

Kalkaska County Board of Commissioners
Committee Meeting Minutes
January 11, 2017
(UNAPPROVED)

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

DPW: 11:00 AM

Meeting called to order at 11:01 AM by Committee Chair Buchanan. Present Commissioners Michael Buchanan, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill. Pledge of Allegiance by all.

Public Input: None

Appointments:

Recycle Manager, Josh Hoppe: Hoppe reported (provided copy of January report), noting status of recycle shipping, plow has been installed on Recycle truck and concern with ice and snow fall from roof (had Wendell Construction install protective coverage over mechanical items on the outside of the building).

Soil Conservation, Mark Randolph: Randolph reported status of county forestry in Clearwater township (partial harvest, suspended for season); reported status of gas line to civic center pending; requested status of Soil Conservation contracts, noted he will present to District Board when available. Discussion, McKinnon noted review by counsel and should have back before the 1-18-17 meeting; noted millage will be paid as reviewed and consistent with Treasury payout.

Parks and Recreation Committee Chair, Jack Tanner: Tanner addressed Committee noting communication regarding ‘Kalkaska Community Planning’ scheduled 2-1-2017 to obtain input from all entities/users for future vision and projects for Kalkaska County ; noted since re-organizing the Parks and Recreation Committee he has determined considerable work is necessary to determine the use/oversight of the county fairgrounds area, noting few if any written agreements for the multiple users of the property; he advised there are not sufficient fields for soccer and baseball; communicating with school as well; looking at multi-use of ball fields and soccer fields; communicating with Rotary Charities; noted demo derby’s may need to be re-located; facility is not large enough to accommodate all; continued to review and research options, hope to report more next month. Discussion regarding Parks and Recreation Committee progress, Tanner noted several entities involved with continued work and recommendations to be presented. McKinnon noted needs of Parks and Recreation Committee.

Solid Waste: Absent

Kaliseum Director Alan James: Absent

McKinnon requested review of SBA Tower Contract with corrections made by counsel showing, noted document needs to show counsel has reviewed it, the original contract was not recorded and it is recommended both the original and the amendment be recorded. **Consensus to Motion to approve revised SBA Tower Site Lease Agreement dated 1-11-2017 with revision of**

counsel approval, allow Chair to sign and record both the original lease agreement of 1998 and the amendment 1-11-2017.

Buchanan noted discussion at Parks and Recreation regarding the Fair Board use of the fairgrounds, noting Fair Board reports they have access 365 days a year and have planned a demo derby in February with no scheduling of the grounds. Review of contracts provided identify use of the Fair for 2 week period each year, with the Fair Board notifying the county January 1 of each year which two weeks they will be using it. Discussion. Committee noted Kaliseum Director was advised in December to continue the oversight with events at fairgrounds to be scheduled through the Kaliseum with the approved lease agreements that the Kaliseum provides with the fee schedule. Committee noted new keys/locks installed as addressed in December, with continued review of access. Discussion regarding oversight of Fairgrounds, review of agreements noting only ones with Fair and Horse Project, concern with Fair Board reporting use of grounds 365 days a year.

