

Kalkaska County Board of Commissioners
Committee Meetings
June 14, 2017
(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: None

Committee Chair Sweet called for review of Kalkaska County Hazard Mitigation Plan noting continued review and concern with list of people with local planning team. Discussion, Buchanan noted any changes in the planning team will be updated at the time of finalization, noting position is intent; names presented at the time were relevant to those in the current positions. Buchanan also noted necessity for each entity to accept or they will not be eligible for federal funding. Sweet noted Garfield Township has not approved due to concerns with plan; consensus any questions should be addressed to Emergency Services Manager Mike Thompson, noting deadline was 6-5-2017 and need for all entities who wish to have funding when needed approve d by their Boards.

Public Input: None

Meeting adjourned at 9:13 AM.

Health & Welfare: 10:00 AM

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

Public Input: None

Appointments:

COA Director Jodi Willison: Willison addressed Committee noting May Director's Report (copy filed with Clerk) of past and upcoming events; Willison advised of recent review of bids for Commission on Aging remodel project were over projected expense by \$300,000; to be reviewed at DPW. Willison noted bids were significantly higher than initial estimate of 1.2 million. Discussion, Willison noted line of credit was reviewed to obtain a line of credit to complete project in one phase of which legal counsel advised against. The second option was to complete in two phases which would allow funding to be available in two different budget years. Willison noted the engineer and DPW Supervisor will address in DPW. Discussion including concern to have reviewed by legal counsel including intent of millage language.

Veterans Affairs Counselor Melanie Pauch: Pauch addressed Committee requesting appointment of Mickevicius to the Veterans Affairs Committee, filling #6 of the 7 member Board. **Consensus to Motion to approve appointment of Robert Mickevicius to the vacancy on the on the Kalkaska County Veterans Affairs Committee for term 6-1-2017 through**

December 31, 2020, and allow Board Chair to appoint and sign letter. Consensus to Motion to authorize funding (Budget Amendment for \$600.00 for 2017) for the line item for VA Committee Per Diem to cover additional member attendance. (Noted this will commence in July.) Discussion regarding 7 member Committee, pending

Pauch reported the Vietnam Veteran's Memorial (The Wall) is slated to be displayed in Kalkaska at Railroad Park for 3 days for 50th Anniversary in the fall of 2018 and requested approval of proposed proclamation. Discussion, Pauch noted this would entail the Vietnam Flag being flown for the entire year of 2018, with 3 days in March of each year thereafter. Discussion, noted if at Village park the Village would need to approve. **Consensus to Motion to support the proposed proclamation 'In Honor of the Vietnam War Veterans Recognition Act of 2017' as presented by Pauch.**

Pauch advised of posting of "Letters Home" project regarding the Vietnam War; consensus Pauch to advertise the upcoming broadcasting on PBS and as needed.

Meeting adjourned at 10:46 AM.

Public Works DPW: 11:00 AM

Meeting called to order by Committee Chair Buchanan at 11:00 AM. Present Commissioners Michael Buchanan, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill.

Public Input:

Dawn Moses: Moses noted appreciation to Parks and Recreation Committee regarding review of Fair Board agreement and provided added information of Fair contributions.

Jim Adkins: Adkins addressed Committee noting concern with alleged 'breach of contract' from the Kaliseum for the Martial Arts program. (McKinnon noted they would ask Director about it and Chair Buchanan would respond.)

Appointments:

Recycle Manager Josh Hoppe: Hoppe noted status of Recycle materials (Copy of June report filed with Clerk) and driveway repair and bid request, with extension to July due to publication. Hoppe noted DEQ Infrastructure Grant (for 3 added recycle trailers) was awarded of \$40,365, the county portion of \$10,091.25. Discussion, Hoppe to speak with accountant regarding funds.

Soil Conservation: Randolph absent; Buchanan noted June report from Randolph (copy filed with Clerk).

