

Kalkaska County Board of Commissioners  
Special Board Meeting Minutes  
April 18, 2017  
(UNAPPROVED)

Meeting called to order by Vice-Chair Kohn Fisher at 6:03 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael Buchanan, Dave Comai, Patty Cox, Kohn Fisher, James Sweet and County Clerk Deborah Hill. Absent Commissioners Craig Crambell and Stuart McKinnon.

**Public Input:** None

**Purpose of Meeting:**

Vice-Chair Fisher called for review, discussion and or approval of an interim Kaliseum Director and advertisement for Kaliseum Director vacancy.

Vice-Chair Fisher requested what the Boards thoughts were with whether the position should be contractual or as an employee. Discussion regarding options with consensus that it should be as an employee (contractual not ruled out); to post internally and externally for 2 weeks with deadline as 5-12-2017; salary to be determined by the Board depending on education and skills. Job posting reviewed. **Motion** by Buchanan to approve proposed Job Posting for Kaliseum Director position. Supported by Comai. 5 yeas. 0 nays. 2 absent. **Carried.**

Vice-Chair Fisher called for recess at 7:12 PM. Fisher reconvened meeting at 7:19 PM. Board reviewed multiple sample job descriptions from other recreational facilities, continued discussion of prospective job responsibilities. Discussion regarding interim assistance for oversight, consensus to employ an individual for temporary Kaliseum oversight. Clerk Hill provided a work-sheet of initial concerns itemized by Clerk's employee Dawn Balhorn, in conjunction with DPW Supervisor Bole. Board reviewed worksheet and noted their thoughts with immediate needs. (Clerk to communicate to Balhorn.) **Motion** by Buchanan to employ Dawn Balhorn for assistance with temporary oversight of the Kaliseum, at \$18.00 per hour, aside from her 8 hour day in the Clerk's office. Supported by Cox. Discussion. Roll call vote: Buchanan, yes; Cox, yes; Comai, yes; Crambell, absent; McKinnon, absent; Sweet, yes; Fisher, yes. 5 yeas. 0 nays. 2 absent. **Carried. Motion** by Buchanan to pay Balhorn retroactive for hours at Kaliseum 4-17 & 18, 2017. Supported by Cox. Roll call vote: Buchanan, yes; Cox, yes; Comai, yes; Crambell, absent; McKinnon, absent; Sweet, yes; Fisher, yes. 5 yeas. 0 nays. 2 absent. **Carried.**

Discussion regarding lease agreements pending and need for follow up. Clerk noted an individual made contact with the Kaliseum last year for a circus that needed information. Review of proposed fees given recent approval of open space rent. Consensus to follow rental fees with actual costs for other requests; continue review given inconsistent fees that have been charged by past Kaliseum Director. Discussion regarding rental fees for Rhinos. Discussion, consensus review of rental fees with the Board are appropriate for extended periods of use, but

policy remains that approved fees cannot be negotiated or waived other than by the Board of Commissioners. Clerk noted communication from Rhinos Coach of several scheduled games for 2017-2018, Clerk to provided Rhinos Coach with rental agreement for review; if necessary the Board will meet with Rhinos to review fees. Discussion regarding Trout Festival, noted no current rental agreement. Discussion regarding new gas and water lines on fairgrounds and need for MISS DIG prior to any setup if requires ground penetration. Commissioner Cox to follow-up with Trout Festival for agreement and fees.

Consensus Commissioner Cox will prepare a job description based on Board review and recommendations; to send to legal counsel for review; Clerk to post both job posting and job description as soon as possible.

**Motion** by Buchanan to adjourn at 8:25 PM. Supported by Cox. 5 yeas. 0 nays. 2 absent.  
**Carried.**

Respectfully submitted:

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

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Kohn Fisher, Vice-Chair of  
Kalkaska County Board of Commissioners

These minutes are not official until they are approved at the next Regular Board of Commissioners meeting.