

Kalkaska County Board of Commissioners
Committee Meeting Minutes
FEBRUARY 13, 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 canceled by Committee Chair Sweet.

Health and Welfare: 10:00 AM

Meeting called to order by Committee Chair Ngirarsaol at 10:01 AM. Present Commissioners Leigh Ngirarsaol, Patty Cox and County Clerk Deborah Hill. Absent Commissioner James Sweet.

Public Input: None

Appointments:

Commissioner on Aging Director Jodi Willison: Willison addressed regarding status of kitchen matters; past and upcoming events; noted a very successful Disc Golf fundraiser organized by the Lucyk family; a change in newsletters printing. (Copy of January 2019 Advisory Board minutes filed with Clerk)

Library Director John Roberts: Roberts addressed Committee noting payroll items needing correction with Library employees; discussion regarding Library Handbook needing approval; Roberts to forward employee correction list to Accountant Hervey and Clerk's office. Roberts noted new Library service of book delivery to patrons.

Committee discussion regarding Point of Sale review with the District Health Department; discussion; noted correspondence from the public; tabled to review procedures.

Public Input: None

Meeting adjourned at 10:27 AM.

DPW: 11:00 AM

Meeting called to order by Committee Chair Comai at 11:15 AM. Present Commissioners David Comai, Leigh Ngirarsaol, Craig Crambell and County Clerk Deborah Hill.

Public Input:

Log Lake Caretaker Kelly Ramsey: Ramsey addressed Committee requesting an adjustment to the Log Lake Campground Fee Schedule and request for a computer (noted previously using the County Treasurers). Discussion. **Consensus to Motion to approve the Log Lake Campground Fee Schedule as proposed, adding weekly fees and increase in daily full hook up.** Discussion regarding computer/printer for Log Lake Caretaker; Clerk to communicate with IT Committee. Ramsey requested the ball field at Log Lake be repaired; discuss with DPW Bole.

Appointments:

Recycle Manager Josh Hoppe: Absent. February report filed with Clerk.

Soil Conservation, Mark Randolph: Absent.

Parks and Recreation: Deb Ball-Odeh addressed Committee, provided November 2018 and January 2019 minutes along with proposed FAIR agreement. Discussion regarding the ball field

and vehicular travel. **Consensus to Motion to direct DPW Supervisor to take measures to eliminate vehicular travel in all unauthorized areas of the fairgrounds.** Discussion regarding recommended fee schedule for the Fairgrounds and Civic Center. **Consensus to Motion to approve proposed fee schedule per Parks and Recreation November Meeting Minutes,** with exceptions of Open Space, Large Event, ball diamonds, electric items, in-kind service to be tabled to review/determine at Parks and Rec Committee. Discussion regarding events, what groups are vested, consider adding the verbiage of 'exclusive use' when appropriate. Discussion, noted a hand washing center to be provided at the Civic Center. Review of FAIR agreement/to be an addendum to the approved lease agreement; Clerk to forward to counsel and bring to Board if approved; **Consensus to Motion to approve proposed FAIR Lease Agreement upon review by counsel.**

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Committee, provided January 2019 report; noted requests for FT Front desk position, increase in Zamboni compensation, membership refund request, recommended reduction in membership fees, review other reductions, and noted last day of ice 3-13-19. (Copy of report filed with Clerk) Oliwa also requested new waiver and provided copies of 1996 market analysis of the Kaliseum. Discussion. **Consensus to Motion to approve increase to subcontractor for Zamboni Drive from \$15.00 to \$17.00 per hour. Consensus to Motion to refund Hill Kaliseum membership as proposed.** Clerk to send new waiver request to counsel for review. Discussion. **Consensus to Motion to Approve Resolution 2019-11 to lift the hiring freeze to allow the Kaliseum Director to fill a Full Time Front Desk position.** Discussion regarding proposed reduction of membership fees at Kaliseum; to send to counsel for review of requested 'free' fees and to review identifying intentions of pool expansion; **Consensus to Motion to approve 2-10-2019 proposed Kaliseum fee schedule pending approval of counsel.**

Agenda items:

Contractual services ad, consensus to take off the agenda but DPW Supervisor to provide a telephone list to Clerk's office of on-call vendors for emergencies, or follow policies.

Lease agreements, pending approval at Parks and Rec and counsel.

Reverter clause with DNR, pending review DPW Chair Comai.

Energy lighting, pending review with Kaliseum project.

Discussion regarding committee meeting times, concern with running behind schedule; discussion regarding plowing expense and generator bids.

Chair Comai called for recess at 1:03 PM. Meeting reconvened at 1:34 PM.

DPW Supervisor Mayjor Bole: Bole addressed Committee regarding sealed bids for the Sheriff Department generator. Chair Comai opened 2 sealed bids received 2-12-2019; Cunningham Electric for \$22,324.58 with complete install and Northern Power Electric for \$22,225.00 with complete install. Discussion, noted 3 phase generator; call to company; re-written description to be sent to Bole. **Consensus to Motion to approve Northern Power Electric bid for Sheriff Department generator for \$22,225.00 contingent on 3 phase generator description added to bid wording provided before approval.**

Bole advised plumbing issues at the Annex and Department of Human Services buildings; noted need for Civic Center gym doors and Court Building doors from full glass to half glass

doors; review of hallway closure in court building; noted repair of 2nd DPW truck for back up needed.

Comai called for review of snowplowing bills. Discussion, noted polices for county purchasing. **Consensus to Motion to waive Policy #400 to allow DPW Supervisor Bole to Contract with KEO for snowplowing** . Bole to advise KEO need contract/1099/liability insurance information needed; Bole to communicate with Clerk's office.

Public Input: None

Meeting adjourned at 2:06 PM.