Log Lake Caretaker Kelly Ramsey: Ramsey addressed Committee noting park doing well; reviewing budget and financial process with county; limited use of petty cash for purchasing; noted porta-potty's have been placed due to bathroom misuse by public; users are providing pet requirements.

Parks and Recreation Chair Jack Tanner: Tanner addressed Committee providing proposed agreement returned from Fair Board and requests. (400 sq feet for storage, office space and 25 year lease provided by county) McKinnon requested explanation for requested space and 25 years. Discussion; noted by Committee that personal use, damages and no accountability for past several years led to the Board rescinding past agreements at January 2017 meeting. Discussion regarding other entities allowed space; Buchanan noted the area last used by the

Fair Board was intended for rental; Fair Board has not provided proper oversight and assistance; review of office space at the annex was not favorable to Fair Board; review of operation costs has increased over the last several years; Committee requests exchange of in-kind services similar to 4-H agreement; review of addition/lean-to on pole barn where Fair met prior, consensus for Fair Board to meet with DPW to review old office and allow Fair to upgrade to use as they did previously. Tanner noted the need for regular meetings for Fair planning for future. Buchanan noted proposed lease agreement currently used by the County for the Fair to hold 2017 Fair July 16 through July 30, 2017. Discussion, Committee noted insurance needs, non-profit status, etc; request for report of continued assistance with costs and repairs of grounds/buildings used by Fair. **Consensus to send to County Affairs for lease approval for the Kalkaska County Agricultural Fair use of the Civic Center and adjacent grounds (absence of ball and soccer fields) for 2017 Fair with waiver of rental fees July 16-30, 2017.**

Tanner noted Rotary Charities Seeds Grant going well, communication with all user groups and reference for future needs; should have further information from study by August.

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Committee noting circumstances of discontinuing agreement with Martial Arts included concerns that were addressed with Adkins that they could not use gym without a membership (was previously and exchange for use); representative of Martial Arts had confrontation with Oliwa and Kaliseum members (took a fan from members using it); Oliwa left a voice message with Adkins that he wished to discuss the matters with Adkins and review termination of agreement (per paragraph 4 on page 3) and letter was sent; Oliwa noted Adkins' response was threatening including legal action. McKinnon advised Oliwa to review with county legal counsel of any concerns.

Oliwa requested Committee to approve an interim wage for part-time employee he will move to Assistance Administrator full-time with a 3 month probationary period, retroactive to 6-1-2017 due to added duties she has been doing. Discussion. **Consensus to Motion to approve a wage of \$11.00 per hour for part-time Kaliseum employee moved to Administrative Assistant position full time; wage of \$11.00 retroactive to 6-1-2017; 3 month probationary period, then review by Oliwa for approved wage scale for position.**

Oliwa requested review of allocated \$30,000 approved for immediate health and safety needs at Kaliseum. Discussion, DPW Supervisor Bole noted agreement with pool area and bid requirement was waived previously due to immediate needs. **Consensus to Motion to allow previously approved \$30,000.00 to use to repair the pool locker rooms starting with ladies locker room.**

Oliwa noted necessity of de-humidification system replacement (broken for past 10 plus years) until this is fixed all services in the building suffer; and need for upgrade of gym equipment; Oliwa noted 6 million dollar building with failing services and less use. Discussion with Bole regarding replacement of system and access to facility; Bole noted he has a meeting with an engineer due to possible roof access and Honeywell energy audit; noted system needs to be addressed before implementing new equipment. **Consensus to Motion for Kaliseum Director to request 3 bids for gym equipment (in preparation for replacement of gym equipment).**

Oliwa noted current improper storage of pool chemicals (DPW Bole to include chemical storage with facility review). Oliwa requested permission for advertising for sponsor donations. Discussion. **Consensus to allow Kaliseum Director to contact county legal counsel for a form for donation requests; if receive an approved form, to present for Motion at 6-14-17 meeting for approval.** Discussion regarding possibility of donations which may not may not be acceptable.

