

Kalkaska County Board of Commissioners  
Committee Meeting Minutes  
November 7, 2018  
(UNAPPROVED)

Committee Meetings are held in Commissioner Chambers, Admin Bldg, 605 N Birch Street, Kalkaska, MI  
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**Judiciary and Public Safety: 9:00 AM**

Meeting called to order by Committee Chair Sweet at 9:10 AM. Present James Sweet, Truman Bicum, David Comai and County Clerk Deborah Hill.

**Public Input:** None

**Appointments:**

EMC Manager Mike Thompson: Thompson addressed Committee regarding county alarm system/mass notification; school safety funding received by Kalkaska Public Schools. Discussion. Thompson noted request for approval for report of submission for funding report to be received; noted need for Chair to sign.

Court Administrator Teresa Hill: Hill addressed Committee, reported on recent Court Public Satisfaction Survey; noted review of Court security.

**Public Input:** None

Meeting adjourned at 9:30 AM.

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**Health and Welfare: 10:00 AM**

Meeting called to order by Committee Chair Comai at 10:00 AM. Present Commissioners David Comai, Patty Cox, James Sweet and County Clerk Deborah Hill.

**Public Input:** None

**Appointments:**

COA Director Willison: Absent

Library Director Roberts: Absent

Discussion regarding status of COA kitchen equipment and Library Handbook. Discussion.

**Consensus to Motion to advise Library Board (following review of the Library Handbook) that the County Board does not permit employee benefits to be donated to other employees, ie: sick time, per recommendations from county counsel.**

COA Advisory Board Minutes of 10-22-2018 filed with Clerk.

**Public Input:** None

Meeting adjourned at 10:34 AM.

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**DPW: 11:00 AM**

Meeting called to order by Committee Chair Bicum at 11:01 AM. Present Commissioners Truman Bicum, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill.

**Public Input:** None

**Appointments:**

Parks and Recreation: Commissioner Comai reported. Discussion regarding Parks and Rec minutes of 11-6-2018 and requests for plaque for KART Trail, Ballfield and FAIR agreements. Discussion. **Consensus to Motion to approve a 9" by 11" serenity plaque on serenity tree on the KART Trail for two weeks in December 2018.** (Comai to review at Parks and Rec for future placement.) Discussion regarding proposed FAIR and Ballfield agreements, discussion; consensus to provide copies of proposed agreements to all Board members for review before approval.

Recycle Manager Josh Hoppe: Hoppe addressed Committee advising parking lot repairs tabled to spring and noted vacancy on the Recycle Committee.

Soil Conservation, Mark Randolph: Absent.

Housekeeping Supervisor Irene Daniels: Daniels inquired as to the continued Civic Center Cleaning, as to continued increase hours for cleaning of 40 hours from 35 hours. Discussion; consensus cleaning to continue given the reported scheduling of events at the Civic Center. **Consensus to Motion to keep the Civic Center open for winter of 2018-2019 (May be reviewed as needed).**

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Committee; October Monthly report filed; noted status of events; noted inquires for length of pool closure. Request for reimbursements of memberships. **Consensus to Motion to approve membership refunds for Hatch, Davey and Edgington as calculated due to pool closure.** Discussion regarding cleaning billing and obligations with contractual services; Oliwa requested by Committee to email cleaning contractor noting cleaning obligations, (Oliwa to utilize Kaliseum staff when necessary). Discussion regarding efforts to bring more activity to the Kaliseum; continued review of Kaliseum repairs. Discussion regarding continued review of Kaliseum services, staffing, budget, repairs and marketing options. **Consensus to Motion for Director Oliwa to research and provide a proposal to partner with a marketing company to assist with the promotion for the Kaliseum.** Committee agreed with Oliwa to continue marketing, planning and preparation pending repair of facility.

DPW Supervisor Mayor Bole: Bole addressed Committee regarding quote for costs of Civic Center gym insulation repairs; noted need for sealing of doors, etc; noted request from baseball groups to utilize the gym area at the Civic Center for batting practice; noted Pickle Ball use and need to work a schedule out. Consensus for DPW to provide bid information to the Clerk for AD to advertise for sealed bid for repairs with a deadline of 12-10-2018; review of re-advertising for well and sign bids now and ear mark for 2019. Committee requested Bole to put the memorial benches in entry way to be placed in storage for the winter rather than tarped. Discussion regarding annual inspections of grounds and sewer connections.

**Public Input:** None

Meeting adjourned at 12:57 PM.

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### **Personnel: 1:00 PM**

Meeting called to order by Committee Chair Crambell at 1:02 PM. Present Commissioners Craig Crambell, Kohn Fisher, Patty Cox and County Clerk Deborah Hill.

**Public Input:** None

**Appointments:**

Commissioner Fisher noted a request from the Circuit Judge for an increase in the Court Administrator wage that was addressed in Finance Committee on 11-6-2018, noted Personnel should also review.

Court Administrator Teresa Hill: Hill addressed Committee regarding funding request for a Probation Officer position; discussion regarding 2010 budget cuts, department's decisions where cuts were made; noted added expenses and ability to fund; noted continued request with budget increases. Discussion regarding collection options, supervision and staffing hours. Discussion regarding comparison counties and caseloads; Committee requested possible corrective measures rather than added staff.

