

Kalkaska County Board of Commissioners
Committee Meeting Minutes
August 9, 2017
(UNAPPROVED)

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

Judiciary & Public Safety: 9:00 AM

Meeting Called to Order at 9:00 AM by Committee Chair Sweet. Present Commissioners James Sweet, Michael Buchanan and Deputy County Clerk Dawn Balhorn. Absent Commissioner Dave Comai. (Comai arrived at 9:10 AM.)

Public Input: None

Chair Sweet addressed Committee noting discussion at Springfield Township with concerns about the Kaliseum and repairs being addressed and that he advised it has been in disrepair for sometime without Board being notified of seriousness of conditions.

Chair Sweet noted request from Kalkaska County Road Commission for support for grant approval. **Consensus to Motion to approve Chair McKinnon's signature on letter requested by Kalkaska County Road Commission dated 8-2-2017 for the West Plum Valley Road Improvements.**

Appointments:

Emergency Services Manager Mike Thompson: Thompson noted all townships except Garfield have provided Resolutions to accept the Hazard Mitigation Plan necessary to obtain FEMA funds in the event there is a declared disaster. Discussion, noted there is no cost or commitment involved other than providing the plan; Thompson to proceed to communicate with Garfield Township for further review and request to adopt to be consistent with the rest of the townships. Thompson noted request from County Road Commission regarding funds for reimbursement of expensed funds for 8-2-2015 disaster declared by the Board; noted the prior EMS did not submit necessary documents. Thompson noted the Hazard Mitigation Plan must be reviewed and re-submitted every 5 years; review of hazardous waste preparation and future plan preparations. Thompson addressed Rugg Pond repair matters and possible damage if there are dam failures; **Consensus to Motion to allow EMS Thompson to proceed for request Rugg Pond Grant.**

Public Input: None

Meeting adjourned at 9:50 AM.

Health and Welfare: 10:00 AM

Meeting called to order at 10:00 AM by Committee Chair Comai. Present Commissioners Dave Comai, Michael Buchanan, James Sweet and Deputy County Clerk Dawn Balhorn.

Public Input: None

Appointments:

Library Director John Roberts and Rep Lynnette Cervone: Addressed Committee noting status of Kalkaska County Library programs, new programs and resources, future goals and status of new building project; communication with other communities that have built new libraries; noted all information regarding the Library now available on the website including history, current and future plans.

Commission on Aging Director Jodi Willison: Addressed Committee regarding status of walking path, building project contract pending and noted COA will be implementing separate website (unable to put necessary information on County website). Willison noted potential need for alternate kitchen during renovation. Willison advised Committee that keyless access is not necessary for COA and requested it be reviewed.

Public Input: None

Meeting adjourned at 10:31 AM.

DPW: 11:00 AM

Meeting called to order by Committee Chair Buchanan at 11:03 AM. Present Commissioners Michael Buchanan, Craig Crambell and Deputy County Clerk Dawn Balhorn. Absent Commissioner Stuart McKinnon.

Public Input: None

Appointments:

Soil Conservation, Mark Randolph: Randolph addressed Committee noting: Hazard Waste collection scheduled for 9-9-2017 at Middle School parking lot; Oak Wilt invasive species testing; Soil Health Field Day, Birgy farm 8-10-17; Parks and Recreation intentions to request for grant to TransCanada for repairs; review of contract with county is only for portion of forestry proceeds (estimated 25%), County to disperse millage funds with only a budget approved by the District Board to be provided to County.

Recycle Manager Josh Hoppe: Hoppe addressed Committee noting status of parking lot repairs and bids; discussion regarding required drainage ditches, retention ponds, etc; consensus to table to 2018 budget, add second drive and make proper repairs. Hoppe reported on trailer purchase grant status and tire cleanup.

Log Lake Caretaker Kelly Ramsey: Addressed Committee noting Log Lake Park doing well; will meet with Emergency Manager for preparation for 2018 season; noted software program for park very helpful; bathroom doors and paper dispensers to be replaced; discussion regarding well and water pressure, septic system and review as park size increases.

Parks and Recreation Chair Jack Tanner: Addressed Committee regarding status of 'Speak Up Kalkaska'; pending Rotary Charities grants, would like to meet with Commissioners and review at County Affairs in September, to review current and future plans.

