

Kalkaska County Board of Commissioners
Committee Meeting Minutes
January 10, 2018
(UNAPPROVED)

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

Judiciary & Public Safety: 9:00 AM

Meeting called to order by Committee Chair Sweet at 9:00 AM. Present Commissioners James Sweet, Michael Buchanan, David Comai and County Clerk Deborah Hill.

Public Input: None

Appointments:

EMS Manager Mike Thompson: Thompson absent; Report dated 1-8-2018 provided for review, included report of practice lockdowns at schools, meeting regarding observations at local business, national Service and MSP/EMHSD Webinar attendance, submission of Homeland Security Grant forms for 800 MHZ radios; radio tests, status of CERT for Village of Kalkaska.

Sheriff Pat Whiteford: Whiteford addressed Committee noting review of emergency plan for county buildings and review of new panic alarms. Discussion. Whiteford to schedule a Department Head Meeting to review proposed plan for emergency procedures before the February Committee meeting and provide a quote for new alarm system.

Sweet noted Map from Equalization noting Beaver Creek to Norwick pipeline and memo from Wolverine Pipeline regarding statistics and awareness of pipeleines.

Public Input: None

Meeting adjourned at 9:28 AM.

Health & Welfare: 10:00 AM

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

Public Input: None

Appointments:

COA Director Jodi Willison: Willison address Committee noting status of Commission on Aging remodeling project; reviewed needed replacement of refrigerator and quote, discussed whether a budget expense or change order with new upgrades in kitchen. (COA Advisory Board December Minutes, copy filed with Clerk)

Library Director John Roberts: Roberts addressed Committee noting status of programs and resources at the County Library including new programs (Tech Help, 3D Printing, Budgeting, Embroidery/Stitching Classes, Board games for Teens and Adults, Spanish Club for K thru 5th Grade and Storytime); Roberts noted significant activity at the Library.

Public Input: None

Discussion regarding upcoming Legislative and ballot issues regarding Medical marihuana and legalizing marihuana along with pros and cons of legalization.

Meeting adjourned at 10:51 AM

DPW/Public Works: 11:00 AM

Meeting called to order by Committee Chair Buchanan at 11:06 AM. Present Commissioners Michael Buchanan, Stuart McKinnon, David Comai and County Clerk Deborah Hill. Absent Commissioner Craig Crambell.

Public Input:

Charles Garrison: Garrison addressed Committee noting his prior requests to the Board regarding his allegations regarding his pay, employment and follow up communication.

Appointments:

Recycle Manager Josh Hoppe: Hoppe addressed Committee noting status of recycle products.

Soil Conservation, Mark Randolph: Randolph absent, no report.

Parks and Recreation Committee Chair Jack Tanner: Tanner addressed Committee and provided an updated County Recreation Plan with changes as Board requested at prior meeting. Discussion, consensus to have a Special Meeting 1-17-2018 at 4:30 for final review of proposed plan, to adopt at Regular Meeting following.

DPW Supervisor Mayor Bole: Bole addressed Committee. Discussion regarding volume of CARQUEST bills for tools. Discussion regarding clarification of 2018 funds designated for account #450 and #253; discussion regarding Building Improvement and Capital Outlay.

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Committee noting monthly report (copy filed with Clerk); status of completion of gym equipment; facility extremely busy and many new users at facility; noted extended business hours are positive; noted alarm system needs repair. Oliwa advised continued review of agreement with Roller Derby group; Committee requested status of swim group agreement (Buchanan noted he will provide). Oliwa requested approval of proposed Wellness Program. Discussion; Oliwa to add language as discussed and present at Special DPW meeting 1-17-2018 for approval. Commissioner Buchanan to meet with Oliwa and swim group representative to review swim team fees.

DPW Bole Con't: Discussion regarding Lease agreements for DH#10 and CMH; Bole to provide figures for leasing agreements. Clerk to forward to counsel for review of both. Bole noted storage area at DHS may need revision: Clerk noted need for more storage space for court files; review of retention, need for Court files to be reviewed and possible scheduling of annual shredding to follow retention policies. Bole to provide quote for expense for changes at DHS for storage.

Discussion regarding Kaliseum and energy upgrades; McKinnon to continue communications with Occupant Care references and Amerisco Company for possible options; review at County Affairs Committee.