Personnel: 1:00 PM

Meeting called to order by Committee Chair Crambell at 1:03 PM. Present Commissioners Craig Crambell, Patty Cox and County Clerk Deborah Hill. Absent Commissioner James Sweet.

Public Input: None

Appointments:

COA Director Jodi Willison: Willison addressed Committee regarding position request. Discussion, Willison noted an In-Home Service worker position will not be filled pending this position approval and this position is at a lower pay rate. **Consensus to Motion to approve Resolution 2019-09 to lift the hiring freeze to allow the COA Director to fill a vacancy for a PT Activities and Volunteer Coordinator.**

Sheriff Patrick Whiteford: Whiteford address Committee noting request for 2% increase for non-union staff to coincide with the union employees at that department and need to consider similar duties with union staff. Discussion, Committee noted previous increases to non-union following union agreements and concern with re-addressing increases; tabled to review with accountant.

Public Input: None

Meeting adjourned at 1:17 PM.

Finance: 2:00 PM

Meeting called to order by Committee Chair Cox at 2:09 PM. Present Commissioners Patty Cox, John West, Kohn Fisher and County Clerk Deborah Hill.

Public Input: None

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Committee regarding 2 added Budget Amendments of 2019-0004 and 0005. Discussion, noted added grant funds for Animal Control; Sheriff noted amendments reviewed by Corinna. **Consensus to add to 0001, 0002 & 0003 amendments.** (Accountant noted for March Finance meeting; table.)

Chair Cox noted review of snowplowing bill was reviewed with DPW; Clerk noted DPW will be providing a Motion to waive Policy #400 to address KEO plowing bill. **Consensus to Motion to pay Pre and Post approved bills as presented.**

Review of need to allow businesses to bid and/or share in the opportunity to do work for the county, hence, reminder to review county policies.

Review of Prosecutor Assistant Quarterly Report, discussion regarding office staffing; review need for continued review with census, caseloads, court requirements, etc. Review of Kaliseum finances and reports; concern with various figures that are given to the public.

Public Input: None

Meeting adjourned at 2:53 PM.

County Affairs: 3:00 PM

Meeting called to order by Committee Chair West at 3:04 PM. Present Commissioners John West, Craig Crambell, Kohn Fisher and County Clerk Deborah Hill.

Public Input: None

Appointments:

IT Committee Report: Sheriff Whiteford addressed Committee noting IT meet and request for replacement of 7 computer stations per the IT computer re-placement list; noted recent communication from AT&T regarding account discrepancies; continued review of policies. Discussion regarding social media concerns with the county website; discussion regarding future RFP for IT services. Discussion, **Consensus to Motion to approve the replacement of the 7 computer stations as recommended.** Whiteford noted IT Committee plans to meet each month before the Tuesday Finance meeting at 3:00 PM.

Sheriff Whiteford: Whiteford noted jail feasibility study available; status of shredding project; noted minimal weather concerns even with school and other closings; noted lack of travel on roads assist with less accidents. Discussion regarding IT.

Equalization request for Resolution 2019-08: Equalization request to continue with PRE (Principal Resident Exemptions) Audits. (Tabled, County Treasurer request)

Public Input:

County Treasurer Valerie Thornburg: Thornburg addressed Committee noting her office doing the PRE Audits, rather than the Equalization office; noted her current staffing could do this and Treasurers usually perform this process in other counties; that her office accepted doing this and does not need a Resolution. Discussion, Committee noted the County elected to do the function rather than the state; noted the Equalization office historically performed this service in this county; the Board previously elected for PRE function to be in the Equalization office. Thornburg noted a duplication of work is being performed as already being done by the State; that the Treasures office is who communicates with the assessors; noted Treasurer attends hearings and concern the Director did not discuss it with her. Discussion, Clerk noted both the Treasurer and Equalization staff hours were reviewed to accommodate the PRE's, along with other changes in both departments; function was returned to the EQ office, noted need to review duties in both offices and recommended communication with the EQ Director; consensus to table to review. Thornburg provided her resignation as the FAIR Housing Officer; provided file on one housing denial; noted concerns with current Housing oversight. Thornburg noted all of the Housing files were turned over to Jonathan Scheele, she retains a Fair Housing file and she will provide to the Committee (Thornburg provided one Fair Housing folder to the Committee with attached log). **Consensus to Motion to accept Valerie Thornburg's resignation from the Kalkaska Fair Housing Officer position.** Discussion regarding review of

Housing Committee, requirements and By-Laws; review with counsel.

Discussion regarding review of Controller (current Accountant) and Administrator (Current County Clerk) functions; consensus outside accounting firm as favorable; noted intent for Administrative Assistant will assist with functions. Review and discussion of communications regarding concerns with Point of Sale review; noted review of factual impact of code benefits. Clerk to follow up with DHD Director.

Review of agenda items:

MAC By-Laws for review, discussion; consensus the Committee disagreed with most of the proposed changes; Clerk to send to MAC with concerns and inquiry as to reasoning for multiple changes.

Reviewed status of FAIR/user groups of fairgrounds; Committee reminded/discussed issues that led to the Board reiterating oversight/accountability of fairgrounds; need for in-kind service determination; ie: material/equipment. Discussion regarding Parks and Rec communications; intent to review public inquiries/provide answers; review at Parks and Recreation meeting 2-25-2019. **Consensus to Motion to approve FAIR Lease Agreement as addendum to approved lease agreement, with review by counsel.** (Also addressed in DPW)

Contractual Services: DPW to provide list with optional contacts to Clerk.

457 Accounts: tabled for Clerk to re-visit vendor options.

County Policy review; pending review with IT and Clerk.

Jail Steering Committee, tabled.

Land reverter clause, pending review with DPW Chair, DNR and Boardman Twp rep.

Public Input: None

Meeting adjourned at 6:06 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.