Kaliseum Director Krzysztof Oliwa: Addressed Committee regarding vacancy for maintenance for position and pending Honeywell energy replacement (with new system little assistance may be needed); plans for upcoming men's hockey leagues; continued review of budget with use of funds toward repairs; ice will be on schedule; review of sponsor donations; continued discoveries with review of Kaliseum documents and restructuring needing attention is ongoing;

review of sponsor options and fee schedule, noting advertising to be displayed with ability to minimize putting up and taking down. Oliwa noted review of Rhinos agreement reviewed at Finance Committee including an addendum; noted limit to same league use and includes fees approved by the Board. Review and discussion; consensus to approve with agreement with consensus of County Affairs Committee. Oliwa noted review of concession stand operations; request for purchase of commercial deep-fry equipment; suggested to check with health department and having two staff preparing for safserve certification; Oliwa noted materials needed for preparation for new gym and equipment, obtained quotes for mirrors and rubber flooring. (Old equipment to be removed and stored for county auction); old gym to become a cross-over gym, new gym to be in the open area; increase in cardio equipment; more to be reviewed after 8-15-2017 forum. Oliwa noted review of refund requests, 4 were eligible (now 3 as one continues to use the facility); discussion, noted Board approval at 7-19-2017. Oliwa reported overall continued progress at Kaliseum including repair of showers, improved cleaning and maintenance with considerable changes involving staff accountability and continued restructuring.

Public Comment: Noted appreciation for the new social media advertising and improvements at the Kaliseum.

DPW Supervisor Mayor Bole: Advised Committee of cost for air hand dryers at Log Lake for \$1200.00. Discussion regarding concerns with continued damage of facility. Bole noted continued review of COA contracts with amendments and supplements; discussion. Bole noted review of natural gas bids, to review after decisions made with Kaliseum regarding infrastructure of utilities and energy savings; continued review of sidewalk repair.

Bole noted pending final report on Health Department water damage project. Discussion regarding county truck repairs and purchase of a second plow; lawn services continued to be subbed out. Bole reported Civic Center area reviewed after County FAIR with no issues. Bole reported status of Rugg Pond; electrical service to be disconnected and phone box damaged. Bole noted cost of AC unit with recommendation to change out heat exchanger for Administration Building, to review with accountant.

Public Input:

Deb Ball-Odeh: Noted upcoming community event at Village Railroad Space; noted successful 2017 FAIR (attendance down; 4-H buyers increased); noted Damien Allen resigned as FAIR Board President until November election); noted FAIR will provide a financial report to BOC. Meeting adjourned at 12:48 PM.

Personnel: 1:00 PM

Meeting called to order by Committee Chair Crambell at 1:00 PM. Present Commissioners Craig Crambell, Kohn Fisher, Patty Cox and Deputy County Clerk Dawn Balhorn.

Public Input: None

Appointments:

Sheriff Patrick Whiteford: Addressed Committee noting: 911 Authority Board meeting reviewed difficulty with filling part-time Dispatch positions, will be recommending one full-time for 2018 budget; continued request for approval of Sheriff Employee Manual Policy, to be

consistent with POAM and COAM; request for lump-sum payment with non-union staff consistent with approval of MAPE non-union employee; noted confusion with longevity pay regarding years of non-union service and full-time versus part-time credit. Whiteford also noted reminder of review of elected official's wages. (Special County Affairs meeting to be scheduled to address).

COA Director Jodi Willison: Addressed Committee noting request for a second In-Home Service position. Discussion, noted several other vacant positions, requesting to change 2 part-time positions for 2nd In-Home position. **Consensus to Motion to approve Resolution 2017-37 to lift the hiring freeze to allow the Commission on Aging Director to fill the 2nd In-Home Service position.**

Court Administrator Mark Holston: Addressed Committee noting upcoming retirements of Court Administrator position and Probate Register/Magistrate; noted in-house replacement of Probate Register; review for attorney qualifications for Court Administrator position; review of salary if coincides with other duties and review of magisterial duties. Discussion regarding Indigent Counsel Compliance Plan Stakeholder Committee, Holston provided a recommended list to Chair McKinnon; Fisher noted transfer of jurisdiction/responsibility to funding unit. Discussion.