Kaliseum Director Alan James: James noted he had reviewed the discussions with the Civic Center recommending 3 options to be considered; Kaliseum oversees and cleans; Kaliseum oversees with county janitorial cleaning; Kaliseum oversees with work crew cleaning. Discussion regarding calendar/key/payment options; cleaning costs with request for account 585 to be reimbursed to account 208 noting millage funds/noted Kaliseum not totally funded by millage. Discussion, Committee noted the oversight of the Fairgrounds has always been through the Kaliseum, but has diminished with the current Kaliseum oversight. Discussion regarding the significant cost of county facilities exceeding the minimal fees charges and necessity to maintain oversight; time needed to inspect facility discussed. Consensus of Committee to notify Parks and Rec Committee that the Kaliseum is to continue with oversight of Civic Center and Log Lake (in absence of caretaker) as has been instructed (historically by Kaliseum Director) in the past and reiterated at December 2016 meeting; Kaliseum to maintain one key, inspect before and after an event, provide fee schedule and lease agreements, collect fees and deposits per fee schedule, make deposits at County Treasurer; provide voucher to Clerk for refund of deposits when approved for refund (as discussed in 12-2016 meeting). Discussion, James noted the agreement addresses the deposit and return. Consensus no change to Kaliseum Director responsibilities; James requested copies of all agreements to facilitate. (Copy of Horse Project agreement provided to James.) Committee noted Horse Project yearly agreement approved at December meeting. James advised there are no other agreements that are current. James noted no agreement was filed by Fair Board for February derby event. James noted that he reviewed past rental agreements and noted that deposits have not been collected as should have been. **Consensus to Motion to rescind prior Fair Board agreements dated 1994 and 2007 and to be reviewed for future use of grounds. Consensus to Motion to authorize county janitorial, Daniels, to clean at the Civic Center with expense to come out of rental funds from facility.** (Clerk to contact Fair Board member of the necessity to complete the agreement and pay fees for February event.) Committee noted review of bills submitted, requesting submission to Clerk as soon as possible in order to meet monthly/weekly payments; inquiry regarding payments to other facilities (James noted when Kalkaska team travels they

pay that facility and paid by the team's funds.) Discussion regarding all departments' compliance with bill process.

James requested review of deposit for fee schedule; discussion, James to submit proposed fee schedule with requested change for Board approval. (Committee noted bills will be due the Friday before the Committee meetings.)

DPW Supervisor Mayjor Bole: Bole addressed Committee noting need for accountability for damage and maintenance of all buildings, baseball fields, soccer etc, including funding to cover the expense; noted groups have been using for years without accountability. Committee noted review of weekly/monthly bills and need for submission to Clerk as soon as possible; noted bill process from McLean's thru departments to accounting with account number and approval. Discussion with hours needed for cleaning at Civic Center. Discussion regarding interpretation of lease agreements and reported personal use of Civic Center. Discussion regarding building improvement fund, requests for FIA and DHS buildings; Bole to communicate with accountant.

Discussion regarding status of swipe clocks and motion lights at certain locations. Discussion regarding status of water bill research; Bole noted pending review with new meters.

Committee reviewed rescinding requirements of Board/Committee representatives such as COA and Solid Waste attendance at BOC meetings. Discussion, if requested to attend by BOC compensation could be considered if approved by the Board. **Consensus to Motion to rescind requirement of Solid Waste/Recycle Committee Chair appointed representative to attend monthly DPW committee meeting.**

Discussion regarding medical issues/cleaning at jail; Sheriff Whiteford noted upon notification of any medical concerns the Department followed medical instructions for cleaning and treatment.

Public Input: None

Meeting adjourned at 1:03 PM.

County Affairs/IT: 1:00 PM

Meeting called to order by Committee Chair Fisher at 1:06 PM. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill. Pledge of Allegiance by all.

Public Input: None

Appointments:

IT Report: Sheriff Whiteford reported the status of camera installation at the jail, court building and complex and swipe card access. (Committee noted request for retention of cameras for county policy, to request from counsel.)

Sheriff Whiteford: Whiteford addressed Committee noting request for continued approval of law enforcement service leases with Townships and advised of Curfew Monitor Program Agreement with the State and Department of Corrections. **Consensus to Motion to allow Sheriff to renew Curfew Monitor Program Agreement with State of Michigan and Department of Corrections.** Discussion regarding township agreements, noting time is the same but funding has increased due to increase costs. **Consensus to Motion to allow the Chair to sign the**

township Law Enforcement agreements as presented by the Sheriff for the 2017 year for Blue Lake, Bear Lake, Boardman, Coldsprings, Excelsior, Clearwater and Kalkaska.