Discussion regarding request for added funding for increase in Court Administrator wage; Fisher requested clarification of base wage along with added wages; Hill noted change due to her law degree and ability to provide additional functions; discussion regarding on-call magistrate and juvenile oversight.

Sheriff Patrick Whiteford: Whiteford addressed Committee regarding review of Sheriff oversight of Dispatch and Animal Control with pending review of Elected official wages at Negotiating Committee; noted Dispatch Authority approved \$12,000.00/year compensation for Dispatch oversight; requested \$3,000.00/year for oversight of Animal Control and maintain the base wage with the same consideration as the other elected (noting neither Dispatch or Animal Control fall under the duties of the Sheriff, discussion regarding local history/duties.)

Whiteford noted request for a law enforcement agreement with Forest Area Schools similar to the township agreements; noted if approved, request for added hours for part-time staff Scott and Quast (10 hours per pay period) not to obtain added benefits; **consensus to review added hours of 10 per pay period for admin staff with review at County Affairs for approval with added law enforcement agreement with FACS.**

**Public Input:** None

Meeting adjourned at 2:17 PM.

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**Finance: 2:00 PM**

Meeting called to order by Committee Chair Cox at 2:20 PM. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

**Public Input:** None

**Appointments:**

Sheriff Patrick Whiteford: Whiteford addressed Committee noting passing of Animal Shelter millage; requested approval of \$3,000.00/year for Sheriff oversight of Animal Control under the Sheriff Department; noted review of Sheriff wage with Axe report in 2012, decrease then in wage with the wage returned due to the continued oversight. Discussion.

Court Administrator Teresa Hill: Hill addressed Committee requesting approval for the Child Care Budget Summary (DHS -2091); discussion. **Consensus to Motion to County Child Care Budget Summary – DHS-2091 and authorize the Chair to sign.**

**Consensus to Motion to approve pre and post approved bills as presented.** (Discussion regarding concern with cleaning contractor bill at Kaliseum.)

Review of stipends; to be reviewed and clarification of Administration duties; review with counsel.

Clerk requested review of BS&A administrative access with added payroll program.

**Public Input:** None

Meeting adjourned at 2:40 PM.

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### **County Affairs/IT: 3:00 PM**

Meeting called to order by Committee Chair Fisher at 3:03 PM. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill.

**Public Input:** None

#### **Appointments:**

IT Committee: Whiteford addressed Committee noting he will have a recommendation for 11-12-2018 meeting for payment to AT&T consistent with re-calculated and agreed past billing amounts; if presented, **Consensus to Motion to approve at the 11-12-2018 Regular Meeting, payment as proposed for payment of AT&T past billings with re-calculations consistent with current billing. Consensus to Motion to authorize the County Clerk/Administrator active directory access for the purpose of resetting passwords for the County Active Directory members (telephones).** Whiteford noted need to develop an RFP for IT services and communicate with counsel. **Consensus to Motion to allow IT Committee to contact county counsel to create an RFP for a Kalkaska County RFP for IT services. Consensus to Motion to authorize RFP's for IT services upon approval by counsel.**

Whiteford noted request by County Treasurer for added security camera; discussion; tabled to allow IT Committee to communicate with other departments to see if additional cameras needed and opportunity to review storage ability and office needs.

Sheriff Patrick Whiteford: Whiteford advised the Jail study was tabled pending potential needs of Kaliseum; request for purchase of new vehicle with trade-in. **Consensus to Motion to approve the Sheriff to trade in the Sheriff's Chevy Impala to Voice Motors for \$500.00, and to purchase a car (under-cover) not to exceed \$19,500.** Discussion regarding funding for security at Kalkaska School, noted mirrors township agreements. **Consensus to allow the Sheriff to enter into an agreement with Forest Area Community Schools for law enforcement services effective 9-1-2018 thru 6-30-2019 per contract as presented and allow the Sheriff and Chair to sign.**

County Road Commission Manager John Rogers: Rogers addressed Committee requesting approval of proposed Resolution for opposition of HB 396; noted needs due to frost laws and damage of heavy equipment and logging trucks; Road Commissioner Louis Walter also attended and expressed concern with damage to county roads. **Consensus to Motion to approve Resolution 2018-45 Opposing HB 396 weight restrictions for forest product industry with changes.**

Discussion regarding agenda items:

Point of Sale info reviewed; noted 10 counties involved in process; **consensus to Motion for Board liaison to take to Health Department to reconsider an amendment.**

Other items tabled/resolved

Reverter Clause with DNR to be reviewed; Clerk to contact Boardman Township representatives and set a meeting with Clerk and Chair.

Forest Management contract to be signed as received back from counsel.

Communication regarding the passing/enforcement of the Medical Marihuana law. Clerk noted she is scheduling a social gathering following the 12-19-2018 BOC meeting to welcome the incoming Commissioners and recognize the outgoing Commissioners.

**Public Input:** None

Meeting adjourned at 4:41 PM.

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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.