

Kalkaska County Board of Commissioners  
Regular Meeting Minutes  
February 15, 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, David Comai, Patty Cox, Craig Crambell, Kohn Fisher, Stuart McKinnon, James Sweet and County Clerk Deborah Hill. Pledge of Allegiance by all. Invocation by Commissioner Cox.

**Call for Conflict:** None

**Approval of Agenda:**

**Motion** by Fisher to approve Agenda with addition of Resolution 2017-12 under #15. Supported by Cox. 7 yeas. 0 nays. **Carried.**

**Approval of Minutes:**

**Motion** by Fisher to approve Regular Meeting Minutes of 1-18-2017. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

**Motion** by Fisher to approve Finance Committee Meeting Minutes of 2-7-2017 with correction of year '2016' to 2017. Supported by Cox. 7 yeas. 0 nays. **Carried.**

**Motion** by Fisher to approve Committee Meeting Minutes of 2-8-2017. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

**Public Input:**

Krzysztof Oliwa: Oliwa addressed Board noting continued interest of purchase and/or leasing Kaliseum facility, noting immediate needs with management/cleaning and repairs, intent of continued services to community, concern with major upcoming repairs of facility. Discussion. Consensus of Board to set Special DPW Committee meeting of the whole, review operating costs, repair costs and options, etc.

Don Marsh: Marsh addressed Board noting continued and ongoing concern with conditions and lack of oversight/management at Kaliseum; support for Board to allow for private oversight of Kaliseum whether sale or lease.

Aaron Popa: Popa addressed Board noting next home event for Kalkaska Rhinos 2-23-2017 requesting all to attend.

**Appointments:**

Sheriff Pat Whiteford: Whiteford addressed Board regarding department Report #1-2017 (copy filed with Clerk); noted full and part-time Dispatch vacancies; requested appointments for new Jail Steering Committee (discussion regarding possible meetings dates and oversight by Sheriff; loss of funds from Women's Resource Center; 911 Authority By-Laws to be reviewed and brought to County Affairs; Boardman Township Law Enforcement agreement will be

ready for Committee in March. Discussion. **Motion** by Fisher to create a Jail Steering Committee to consist of five member positions; Jail Sergeant, Dispatch Sergeant, Board of Commissioner member, Corrections Deputy and Grounds Supervisor; with 1 year terms. Supported by Buchanan. Roll call vote: Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to create a line item for \$3,000.00 from budget stabilization fund for per-diems for Jail Steering Committee. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher for Sheriff and Under Sheriff to have oversight of Jail Steering Committee. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

#### **Committee Appointments:**

McKinnon requested appointment of Jail Sergeant Rich Gillisse, Dispatch Sergeant Dave Wagner, Commissioner Craig Crambell, Corrections Deputy Mike Tilley and Grounds Supervisor Mayjor Bole as recommended by Sheriff Whiteford to Jail Steering Committee. **Motion** by Fisher to accept Chair's appointments of Jail Sergeant Rich Gillisse, Dispatch Sergeant Dave Wagner, Commissioner Craig Crambell, Corrections Deputy Mike Tilley and Grounds Supervisor Mayjor Bole to Jail Steering Committee with terms dates of 1-1-2017 through 12-31-2017. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

McKinnon requested appointment of Health and Welfare Committee Chair to new Northern Michigan Regional Entity. Discussion. **Motion** by Cox to add Northern Michigan Regional Entity Committee to county committee list, appoint Health and Welfare Committee Chair Dave Comai and Commissioner Michael Buchanan as alternate, term date 1-1-2017 through 12-31-2017. 7 yeas. 0 nays. **Carried.**

#### **Budget/Bills:**

**Motion** by Cox to approve Budget Amendment 2017-0005. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Motion** by Cox to approve Post Approved Bills of \$1,792,243.74, General Fund Bills of \$132,557.50, Payroll #1 of \$194,015.73, Payroll #2 of \$166,645.84 and Commissioner Per-Diem & Salary of \$4,348.00. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Unfinished Business:** None

#### **Committee Reports:**

**DPW/Public Works:** Buchanan reported. **Motion** by Buchanan to approve Recycle Fee Schedule with television and monitor increase as proposed, to \$10.00 and \$20.00. Supported by Crambell. Roll call vote: Buchanan, yes; Crambell, yes; Comai, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Buchanan to approve Proposed Kaliseum Fee Schedule to include change in security deposit from \$100.00 to \$35.00 for

conference and multi-purpose room. Supported by Cox. Roll call vote: Buchanan, yes; Cox, yes; Comai, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Motion** by Buchanan to authorize Parks and Recreation Committee to apply for a Rotary Charity One Year Seed Grant for the purpose of determining the concerns and needs affiliated with all fairgrounds property not to exceed \$2500.00. Supported by Cox. Roll call vote: Buchanan, yes; Cox, yes; Comai, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays.