Discussion regarding Jail building committee. Sheriff noted discussion with local municipalities have been positive regarding new construction. Committee noted recommendation for small committee with members relative to jail oversight/construction: ie: Sheriff, BOC member, etc. Sheriff to provide guide for committee members with BOC Committee recommendations. Discussion, BOC to then appoint standing committee.

Soil Conservation, Mark Randolph: Review of Randolph's request for status of Soil Conservation contract and millage disbursement. Discussion, Committee noted pending review by counsel, Randolph to review disbursement with accountant and Treasurer; noted addressed in DPW. (Discussion with Treasurer) Randolph noted Soil Conservation has relocated to new location and will give Clerk the county keys.

County Treasurer Valerie Thornburg: Thornburg addressed Committee to request approval of a Discharge of Mortgage by the County, noting the Mortgage was set up with the County not the Housing Commission, hence the need for Board approval. Discussion. **Consensus to Motion to authorize the Chair to sign Discharge of Mortgage for parcel #40-002-005-056-00 of 9365 Gedman Rd NE, as presented by the County Treasurer.**

Equalization Director Bob Englebrecht: Englebrecht addressed Committee regarding TopComp, Inc for 911 and Geofile Maintenance with TopComp for GIS mapping. Discussion, to obtain clarification regarding 6 month or 1 year contracts. **Consensus to Motion to authorize the Chair to sign Geofile Maintenance Contract with TopComp Inc for \$7,800.00 to provide GIS services to Kalkaska for 6 months. Consensus to Motion to authorize the Chair to sign 911 Map Maintenance with TopComp in the amount of \$650.00 for Kalkaska County for 6 months.** Englebrecht addressed Committee regarding meeting with Treasurer, Register of Deeds and Clerk as requested by BOC, to review Equalization office Clerk duties, noted several options discussed with no applicants; there was review of current employee/positions to accommodate Equalization office needs, discussed vacant position in the Treasurer's office increase to 40 hours (from 35), to consider the Treasurer to have oversight of EQ clerical duties with continued review by BOC. Review of concerns regarding address updates at townships, noted townships are aware of township obligations, noted county requested statutory duties to remain in EQ office; concerns remain with townships updating addresses; noted importance of correct tax bill information; noted townships that have not converted to BS&A have to pay added fees to do conversion to county data; discussion regarding website updates with transition to new website in March or April; Committee noted cooperation of township treasurers and assessors at township meetings for their work during this transition; noted recommendations from Finance Committee from 1-10-2017 will be presented along with **consensus for Treasurer to have oversight with added 5 hours to vacant position to allow current staff to assist with EQ duties and not replace the EQ clerk at this time.** Call to TopComp with communication for requests for GIS and 911. (To provide location and address request by email to TopComp, to discuss further process; noted Alger county has a process

TopComp can forward and we can review.) Map request communications; TopComp will receive email request with coordinates and transmit to county computer to print. County will need step process from TopComp, discussion, to continue following with review by Englebrecht.

Chair Fisher called for review of Empiric Agreement (Sheriff noted agreement after review of billing with Empiric). **Consensus to Motion to approve agreement with Empiric for country for 2017 IT services as presented 1-2-2017 and allow Chair to sign.**

Accountant Corinna Hervey: Hervey addressed Committee with letter of agreement to continue services with Bair Cotter Bishop, noting continued general ledger and budget process. Discussion. **Consensus to Motion to approve and allow Chair to sign letter of agreement date 1-11-2017 with Baird Cotter and Bishop for continued accounting services for 2017 Kalkaska County services.** Discussion regarding days that Hervey will plan to be in county.

Fisher noted memo from Clerk regarding employee attendance with MMRMA for Pre-Active Assailant Risk Assessment Seminar with attendance by all departments except Prosecutor as recommended by insurance company. Memo from Clerk advising of health seminar available for employees on 1-31-17 at 5:30 PM at the Stone House who choose to attend.

Discussion regarding Contractual Services RFP/AD-tabled.

