

Kalkaska County Board of Commissioners
Committee Meeting Minutes
January 9, 2019
(UNAPPROVED)

The following meetings are held in Commissioner Chambers, Admin Building, 605 N Birch Street, Kalkaska, MI

Judiciary and Public Safety: 9:00 AM

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

Public Input: None

Appointments:

EMC Michael Thompson: Thompson addressed Committee regarding upcoming emergency drills, grant options and Emergency meeting schedule.

Public Input: None

Meeting adjourned at 9:34 AM.

Health and Welfare: 10:00 AM

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

Public Input: None

Appointments:

COA Director Jodi Willison: Willison addressed Committee regarding Holiday activities and upcoming events including a Non-Food Household Drive 2-9-2019. (Copy of events and COA monthly publication filed with Clerk)

Library Director John Roberts: Roberts addressed Committee regarding 2018 Library statistics, available resources and programs. (Copy of reported files with Clerk)

Commissioner Cox noted status of Point of Sale review request to DHD#10; discussion; to follow-up with counsel to verify process.

Public Input: None

Meeting adjourned at 10:30 AM.

DPW: 11:00 AM

Meeting called to order by Committee Chair Comai at 11:07 AM. Present Commissioners David Comai, Leigh Ngirarsaol and County Clerk Deborah Hill. Absent Commissioner Craig Crambell; Commissioner James Sweet attended.

Public Input:

Arthur Caden: Caden addressed Committee noting concerns and inquiries regarding the upcoming Kaliseum survey. Discussion.

Appointments:

Recycle Manager Josh Hoppe: Absent

Soil Conservation District, Mark Randolph: Randolph addressed Committee noting Soil Conservation is available for partnering for any area conservation needs. (Comai noted current

agreement with Forester Merriweather for County Forestry needs; noted other items on the proposed agreement regarding budget are current.)

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Committee noting status of Kaliseum events, provided 2018 sales report; membership review and refund requests; noted need for direction of Kaliseum to be determined. Discussion; Oliwa noted memberships could be reviewed for 'freezing' and then reopen when service is available; noted implementation of 'virtual training' for Kaliseum staff (noted fee on credit card as inquired from Finance Chair Cox/Treasurer), advised training can also be available for other county departments; noted a 5 year agreement with KAHA; noted current activities with Sno-X who are also interested in future agreements. Discussion regarding part-time front desk worker. **Consensus to Motion for refund of Zingg and Wright per calculations as proposed. Consensus to allow Kaliseum Director to freeze memberships if requested. Consensus to approve Resolution 2019-7 to lift the hiring freeze to allow the Director to fill a part-time Front Desk vacancy.** Discussion regarding Kaliseum Survey and communications.

Parks and Recreation: Commissioner Comai noted no minutes at this time, Committee continues to review user agreements.

DPW Supervisor Mayjor Bole: Bole addressed Committee noting need for quotes/bids for generator at the Sheriff Department and for fire suppression at the Health Department; quarterly water inspections due 3-1-2019; inspection to be done at Log Lake and advised his part-time vacancy has not been filled.

Chair Comai reviewed agenda items; discussion, noted matters tabled/pending include Kaliseum Upgrade, Contractual Services Ad for Emergency work (noted an RFP to be published for services), Lease Agreements (Parks and Rec to continue review at 1-23-19 meeting), County Property reverter clause (Comai to continue review with Boardman Twp and DNR), energy lighting proposal/funding (pending Kaliseum decisions as it will include all county buildings), Parks and Recreation minutes (none as December meeting not held).

Public Input:

Arthur Caden: Caden noted concerns with the intersection of M72 and US 131; discussion, Committee advised Caden that matter would be under MDOT and County Road Commission. Meeting adjourned at 12:19 PM.

Personnel: 1:00 PM

Meeting called to order by Commissioner Cox at 1:02 PM. Present Commissioners Patty Cox, James Sweet and County Clerk Deborah Hill. Absent Commissioner Craig Crambell.