**Carried. Motion** by Buchanan to authorize lighting to be placed on county portion of the KART Trail located behind the Health Department, purchased by the Soil Conservation District grant if awarded. Supported by Fisher. Discussion regarding lighting expense, Buchanan noted Village agreed to add on to Village meter. Roll call vote: Buchanan, yes; Fisher, yes; Comai, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Buchanan to increase Janitorial Supervisor hours from 35 to 40 hours per week to allocate 5 hours a week to clean Civic Center building. Supported by Fisher. Roll call vote: Buchanan, yes; Fisher, yes; Comai, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Buchanan to send letter to Senator Booher and Representative Rendon to request they send a letter to the Department of Natural Resources to support Kalkaska County's request for the State to release the reverter clause from the county property. Supported by Cox. Discussion. 7 yeas. 0 nays. **Carried.**

**County Affairs/IT:** Fisher reported. **Motion** by Fisher to purchase a camera with audio capabilities for Commissioner Chambers, with the ability to control audio when necessary (Closed Session). Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Fisher to amend Equalization Fee schedule to \$5.00 for 911 addressing. Supported by Crambell.

Discussion, Fisher noted approved by Equalization Director. Roll call vote: Fisher, yes; Crambell, yes; Buchanan, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Motion** by Fisher to adjust Zoning Administrator wage as recommended by accountant with two different pay types to differential Zoning (29.75 hours) separate from Soil Erosion (5.25 hours); total of \$20.69 per hour with these two pay types at total of 35 hours per week, retroactive to 1-1-2017. Supported by Cox. Discussion, review inquiry for 2016 in committee. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Fisher to approve Resolution 2017-09 Liquor License for Kaliseum for 4-26-2017 event. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Motion** by Fisher to approve Resolution 2017-08 Liquor License for Kaliseum for 4-22-2017 event. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Buchanan, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Fisher to approve Lease Agreement with District Health Department #10 as proposed for 2017. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Motion** by Fisher to approve Resolution 2017-08 Liquor License for Kaliseum for 4-22-2017 event. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Buchanan, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Fisher to approve Lease Agreement with District Health Department #10 as proposed for 2017. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Personnel:** Crambell reported. **Motion** by Crambell to approve one time lump sum payment (not to 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. Supported by Cox. Discussion,

Fisher noted following committee meeting, with review of Non-Union Personnel Policy, requests for payment should be revisited. **Motion and support withdrawn.** **Motion** by Crambell to approve the one-time lump sum payment (not to be part of wages) for the non-union Undersheriff (\$300.00) and the Sheriff Administrative Assistant (\$500.00) positions employed at the Sheriff Department, received by the POAM/COAM union employees 1-1-2017. Supported by Fisher. Discussion, Fisher noted non-union manual should be reviewed before further consideration. **Motion and support withdrawn.** **Motion** by Crambell to modify Non-Union Employee Manual 12.9, page 36, to read 'employees employed on or after January 1, 2013'...rather than 'hired on'. Supported by Fisher. Discussion, noted review by counsel. Roll call vote: Crambell, yes; Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to approve Resolution 2017-10 to lift the hiring freeze to allow the Sheriff to fill the Full Time Dispatch vacancy. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to approve Resolution 2017-11 to lift the hiring freeze to allow the Sheriff to fill the Part Time Dispatch vacancy. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to approve Resolution 2017-12 to lift the hiring freeze to allow the Commissioner on Aging Director to fill the In-Home Service vacancy. Supported by Cox. Discussion. **Motion** by Fisher to waive By-Law for referral to Committee for review of Resolution 2017-12. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Roll call for pending Motion. Crambell, yes; Cox, yes; Buchanan, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Chair called for recess at 7:08 PM.