Kaliseum Director Krzysztof Oliwa: Fisher noted Oliwa was requested to attend Personnel regarding staffing request following review at Finance on 8-8-2017; request to consolidate two part-time positions to one full time position, Oliwa reviewed with accountant Hervey. Discussion, noted costs savings moving to full-time position; (noted position to be posted, job-description to be provided). **Consensus to Motion to approve Resolution 2017-(#to be provided) to allow the Kaliseum Director to fill a vacancy for a full-time Front Desk manager position.** Discussion regarding janitorial, request to look at current janitorial staff with extended hours and current staff can assist; also review commercial cleaning; Oliwa to provide figure provided in current budget for janitorial. Consensus to review janitorial with Janitorial Supervisor Daniels, in conjunction with current staffing; Daniels present and will review with 35 hour employee. Consensus to review added hours with current staff as no additional costs to benefits.

Public Input: None

Meeting adjourned at 2:01 PM.

Finance: 2:00 PM

Meeting called to order by Committee Chair Cox at 2:03 PM. Present Commissioners Patty Cox, Kohn Fisher and Deputy County Clerk Dawn Balhorn. Absent Commissioner Stuart McKinnon.

Public Input: None

Appointments:

Accountant Corinna Hervey: Hervey addressed Committee regarding overage report, current budget information and requested Budget Amendments; noted BA #43 and 44 tabled from July added to requests. Hervey noted she redid overage report to clarify accounts that need

immediate attention and separate those not needing Board attention; Finance Chair will review on the Friday before Committee meetings, Clerk will notify Department Head to attend Committee Meeting. Hervey noted 3 added Budget Amendments, 0062, 0063 and 0064. Discussion. **Consensus to Motion to approve Budget Amendments #0051 through #0064 to include tabled #0043 and #0044 with changes.** Hervey noted budget worksheets for 2018 sent to all departments with a due date of 8-25-2017; discussion regarding Board meetings to be set for review of budget requests. Hervey noted Corrective Action Plan and Deficit Elimination Plan additional needs will be addressed after Budget Amendments approved. Clerk to set more time for review with Accountant Hervey at September Tuesday Finance meeting. Discussion regarding upcoming negotiations. Discussion regarding proposed 2018 budgets from Department Heads.

Sheriff Patrick Whiteford: Addressed Committee addressing Budget Amendments; noted need for funds to be budgeted for extradition (Sheriff cannot predict expense). Discussion.

County Treasurer Valerie Thornburg: Addressed Committee requesting waiver of Civic Center rental for the Tax Foreclosure sale. **Consensus to Motion waive the Civic Center Rental fee for the Kalkaska County Treasurer Tax Foreclosure Sale 8-24-17 and 9-28-17 (pending review of funds from foreclosure fund to assist Civic Center revenue).** Thornburg addressed Committee regarding CAP report requesting separation of duties reviewing of the bank balances; noted Treasurer staff would be directed to specific duties to comply with separation of duties to comply with audit requests; noted Treasurer will provide Board with bank reconciliations quarterly. Discussion, Committee to review CAP and Deficit Elimination proposals to comply with request. Thornburg noted the Umbaugh bill was for Continuing Disclosure Report, provided a copy of the filed document.

Equalization Office Manager Megan Daniels: Daniels requested a review of the fee for a Village data request; noted current fee of \$6100.00; recommended approval of a fee for specific section or township. Discussion. (Daniels to provide proposed amended fee schedule after review with EQ Director for Board approval 8-16-2017.)

Meeting adjourned at 3:16 PM.

County Affairs: 3:00 PM

Meeting called to order by Committee Chair Fisher at 3:25 PM. Present Commissioner Kohn Fisher, Craig Crambell and Deputy County Clerk Dawn Balhorn. Absent Commissioner Stuart McKinnon.

Public Input:

Damien Allen White: Advised Board he represents of ODP productions, a non-profit organization that provides shows for youth; that they have not used county services for this company; requested to meet with Board to assist with services for the County. Discussion, noted Board was aware ODP was using county facilities without paying rental fees or fees being reviewed by the Board. Discussion, Committee noted necessity of facility being secured due to multiple individuals with key access, no accountability and significant damage to premises. Discussion regarding expenses of Civic Center addressed with rental fees.