Public Input:

Kelly Ramsey: Ramsey addressed Committee requesting re-application for the Log Lake Caretaker position for 2019. Discussion, noted seasonal position and Ramsey's past service. **Consensus to Motion to waive advertising to fill Log Lake Caretaker position. Consensus to Motion to approve a contract with Kelly Ramsey for 2019 Log Lake Caretaker position.**

Appointments:

Recycle Manager Josh Hoppe: Absent

COA Director Jodi Willison: Willison noted request for In-Home PT Service worker and upcoming request for elimination of an In-Home Service position to implement a new position of a PT Activities Programmer & Volunteer Coordinator. Discussion. **Consensus to Motion to approve Resolution 2019-2 COA to lift the hiring freeze to allow the Director to fill the In-Home Worker vacancy.**

Sheriff Patrick Whiteford: Whiteford addressed Committee regarding Dispatch and Corrections Vacancies. **Consensus to Motion to approve Resolution 2019-3 to lift the hiring freeze to allow the Sheriff to fill the FT Corrections Officer vacancy. Consensus to Motion to approve Resolution 2019-4 to waive the hiring freeze to allow the Sheriff to fill the FT Dispatcher vacancy.** Whiteford requested approval of wage increase for Sheriff non-union employees of 2% for 2019. Discussion. Consensus to review for Motion pending review with Accountant.

Clerk Hill: Hill noted request for the 2% for all other non-union staff if approved for other departments; discussion, review non-union wage adjustments and prior increases.

Cox called for review of Recycle request for part-time worker. **Consensus to Motion to approve Resolution 2019-1 to lift the hiring freeze to allow the Recycle manager to fill the PT Recycle Worker vacancy.**

Meeting adjourned at 1:35 PM.

Finance: 2:00 PM

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

Public Input: None

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Committee noting request/justification for 2% increase for Sheriff Non-Union employees (2 full time and 10 part-time) for 2019, to be consistent with Sheriff Department employees. Discussion regarding the Non-Union policy; increases in 2018 for unions and non-union; receipt of lump sum in 2018 for union and non-union. Consensus Finance Committee to review all county wage increases and lump sums in 2018 in conjunction with Sheriff request for 2019 wage increase. Review of bill inquires; noted late fee on gas bill was a balance from previous month; noted request to verify \$26,975 MMRMA reimbursement was put into restricted fund for 2019 security. (Clerk to verify)

County Treasurer Valerie Thornburg: Thornburg addressed the Board noting request for county depository approval. Discussion regarding Board approval requirements of County Depositories and number of depositories requested by County Treasurer. **Consensus to Motion to approve Resolution 2019-5 Approval of County Depositories as proposed by County Treasurer Thornburg, per County Investment Policy.** Thornburg noted concern with out of country purchases (to be reviewed with purchasing policy); Thornburg noted she will be doing random cash-box audits.

Discussion regarding bill review at 1-8-2019 Finance meeting; **Consensus to Motion to pay pre and post approved bills as presented.**

Public Input: None

Meeting adjourned at 2:58 PM.

County Affairs/IT: 3:00 PM

Meeting called to order by Committee Chair West at 3:05 PM. Present Commissioners John West, Kohn Fisher and County Clerk Deborah Hill. Absent Commissioner Craig Crambell. Commissioner Cox attended.

Public Input: None

Appointments:

IT Committee: Sheriff Whiteford addressed Committee noting IT needs including review of policies, Empiric IT Agreement, AT&T contracts/continued request for corrections; discussion regarding need for all employees to be vigilant in caution while using internet/emails to avoid corruption. Discussion regarding Empiric IT Agreement. **Consensus to Motion to approve Empiric IT Agreement as proposed providing language has no change.**

Sheriff Whiteford: Whiteford noted Jail Steering Committee tabled, request for WRC Contract approval. Discussion. **Consensus to Motion to approve the Women’s Resource Grant Amended Agreement as proposed, effective 10-1-2018 through 9-30-2019.**

Discussion regarding MIDC status. Set meeting for 1-14-2019 at 5:30 PM for First Quarter report.

Susan McCraven: McCraven addressed Committee regarding ELSA (Elk Lake & Skeegmog Lake); request for Resolution regarding Common Merganser control in Elk and Skeegmog lakes. Discussion. **Consensus to approve Resolution 2019-6 Regarding Michigan Department of Natural Resources (DNR) Common Merganser Control Program (The Program) with corrected language.** (McCraven to forward document to Clerk and Clerk to return when approved.)

County Treasurer Valerie Thornburg: Thornburg addressed Committee requesting office fee change approval. Discussion. **Consensus to Motion to approve proposed Office Fee schedule as requested for the County Treasurer with exception of any fees set by statute.**

Public Input: None

Fisher requested other agenda items to be tabled noting continued review of items.

Meeting adjourned at 5:05 PM

Respectfully submitted:

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

Kohn Fisher, Chair of
Kalkaska County Board of Commissioners

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