Discussion regarding status of county property reverter clause, Commissioner Comai to review with Boardman Township.

Soil Conservation, Contractual Services, Water Bill review and Natural Gas RFP's tabled.

Public Input:

Charles Garrison: Garrison addressed Committee regarding his requests to be placed on Agendas and prior requests to address his concerns.

McKinnon noted receipt of letter from Soil Conservation regarding receipt of \$1200.00 for Rugg Pond and EMS Manger memo regarding request for storage property for storm unit materials. Consensus to refer to EMS Manger to review with Townships.

Meeting adjourned at 1:03 PM.

Personnel: 1:00 PM

Meeting called to order by Commissioner Fisher at 1:07 PM. Present Commissioners Kohn Fisher, David Comai, Patty Cox and County Clerk Deborah Hill. Absent Commissioner Craig Crambell. Pledge of Allegiance by all.

Public Input:

Charles Garrison: Garrison addressed Committee noting his prior allegations regarding his pay and employment; noted his report of county polices not being followed.

Appointments:

COA Director Jodi Willison: Willison addressed Committee noting status of remodel project at COA and prior inquiry for employee Snyder to receive credit back to hire date for 120 vacation hours; discussion regarding employee as part-time, to temp full-time and transfer to regular full-time employment; discussion regarding prior discussions and request for review of prior minutes. **Consensus to Motion to credit COA employee service time back to hire date for vacation hours if verified from prior meeting/minutes.**

Willison requested approval for a new job description for LPN (not to replace the RN position). Discussion. Willison to provide a Job Description for the LPN position and Resolution for the February Committee meeting.

Zoning Administrator Karen VanHorn: VanHorn addressed Committee for request of change in Zoning staff hours and classification for Zoning Secretary; to reduce Administrators hours and secretary hours, but eliminate 12 week layoff of Secretary. Discussion regarding office hours, coverage when VanHorn is on vacation; union position restrictions. **Consensus to Motion to approve Zoning Staff hours to cover absence of Administrator vacation hours after review by accountant for correct figures.**

Sheriff Patrick Whiteford: Whiteford addressed Committee noting request for vacancy approvals. **Consensus to Motion approve Resolution 2018-01 to lift the hiring freeze for the Sheriff to fill the PT Corrections Officer vacancy. Consensus to Motion to approve Resolution 2018-02 for Sheriff to fill PT Animal Control Clerk vacancy.** Sheriff noted request to use current part-time staff to cover animal shelter needs in absence of ACO Clerk. **Consensus to Motion to approve the Sheriff to utilize current part-time staff temporarily to assist with animal shelter needs in the absence of the ACO Clerk.** Sheriff is to track hours for transfer of debt to appropriate budget. Sheriff noted continued request for review of Personnel Policy for clarification of longevity as requested for his 2 non-union full-time positions.

Commissioner Cox called for review of Resolutions 2018-03 and 04, requesting Resolution 03 to the tabled. **Consensus to Motion to approve Resolution 2018-04 to lift the hiring freeze to allow the Kaliseum Director to fill the part-time Life Guard vacancies.**

Public Input:

Charles Garrison: Garrison addressed Committee noting his concerns that he could no longer access the payroll system; read letter of his continued concerns (Copy filed with Clerk). (Sheriff was in attendance at meeting and Garrison requested that he leave.)

Meeting adjourned at 2:06 PM.

Finance: 2:00 PM

Meeting called to order by Committee Chair Patty Cox at 2:17 PM. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Committee noted review of Budget Amendment and Monthly Bills at 1-9-2018 Finance meeting.

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Committee regarding new budget year and inquired as to any concerns. Discussion, no action items.

County Clerk Hill: Hill noted request for use of Conference Room at the Kaliseum for election training, noted she verified it was available that date. **Consensus to Motion to waive the rental fee of the Conference Room at the Kaliseum 3-28-2018 from 1:30 PM to 4:30 PM for Election Cycle Preparation Training for the County Clerk.**

Committee noted review of Rehmann Group proposed Audit agreement. Discussion. **Consensus to Motion to accept the Engagement Letter from the Rehmann Group for the 2017 Audit consistent with the Terms and Conditions, Letter of Understanding and Change Order with an increase of \$3,000.00.**

Commissioner McKinnon noted communication from counsel regarding the Martial Arts complaint. **Motion** by Fisher to enter into Closed Session to discuss attorney client privileged information regarding potential law suit. Supported by McKinnon. Roll call vote: Fisher, yes; McKinnon, yes; Cox, yes. 3 yeas. 0 nays. **Carried.**

Meeting entered into Closed Session at 2:40 PM.

