Committee: John Rogers, 1-1-17 thru 12-31-19; Deb Ball-Odeh, 1-1-17 thru 12-31-19; Alan James 1-1-17 thru 12-31-19. Planning Commission: Robert Mickevicius, 1-1-17 thru 12-31-19; Diana Needham, 1-1-17 thru 12-31-19. Recycling Board/Solid Waste: Laura Durkin, 1-1-17 thru 12-31-17; Charles Malott, 1-1-17 thru 12-31-17; Gerald McKee, 1-1-17 thru 12-31-17; William Diekman, 1-1-17 thru 12-31-17. Road Commission: Louis Walter, 1-1-17 thru 12-31-22; David Gill, 1-1-17 thru 12-31-22. Rugg Pond Steering Committee: Matt Brennan, 1-1-17 thru 12-31-17; two vacancies. Tax Allocation Board: one vacancy. Union Negotiations Committee: Michael Buchanan, 1-1-17 thru 12-31-17; Kohn Fisher, 1-1-17 thru 12-31-17; Patty Cox, 1-1-17 thru 12-31-17. Veterans Affairs: Jim Tuffts, 1-1-17 thru 12-31-20. Zoning Board of Appeals: Charles Vernon, 1-1-17 thru 12-31-19; Planning Commission Rep Robert Mickevicius, 1-1-17 thru 12-31-17; Alternate from PC, Trevor Ball, 1-1-17 thru 12-31-17; 2 vacancies. **Motion** by Cox to accept the Chairs appointments as listed. Supported by Comai. Roll call vote: Cox, yes; Comai, yes; Buchanan, yes; Crambell, absent; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Budget/Bills:

Budget Amendments: None

Approval of Bills: Discussion, Cox noted bill inquiries from Committee review were addressed. **Motion** by Cox to approve Post Approved Bills of \$1,687,350.42; General Fund Bills of \$123,026.41; Payroll #24 of \$168,101.68; Payroll #25 of \$173,389.16; Payroll #26 of \$154,664.12; and Commissioners Per-Diem of \$775.00. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Unfinished Business: None

Committee Reports:

DPW: Buchanan reported. **Motion** by Buchanan to approve the SBA Tower Agreement Amendment and allow Chair to sign; both original and amendment to be recorded per counsel's recommendations. Supported by Cox. Roll call vote: Buchanan, yes; Cox, yes; Comai, yes; Crambell, absent; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Buchanan to rescind prior Fair Board agreements dated 1994 and 2007, agreements to be reviewed for future use of grounds. Supported by Cox. Discussion, Board noted the need to revise/review use of all county entities, bring agreements current and address concerns with multiple access keys. Roll call vote: Buchanan, yes; Cox, yes; Comai, yes; Crambell, absent; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Buchanan to authorize county janitorial (Daniels) to clean the Civic Center with expense to come out of rental funds from facility. Supported by Cox. Discussion. Roll call vote: Buchanan, yes; Cox, yes; Comai, yes; Crambell, absent; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent.

Carried. **Motion** by Buchanan to rescind requirement of Solid Waste /Recycle Committee Chair or Commission on Aging Advisory Board Chair to attend monthly Board of Commissioner meetings. Supported by Cox. Roll call vote: Buchanan, yes; Cox, yes; Comai, yes; Crambell, absent; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

County Affairs: McKinnon reported. **Motion** by McKinnon to allow the Sheriff to renew the Curfew Monitor Program Agreement with the Department of Corrections, State of Michigan. Supported by Buchanan. Roll call vote: McKinnon, yes; Buchanan, yes; Comai, yes; Cox, yes; Crambell, absent; Fisher, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by McKinnon to approve and allow the Chair to sign Agreements for Law Enforcement for the Townships of Bear Lake, Blue Lake, Boardman, Coldsprings, Excelsior, Clearwater and Kalkaska. Supported by Buchanan. Roll call vote: McKinnon, yes; Buchanan, yes; Comai, yes; Cox, yes; Crambell, absent; Fisher, yes; Sweet, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by McKinnon to authorize the Chair to sign the Discharge of Mortgage for parcel #40-002-005-056-00, 6365 Gedman Rd NE, as presented by the County Treasurer. Supported by Comai. Roll call vote: McKinnon, yes; Comai, yes; Buchanan, yes; Cox, yes; Crambell, absent; Fisher, yes; Sweet, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by McKinnon to approve and authorize the Chair to sign GeoFile Maintenance Contract with TopComp Inc for \$7,800.00 to provide GIS Services to Kalkaska County for 6 months. Supported by Cox. Roll call vote: McKinnon, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, absent; Fisher, yes; Sweet, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by McKinnon to approve and authorize the Chair to sign the 911 Map Maintenance Services with TopComp Inc. to Kalkaska County for \$1,300.00 for 1 year. Supported by Cox. Discussion. **Motion and support withdrawn.** **Motion** by McKinnon to approve and authorize the Chair to sign the 911 Map Maintenance Services with TopComp Inc for Kalkaska County for \$650.00 for 6 months. Supported by Cox. Roll call vote: McKinnon, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, absent; Fisher, yes; Sweet, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by McKinnon to approve agreement with Empiric for County IT services for 2107 as presented 1-2-2017 and allow Chair to sign. Supported by Fisher. Roll call