Discussion regarding draft/amending purchasing policy-tabled. (Packet provided)

Noted copy of Natural Rivers Permit regarding Road Commission application with comment period.

Noted memo to Departments Heads regarding restrictions on government spending per request of accountant. Discussion regarding discussion at Finance Committee.

Noted Morgan Stanley oversight of Independent Retirement account oversight-pending.

Noted COA Strategic Plan copy filed with Clerk and copies to BOC for review.

Discussion regarding committee member compensation and options, when other committee members are requested by the BOC to attend BOC meetings; to continue when meeting re-convenes.

Meeting recessed at 3:03 PM; to reconvene at 6:15 PM to finish agenda items.

Meeting reconvened at 6:15 PM by Committee Chair Fisher. Present Fisher, Crambell, McKinnon and Clerk Hill.

Fisher called for continued review of Policy #360 with suggested language change. **Consensus to Motion to amend 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 regular scheduled work hours.** (Clerk to forward to counsel for review.) Discussion regarding meeting agendas with consideration to appointment times and recess/reconvene if necessary.

Discussion regarding the re-schedule Standing Committee Meeting times. (To put under New Business for 1-18-2017.

Review of request for proposed Resolution 2017-06 for Haz Mat – Parking of Railroad Cars in Village, from Emergency Services Manager Thompson. Discussion regarding concern of railroad cars with hazard materials parked in the village. Review and **Consensus to Motion to approve Resolution 2017-06 Haz Mat Railroad Car Parking with changes.** (Fisher to review with Judiciary and Public Safety Committee.)

Discussion regarding spending of government/public funds with accountant; consensus memo sent to Department Heads for compliance; noted review of bills by Finance with several inquires of Department Heads. Discussion regarding payroll oversight, over budget including concern with Department Heads approving employee paid time off who have not accrued the PTO. Discussion regarding departments not utilizing the county payroll procedures, lack of accountability and approval of PTO when has not been earned. Consensus Fisher to communicate with payroll and counsel. Accountant Hervey noted payroll tracking and issues, including overtime not budgeted, pay type options, payroll policy and concerns. Discussion regarding payroll company versus accounting entering payroll, other options for clock-in. Meeting adjourned at 7:17 PM.

Personnel: 3:00 PM

Meeting called to order by Committee Chair Crambell at 3:07 PM. Present Commissioners Craig Crambell, Patty Cox, Kohn Fisher and County Clerk Deborah Hill. Pledge of Allegiance by all.

Public Input: None

Appointments:

COA Director Jodi Willison: Willison provide copies of Commissioner on Aging Personnel Policy and Non-Union Employee Manual with Addendums, noting minor differences with the County Policy due to work hours/days, requesting approval. Discussion regarding closures due to weather and community needs for elderly. **Consensus to Motion to approve the Commission on Aging Personnel Policy and Non-Union Manual as presented.** Willison noted a COA position may be reviewed for changes, pending a job description review.

Kaliseum Director Alan James: James requested approval of increased hours for pool supervisor employee. Discussion, James noted calculations in Resolution do not include fringe expenses; discussion regarding added revenue as suggested by James for added activities with consideration of reducing part-time employees. Committee noted a budget amendment will be needed with correct expense figures. **Consensus to approve Resolution 2017-01 to lift the hiring freeze to make the Pool Supervisor position from part-time to full-time 40 hours a week (with correct figures for expense provided, if expense can be budgeted, with increased revenue from new activities and decrease with part-time staff).** Discussion regarding concerns with oversight/accountability of employees at Kaliseum.

Sheriff Pat Whiteford: Whiteford addressed Committee requesting approval of filling four vacancies. **Consensus to Motion to approve Resolution 2017-02 to lift the hiring freeze to fill Sherriff Deputy position. Consensus to Motion to approve Resolution 2017-03 to lift the hiring freeze to fill Part Time Booking Officer position. Consensus to Motion to approve Resolution 2017-04 to lift the hiring freeze to fill Part Time Corrections Officer position.**

Consensus to Motion to approve Resolution 2017-05 to lift the hiring freeze to fill Part Time Work Crew Supervisor position.