Meeting returned to Open Session at 3:00 PM.

Motion by McKinnon to return to Open Session at 2:59 PM. Supported by Fisher. 3 yeas. 0 nays. **Carried.**

Public Input: None

Meeting adjourned at 3:00 PM.

County Affairs/IT: 3:00 PM

Meeting called to order by Committee Chair Fisher at 3:08 PM. Present Commissioners Kohn Fisher, Stuart McKinnon, Patty Cox and County Clerk Deborah Hill. Absent Commissioner Craig Crambell.

Public Input: None

Appointments:

IT Report, Sheriff Whiteford: Whiteford reported continued status of AT&T accounting corrections and review with counsel; noted request for renewal of **Complete Link Dispatch Telephone Agreement** and status of agreement for MIDEAL which allows for reduced fees. Whiteford noted communication regarding contacts for IT services.

Sheriff Patrick Whiteford: Whiteford inquired as to responsibility of Courthouse Drive, noting preparation for parking for events at the Fairgrounds. Discussion, to research and return to DPW for review. Sheriff noted contracts for Women's Resource Center and Canteen Services completed.

Register of Deeds JoAnn DeGraaf: DeGraaf addressed Committee requesting approval of software agreement. Discussion. **Consensus to Motion to approve waiver of County Purchasing Policy #400 for purchase of Register of Deeds software request. Consensus to Motion to approve the KOFILE Technologies Agreement with the Register of Deeds, to be paid from account #256-000-963.000 ROD Technology Fund.**

DeGraaf also noted the pleasure of attending the Kaliseum Complex with the gym and class opportunities as well as it's cleanliness.

County Clerk Deborah Hill: Hill noted request to schedule the Commissioner workshop with counsel. **Consensus to Motion to schedule the Board of Commission Legal Workshop for 1-30-2018 at 3:00 PM.** Clerk also noted her approval of the Workman's Comp Insurance continuing through HUB/MAC for 2018 (copy in packet). Hill requested final review of the ACH Policy #010, noting counsel advised no Resolution was necessary. Discussion.

Discussion regarding the scheduling of the Civic Center and grounds areas, noted concern with sub-leasing to other entities. **Consensus to schedule a Special County Affairs Meeting 1-16-2018 at 6:00 PM with Parks and Recreation Committee and users to review and discuss rental agreements.** Discussion regarding information requested from Winterfest for reduced fees. Discussion regarding Fair Grounds area and Rotary Charities report; consensus for central contact and review by Parks and Recreation Committee.

Equalization Office Manager Megan Daniels: Daniels addressed Committee and requested approval of GeoFile Maintenance Contract renewal. Discussion, noted no changes. **Consensus to Motion to approve the GeoFile Maintenance Contract with TopComp as proposed for 2018 for the Equalization office.**

Chair Fisher noted other items on agenda:

Building leases-to review at DPW

Tri-County Budget Meeting attendance; discussion. **Consensus to Motion to authorize the Clerk, and to utilize accountant as necessary, to represent Kalkaska County for the Tri-County 46th Trial Court Shared Cost agreement for the Tri-County Budget Meeting yearly Apportionment review.**

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Review of 457 information requested; pending Emmendorfer's documents; MERS documents were received; advise vendors that once the Committee schedules a meeting vendors would be advised.

Review of scheduling of Civic Center, noted Kaliseum advised no forms or fees have been paid for January.

- Opioid Litigation-review of recent communications, tabled
- Blue Star Memorial for KART Trail- tabled
- Safety Committee- tabled
- Jail Steering Committee-no report
- Land Reverter clause pending-tabled to February meeting
- Commissioner Workshop 1-30-2018
- DNR Memo regarding land transfer in Coldsprings Township comment period-no action

Public Input: None

Meeting adjourned at 5:41 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