vote: McKinnon, yes; Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Crambell, absent; Sweet, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by McKinnon to approve and allow the Chair to sign the agreement letter dated 1-11-2017 with Baird, Cotter and Bishop for continued accounting services for 2107 for Kalkaska County. Supported by Cox. Roll call vote: McKinnon, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, absent; Fisher, yes; Sweet, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by McKinnon to amend County Policy #360 Per Diem Compensation, to add 2nd paragraph under ‘Purpose’ to read: When “Boards and Committees” members are requested by the BOC to attend a BOC meeting, they will be compensated per this policy. Compensation does not apply to employees during regularly scheduled work hours. Supported by Fisher. Roll call vote: McKinnon, yes; Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Crambell, absent; Sweet, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by McKinnon to approve Resolution 2017-06 Kalkaska County Concern for the Parking of Railroad Tankers on sidings in the Village of Kalkaska, Haz Mat Materials. Supported by Fisher. Discussion, Roll call vote: McKinnon, yes; Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Crambell, absent; Sweet, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by McKinnon to approve increase to 40 hours (from 35) for County Treasurer Clerk III vacancy (due to added EQ duties to Treasurer office with current staff) and allow Treasurer to oversee duties of Equalization office with continued review by Equalization Director and BOC. Supported by Fisher. Roll call vote: McKinnon, yes; Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Crambell, absent; Sweet, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Personnel: Cox reported. **Motion** by Cox to approve Commission on Aging Personnel Policy and Non-Union Employee Manual with Addendums dated 12-27-2016 as adopted by the COA Advisory Board with correction on page 39 and 41 as discussed (to read “may close”). Supported by Fisher. Discussion, wording to read ‘may close’ rather than ‘are’. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Cox to approve Resolution 2017-01 to lift the hiring freeze to increase the Pool Supervisor position hours at Kaliseum from part-time to 40 hours a week (expense calculations for Resolution to be corrected to include benefits; if expense can be budgeted with increased revenue from new activities and decrease with part-time staff as reported by Director). Supported by Fisher. Discussion; noted funds not budgeted, need to track change in hours/positons for future review; Fisher noted matter was reviewed/cautioned at Committee when discussed. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Cox to Approve Resolution 2017-02 to lift the hiring freeze to fill the Sheriff Deputy vacancy. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Cox to approve Resolution 2017-03 to lift the hiring freeze to fill the Sheriff Part-Time Booking Officer vacancy. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Cox to approve Resolution 2017-04 to lift the hiring freeze to fill Sheriff Part-Time Corrections Officer vacancy. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell,

absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Cox to approve Resolution 2017-05 to lift the hiring freeze to fill Sheriff Part-Time Work Crew Supervisor vacancy. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Finance: Cox reported. **Motion** by Cox to accept the \$5,000.00 additional ORV Grant funds for purchase of equipment for enclosed trailer to be purchased by Sheriff Dept. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** to request Sue Tanner to assist with training of Equalization clerk duties with continued review by Equalization and BOC. Supported by Fisher. Discussion. **Motion and support withdrawn. Motion** by Cox to extend the work agreement with Sue Tanner to assist with Equalization duties and training, with continued review by Equalization Director and BOC. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Cox to require Budget Amendments and Bills to be submitted to the Clerk's office by noon on the Friday before Committee meetings and Clerk to send a memo to all departments. Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried.**

Health and Welfare: Comai reported, no action items.

Judiciary/Public Safety: Sweet reported, no action items.

Sub-Committees: No reports

Correspondence/Resolutions:

Chair noted all agenda items addressed; Zoning Administrators report in packet for review.

New Business:

McKinnon noted following discussion at Committee Meetings the reschedule of times for the Standing Committees to be the following: Judiciary & Public Safety to 9:00 AM; Health and Welfare to 10:00 AM; DPW/Public Works to 11:00 AM; Personnel to 1:00 PM; Finance to 2:00 PM and County Affairs to 3:00 PM.

Motion by Fisher for the Clerk to Re-Advertise for the vacant seats to the 'Committees and Boards' appointed by the BOC Chair. Supported by Sweet. 6 yeas. 0 nays. 1 absent. **Carried.**

Other Business:

Mike Buchanan noted a Special Meeting of the Parks and Recreation Committee was held 1-17-2016, regarding the use of the Civic Center. **Motion** by Buchanan to waive referral to Committee to review a request by the Fair Board to have keys to the Civic Center. Supported by Comai. Roll call vote: Buchanan, yes; Comai, yes; Cox, yes; Crambell, absent; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Buchanan to amend the **Motion** to allow the Fair Board to have 4 keys for 90 days. Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Buchanan to maintain 4 keys (return any other keys), replace the old lock and allow the Fair Board to have access to the east wing front office for 90 days.

Supported by Fisher. Discussion, Board noted access to be limited pending the Board's review of agreements/use of county buildings; concern with excess keys out and lack of oversight of Civic Center; need to determine if DPW Bole is able to replace old locks; Buchanan noted Parks and Recreation Committee will assist. Roll call vote: Buchanan, yes; Fisher, yes; Comai, yes; Cox, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** Discussion.

Public Input:

Damien Allen, President of Fair Board: Noted appreciation to the Board for their consideration.

Motion by Buchanan to adjourn at 7:14 PM. Supported by Cox. 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.