Dawn Moses: Addressed Board noting interest in reviewing the fee schedule of the Civic Center; noted Parks and Rec began to review the fees but did not complete the proposed changes. Reported 2017 FAIR was successful, review of potential changes for 2018. Discussion regarding oversight, expense and future of Civic Center area.

Appointments:

IT Report, Sheriff Whiteford: Advised Committee AT&T account was paid with reverse credit to be applied, project October before bills will be accurate. Discussion. Addressed Committee noting need for updated ID cards and increased expense to be budgeted as continued change of elected and employee turnover.

Sheriff Whiteford: Reported on status of Jail Steering Committee; noted continued review of geographic area, feasibility study with option of use of back parking lot area for expansion; designated parking areas; plan for a rough draft and projected cost for September County Affairs meeting; noted a project manager is not recommended at this time, recommend review with counsel. Discussion.

Whiteford requested approval of SRP Grant, discussion. **Consensus to Motion to approve Secondary Road Patrol Grant and allow Chair to sign.**

Sheriff noted pending Sheriff auction following evidence audit; will post and any other county items may be added as requested by the Board.

Equalization Office Manager Megan Daniels: Daniels provided proposed amended fee schedule for approval allowing for section and township data fees. **Consensus to Motion to approve the proposed Equalization fee schedule as presented with addition of fees for section and township data.**

Chair Fisher called review of agenda items:

Press release - none

Proposed Sheriff Personnel Policy - tabled for special committee meeting.

Proposed By-Law Amendment; **consensus to Motion to approve BOC By-Law Amendment Article III; Sec C, to add “#7, For Review of Overage Report. The Chair of the Finance Committee will, on the Monday before Committee meetings, review the overage report and Budget Amendments, which are due on the Friday before Committee Meetings. The Chair will then notify the Department Heads of their deficiency and request a Budget Amendment if one has not been received.**

Contractual Services Ad - tabled

MERS 457 Options – meeting with employees pending.

Indigent Defense Compliance Plan, discussion. **Consensus to Motion to accept the Chair’s appointment of the Chair of the Board of Commissioners, The Chair of County Affairs, County Counsel, Chief Judge, Prosecutor and Sheriff, or their representative, to the Peer Group for the Indigent Counsel Compliance Plan.**

Fair Board Agreement- tabled

Blue Star Memorial-discussion

Date to be set for review of purchasing policy/other policies not completed.

Safety Committee-tabled

Land reverter clause application status; discussion, Fisher noted the Board initiated this process several years ago due to the tower causing conflict with grant requests. **Consensus to Motion to send Board Chair McKinnon to September DNR meeting for review of application for release of reverter clause for county property.**

Chair noted notice of Detroit District Waterways permit in packet.

Chair noted letter from Ms. Jerdee regarding concerns with FAIR and Kaliseum. Discussion; Commissioner Crambell to contact Jerdee.

Chair noted letter from Ms Alberts regarding Log Lake concerns; Committee noted letter should have been addressed in DPW with caretaker; discussion; request DPW Supervisor to check on Log Lake services/conditions, return to DPW for review.

Public Input:

Dawn Moses: Moses inquired as to Public Forum meeting for Kalsieum and meeting regarding reverter clause application; noted to Committee that Fair Board Chair Allen has resigned as President of Fair Board with a new appointment made. (Committee noted meeting for Public Forum posted and DNR meeting is in Lansing in September.)

Discussion regarding review of FAIR agreement with use of Civic Center area; noted length of agreement of concern, increase in expenses over past years, need for agreement to be clarified. Moses noted facility was significantly cleaner at FAIR time with new oversight of janitorial. Discussion regarding KART Trail and other community resources; assistance of volunteers and non-profit organizations. Noted DPW Chair to address Log Lake concerns. Discussion regarding Board Chair attending Washington DC White House conference.

Meeting adjourned at 5:33 PM.

Respectfully submitted:

<p>Deborah Hill, Kalkaska County Clerk and Clerk of Board of Commissioners Minutes from notes of Deputy County Clerk Dawn Balhorn, Commissioners Fisher and Cox and recordings.</p>	<p>Stuart McKinnon, Chair of Kalkaska County Board of Commissioners</p>
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These minutes are not official until they are approved at the next Regular Board of Commissioners meeting.