

Kalkaska County Board of Commissioners  
Regular Meeting Minutes  
April 12, 2017  
(UNAPPROVED)

Meeting called to order at 6:08 PM by Chair McKinnon, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael Buchanan, Dave 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 DPW Supervisor Mayjor Bole to appointments after Equalization Director. Supported by Cox. 7 yeas. 0 nays. **Carried.**

**Approval of Minutes:**

**Motion** by Fisher to approve Regular Meeting Minutes of 3-15-2017. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

**Motion** by Fisher to approve Special Meeting Minutes of 3-23-2017. Supported by Sweet. 7 yeas. 0 nays. **Carried.**

**Motion** by Cox to approve Finance Committee Meeting Minutes of 4-4-2017. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

**Motion** by Fisher to approve Committee Meeting Minutes of 4-5-2017. Supported by Cox. 7 yeas. 0 nays. **Carried.**

**Motion** by Fisher to approve Personnel Special Committee Meeting Minutes of 4-5-2017. Supported by Cox. 7 yeas. 0 nays. **Carried.**

**Motion** by Fisher to approve Personnel Reconvene of Special Committee Meeting Minutes of 4-10-2017. Supported by Sweet. 7 yeas. 0 nays. **Carried.**

**Public Input:**

Kalkaska Area Hockey Association Representative Aaron Popa: Popa addressed the Board requesting that the Board does not increase the ice arena fees from what they were paying. Popa noted that it would increase their fees by \$3,000.00, they currently pay approx \$48,000 for ice use, the added expense would fall back on the participants. Popa noted that other users could be charged similar use fees which would help with revenue. Discussion regarding group/individual fees.

Dan Johnson: Johnson addressed the Board noting his continued support of filling the 3<sup>rd</sup> position of Assistant Prosecutor.

Kevin Rogols: Rogols noted his continued support of the 3<sup>rd</sup> position in the Prosecutor office; also reminded Board of the millage election 5-2-2017 for Kalkaska Memorial Health Center and availability for any questions or concerns.

**Appointments:**

Sheriff Patrick Whiteford: Whiteford addressed Board noting Department Budget Amendments requested and quote for IT request for Commissioner Chambers. Discussion.

**Motion** to expense up to \$3,813.00 for IT equipment to include computer and TV screen/projector, as requested by Board, for Commissioner Chambers. Supported by Buchanan. Discussion, Sheriff will review options for TV/projector. (To be paid from IT budget) Roll call vote: Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Whiteford noted he will be requesting an approval for an appointment of new trustees regarding a Load Abbott investment account with the county at the May 10 Committee Meetings, due to changes effective June 6, 2017 investment laws. (Whiteford noted 4 trustees/3 employees) Discussion regarding Sheriff Department vacancies, noted Board approved previously in budget year.

Equalization Director Robert Englebrecht: Englebrecht presented L 4024 report for Kalkaska County for 2017 of Personal and Real Property, Equalized Valuations and Assessed Valuations. Englebrecht reported following the reporting of the March Board of Reviews, no factors of concern reported, the assessed values increased 4.8% (mostly in the residential class), with taxable values up 2.7%. Englebrecht reported the transfer from the townships, from the Board of Reviews, appeared successful in spite of the short window of time. **Motion** to approve Resolution 2017-17 for Kalkaska County 2017 Equalization Report. Supported by Crambell. 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 approve Kalkaska County L 4024 form and allow Chair to sign. Supported by Crambell. Roll call vote: Fisher, yes; Crambell, yes; Buchanan, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

DPW Supervisor Mayor Bole: Bole addressed Board regarding status of water damage at the District Health Department Building, reported approximately 4 weeks that the building will not be able to used pending repairs from damage; noted cleanup process commenced immediately. Bole noted several options are being reviewed for departments that utilize the building (Health Department and Community Mental Health). Discussion regarding the insurance process and county bid policy, noting insurance company may determine repair vendors.

District Health Department #10, Kevin Hughes: Hughes addressed Board noting commendable oversight by DPW Supervisor Bole handling the damage at the Health Department Building and preparation for optional services being reviewed. Hughes noted 2016 Annual Report, presented by Sarah Oleniczak: noted survey information from Community Health Needs Assessment. Hughes noted report is provided for review. Hughes noted services are continuing due to building damage by routing calls to other locations in the interim of the building closure.

**Committee Appointments:** None

**Approval of Bills:**

**Motion** by Cox to approve Budget Amendments 2017-10 thru 0016 as amended at Committee. 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 \$1,569,383.65; General Fund Bills of \$92,404.30; Payroll #5 of \$174,105.80; Payroll #6 of \$170,400.86; Commissioners Per-Diem (\$975.00) and Salary (\$3,248.00) of \$4,223.00; and Commissioners Salary of \$3,247.99 from previous month. 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 pay Rotary Charities grant invoice #1344 for \$5,000.00 for consulting for SEEDS grant. Supported by Crambell. Roll call vote: Cox, yes; Crambell, yes; Buchanan, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Chair called for recess at 6:56 PM. Chair reconvened meeting at 7:04 PM.