Chair reconvened meeting at 7:17 PM.

Chair called for review of proposed Equalization Fee schedules. Discussion, noting complete fee schedule should be reviewed and adopted as uncertain when it was last approved by the Board. **Motion** by Fisher to adopt proposed Equalization copy/GIS map fees for 2017, to include 911 address fee of \$5.00 on fee schedule. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Prosecutor Mike Perreault: Perreault inquired of Board the status of his Resolution for filling the upcoming vacancy of the Assistance Prosecutor. Discussion, Personnel Committee members noted concern with necessity of 3 full-time prosecutors, compensation of accrued time not consistent with county policies. Consensus to return for review at Personnel Committee, may schedule Special meeting. **Motion** by Fisher to allow Prosecutor to only advertise for Assistant Prosecutor position, internally and externally. Supported by Buchanan. Discussion, pending continued review of Resolution request. Roll call vote: Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, no. 6 yeas. 1 nay. **Carried.**

**Finance:** Cox reported. **Motion** by Cox that procedure for repeat Budget Overages be the Department Head to be requested to attend the Finance Committee for recommending amendments; if they do not attend, the Finance Committee will make recommendations where

the overages will be funded from in that Department budget, with memo to Department Head. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Discussion, County Affairs to draft a procedure or policy for this process.

**Motion** by Cox to amend Policy 165A to increase Register of Deeds cash drawer from \$74.00 to \$200.00. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Motion** by Cox to authorize the County Treasurer to prepare RFP's for financial depository for public funds per Act 99 of 1909, amended 1979. Supported by Crambell. Discussion regarding bid process, counsel review of Act, bids/referral to be directed to Clerk; consensus to follow the statute. Roll call vote: Cox, yes; Crambell, yes; Buchanan, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Motion** by Cox to waive the County RFP/bid requirement and allow the Clerk to sign the proposed Kopy Sales agreements for 217 as proposed. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Motion** by Fisher to amend the Non-Union Pay Scale to include Prosecutor Chief Assistance salary of \$47,830.00 and Assistant Prosecutor salary of \$41,828.00 (both 40 hours/week). Supported by Cox. Discussion, Clerk Hill noted positions/salaries were inadvertently missed when non-union pay scale was presented for approval. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Chair called for review of counsel communication requesting Waiver of Conflict to allow counsel to work on the same review for Crawford and Kankaska County regarding the proposed Tri-County Agreement for court employee expense. **Motion** by Cox to sign the Waiver of Conflict regarding the proposed Tri-County Agreement for court shared employee expense dated 2-15-17 for Cohl, Stoker and Toskey as discussed. Supported by Comai. Discussion, Clerk Hill requested Board approval to sign and move forward to obtain counsel input as agreement is reviewed. Roll call vote: Cox, yes; Comai, yes; Buchanan, no; Crambell, yes; Fisher, yes; Sweet, no; McKinnon, yes. 5 yeas. 2 nays. **Carried.**

#### **Health and Welfare:**

**Motion** by Comai to approve an increase to the Kankaska County Veterans Affairs Committee from five to seven, consistent with HB 4970 with approximate added costs of \$600.00 for 2 added members. Supported by Cox. Discussion, line item to be determined. Roll call vote: Comai, yes; Cox, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes (if statutory). 7 yeas. 0 nays. **Carried.**

**Judiciary and Public Safety:** Sweet reported no action items; Emergency Services Manager Mike Thompson was in attendance reporting on upcoming mass emergency communication for Kankaska County.

#### **Sub-Committee Reports:**

Fisher reported for EDC, noted report of cancelation of Walmart.

McKinnon reported (display available) of PASER road report (Paved Area Service Evaluation Report) received from NWM Council of Governments.

**Correspondence/Resolution:**

Chair noted Zoning Administrator January report.

**New Business:**

Discussion regarding committee vacancies. **Motion** by Fisher for Chair to work with Clerk to advertise for balance of appointed Board/Committee vacancies. Supported by Cox. 7 yeas. 0 nays. **Carried.**

**Other Business:** None

**Public Input:** None

**Motion** by Crambell to adjourn at 8:16 PM. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

Respectfully reported:

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Deborah Hill, Kalkaska County Clerk and  
Clerk of Board of Commissioners

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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.