Discussion regarding work crew fees update to entities other than county.

Public Input: None

Meeting adjourned at 3:55 PM.

Finance: 4:00 PM

Meeting called to order by Committee Chair Cox at 4:03 PM. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Appointments:

Accountant Corinna Hervey: Hervey addressed final budget amendments for 2016 that were completed as BOC approved her to do, noting the lump sum payments for 2017 with union contracts had not been budgeted. Discussion.

Sheriff Pat Whiteford: Whiteford addressed Committee noting over budget matter from 2016 regarding jail meal expense. Discussion. Whiteford noted with annual report he will identify the details of various expenses. Review of additional funds for ORV trailer. **Consensus to Motion to accept the \$5,000.00 additional ORV Grant funds for purchase of equipment for enclosed trailer to be purchased by Sheriff Dept.**

Discussion regarding various bill questions with Sheriff.

Prosecutor Mike Perreault: Perreault was requested to attend committee to review bills. Prosecutor noted purpose of coffee is for attorneys, clients, etc. Discussion, Committee advised that public funds cannot be spent on food/beverages etc unless the items are available to the general public, in addition to other items identified in an email by the Clerk to Department Heads as a reminder per accountant’s request. Committee inquired of Prosecutor if his employees follow the payroll system, Perreault noted it has been discussed with his employees.

Chair Cox noted memo of Child Care Fund expenditure approval of 50% for 2017 from DHS.

Chair Cox noted review of Treasurer vacancy hours to 40 hours from 1-10-17 Finance.

Review of Bills: Noted Finance reviewed bills at committee meeting 1-10-2017 with Consensus to approve pending review of various bills with departments at Committee meetings today.

Committee reviewed the payroll policy and reminder to Departments. Clerk to send memo to Department Heads to remind all of the County Payroll Policy.

Meeting adjourned at 4:54 PM.

Health and Welfare: 5:00 PM

Meeting called to order at 5:00 PM by Committee Chair Sweet. Present Commissioners James Sweet, Dave Comai, Patty Cox and Clerk Deborah Hill.

Public Input: None

Appointments:

COA Director Jodi Willison: Willison addressed Committee (copy of Directors report provided along with December COA minutes) noting: donation from Grand Traverse Community Foundation for \$500.0; additional foot care to be provided in Rapid City area; MMAP savings of \$141,253 in renewal of medical insurance with assistance of COA workers Otto and Latham, working with 109 clients at COA; receipt of DHD #10 grant for \$5,000.00 for promotion of wellness with staff; reported 140 plus people attended the Christmas brunch; and noted upcoming January events including Emergency Preparedness presentation and Luncheon with Friends. Discussion regarding COA building remodel status.

COA Advisory Board Chair: Discussion regarding Committee Chairs, noting they will not required to attend BOC meetings regularly.

Library Board President Lynette Cervone: Cervone addressed Committee noting status of Library building with overview from the beginning to bring new Commissioners up to date, noting will be signing a contract soon and new Director position pending.

Public Input: None

Meeting adjourned at 5:26 PM.

Judiciary/Public Safety: 6:00 PM

Meeting called to order at 6:02 PM by Committee Chair Comai. Present Commissioners Dave Comai, Michael Buchanan, James Sweet and County Clerk Deborah Hill.

Public Input: None

Discussion regarding Committee meeting times. **Consensus to Motion to move Judiciary Committee to 9:00 AM on Committee meeting day.**

Appointments:

Emergency Services Manager Mike Thompson: Thompson absent. Buchanan noted Resolution 2017-06 regarding parked railroad cars with Haz Mat materials and concerns presented due to concerns of parking in Village; to be presented at County Affairs for approval.

Public Input: None

Meeting adjourned at 6:06 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.