**Unfinished Business:** None

**Committee Reports:**

Chair McKinnon requested Agenda be adjusted to allow Personnel to present request from Prosecutor's office for vacancy review due to Prosecutor's Perrault need to attend to personal matters. **Motion** by Crambell to approve Resolution 2017-07 to lift the hiring freeze to allow the Prosecutor to fill the vacancy of the Assistant Prosecutor (3<sup>rd</sup> position). Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes (Cox noted her vote was with reservation due to Commissioner concerns that need to be followed up on); Sweet, yes; McKinnon, yes (McKinnon noted he concurred for reasons stated by Cox). 7 yeas. 0 nays. **Carried.**

**Judiciary and Public Safety:** Sweet advised no report, meeting canceled as no appointments.

**Health and Welfare:** Comai reported. **Motion** by Comai to approve Kalkaska County Commission on Aging Volunteer Handbook as proposed. Supported by Cox. Discussion, noted was approved by COA Advisory Board. Roll call vote: Comai, yes; Cox, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Comai to approved the Commissioner on Aging Facility Rental Agreement as proposed with the terms and Conditions including the added rental fee for the kitchen of \$75.00. Supported by Cox. Roll call vote: Comai, yes; Cox, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Comai to adopt Resolution 2017-18 Kalkaska County Administrative Procedure for HIPAA-1. Supported by Cox. Discussion, Clerk Hill noted legal counsel recommended the County adopt this resolution, followed by the COA request. Roll call vote: Comai, yes; Cox, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Comai to adopt Kalkaska County Commission on Aging HIPAA Privacy and Security Rules Acknowledgement as proposed. Supported by Cox. Roll call vote: Comai, yes; Cox, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Comai to approve Kalkaska County Commission on Aging Strategic Plan as proposed. Supported by Cox. Discussion. 7 yeas. 0 nays. **Carried.** Discussion. **Motion** by Fisher to send a letter of appreciation to Commission on Aging Advisory Board for their work and providing the Strategic Plan. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

**DPW:** Buchanan reported. Buchanan noted there was a request for fee increase for ice rental which he would recommend to be tabled back to DPW due to request under public input. **Motion** by Buchanan to approve proposed Civic Center Rental Fees with addition of Open Space and Electric fees as proposed. Supported by Cox. Discussion. Roll call vote: Crambell, yes; Cox, yes; Buchanan, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Buchanan to waive the Civic Center rental fees for Kalkaska County 4-H educational training in 2017, in exchange for 470 cumulative hours and materials in 2016 of repairs and upkeep to the barns and grounds at the Fairgrounds; dates as provided: May 16 (5-7 PM); May 31 (5 to 9 PM); June 1 (5 PM to 8 PM); June 19 (5 PM to 8 PM); August 20 (3 PM to 8 PM) (last date may change to September date). 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.**

**Personnel:** Crambell reported. **Motion** by Crambell to approve Resolution 2017-16 to lift the hiring freeze to allow the COA Director to fill the Site Manager vacancy. Supported by Cox. Roll call vote: Crambell, yes; Cox, yes; Buchanan, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Commissioner Fisher noted request for new position in Equalization Office due to the County Treasurer notification that she no longer wished for her staff to assist with Equalization services. **Motion** by Crambell to approve the posting for the new position of Equalization Office Manager due to the reorganization of the Equalization office. 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 the job description as reviewed and approved by counsel. 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.** Discussion, to post internally for 7 day. Fisher noted the new position would reduce work/hours from the Treasurer's office that were previously approved due to the added duties from Equalization.

County Affairs/IT: Fisher reported; noted review of requirements regarding surveillance, legal counsel noted posting not required. Fisher noted large water withdrawals was discussed with request for input from other counties if there have been any resolutions. Discussion. **Motion** for County Affairs to prepare a resolution regarding the county's position of disagreement with large water withdrawals. Supported by Crambell. 7 yeas. 0 nays. **Carried.** Consensus to send to DNR and be part of Master Plan.

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

**EDC:** Fisher reported. Fisher noted EDC discussed reducing the EDC Board member from 7 to 5. Discussion. Consensus to review with EDC to see if allowed and move forward with request.

**Jail Steering Committee:** Crambell reported review of preliminary stages, communications from companies with prior experience. Sheriff Whiteford noted at the next meeting they would be reviewing property lines and possible layout of facility.

**Community Mental Health:** Cox reported a new Director at CMH.

**NWMCOG:** McKinnon reported the unfunded liabilities are still an issue with many counties. Discussion, requested accountant for a chart showing Kalkaska County's unfunded liabilities.

**Correspondence and Resolutions:**

Chair noted all items addressed, noting Zoning report attached.

**Public Input:**

Ann Kirtley: Kirtley addressed Board noting concern with sale of Kaliseum, that it should be kept publically owned. Kirtley also noted her continued involvement with court cases.

County Treasurer Valerie Thornburg: Thornburg addressed Board noting she had completed settlement with the Township Treasurers and looked to the county being self funded: she would report back next month.

**Motion** by Buchanan to adjourn at 7:41 PM. Supported by Crambell. 7 yeas. 0 nays. **Carried.**

Respectfully submitted:

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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.