Oliwa requested approval and reimbursement for purchase of software for facility scheduling; noted numerous users of facility with no memberships along with inability to track scheduling and employee work hours. Consensus in agreement with \$145.00 per month for 3 months; \$290.00 per month after; month to month agreement). Discussion, noted Oliwa to utilize county credit card and provide a copy of the agreement to the Clerk's office. Oliwa advised to move forward with progress at Kaliseum including following county policies and fee schedules.

Public Input:

Jim Adkins: Adkins addressed Committee noting his desire to save time and money, that his group would no longer be doing business at the Kaliseum; that his group contract was improperly discontinued by the county and requested return of fees and deposits paid for Martial Arts and \$1200.00 for initial attorney fees. Discussion. Adkins noted an apology for his representative's behavior to the Kaliseum Director. Adkins noted he was to have a 30 day notice. Oliwa noted the written letter advised of the page and paragraph of termination. (McKinnon noted the Board will not commit to requests as made.) Discussion regarding circumstances of agreement, inconsistent with lease agreements. Discussion regarding poor ventilation at gym area; discussion regarding program continuing in another facility.

DPW Supervisor Major Bole: Bole noted status of Kaliseum was reviewed with Kaliseum Director appointment; noted concern with shower locker room repairs (doesn't understand how they passed inspection); meeting scheduled with engineer to determine best approach to access dehumidification system; review of sidewalk repair; estimated review of cost of shower/locker room appropriation before 6-21-2017 meeting; Bole to keep Committee Chair Buchanan updated. Bole noted status of Health Department Building and pending issues with sprinkler system at the ball fields due to punctures from Trout Festival setup. Discussion regarding parking lot repairs, review of maintenance needs and Civic Center needs. Discussion regarding Fair needs for Fair week. Bole noted upgrades for Dispatch and security; review with 911 Authority Board. Discussion regarding access key update; status of DPW Worker vacancy (work to be as directed by Bole); status of Health Dept building and storage clean-up.

Discussion regarding natural gas RFP's, Bole noted pending review with vendors/brokers including fixed and variable rates. Water bill reviews tabled. Noted pending bids for Recycle parking lot. Discussion regarding 'contractual service' list; discussion; Bole noted he will have a list for BOC to approve; consensus insurance, 1099 and necessary info must be on file with the county for listing. Discussion regarding storage at Health Dept building, review with insurance company and review modifications in 2018 budget.

Public Input:

Deb Ball-Odeh: Addressed Committee noting concern with use/lack of use of Civic Center, use of any funding to repair.

Discussion, Buchanan noted Civic Center is intended for ability to use/rent all areas including the old kitchen area; prior 'marketing' of complex was not implemented and need for ability to utilize facility. McKinnon noted past recommendations from Parks and Rec included tearing down the old kitchen and gymnasium. Ball-Odeh noted community intended for continued use of old area of Civic Center.

Meeting adjourned at 12:59 PM.

Personnel: 1:00 PM

Meeting called to order by Committee Chair Crambell at 1:01 PM. Present Commissioners Craig Crambell, Patty Cox, Kohn Fisher and County Clerk Deborah Hill.

Public Input: None

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed committee noting pending vacancies.

Consensus to Motion to approve Resolution 2017-30 to lift the hiring freeze to fill the vacancy of Sheriff Full-Time Corrections Officer. Sheriff noted proposed Sheriff Department Personnel Policy for review and approval; discussion, noted PTO based on hours, etc; to continue review at County Affairs. Sheriff noted prior request for payment of lump sum payments to non-union staff to mirror what the union staff received. Discussion, review of potential payment amount, Fisher requested review of date Court payment and dates of Non-Union Personnel Policy approval. (List to be obtained of all non-union staff that may qualify for payment if approved.) Sheriff noted requested for temporary part-time 7 week employee (approx \$3,650.00) to review/audit of evidence. Discussion, Sheriff to provide line-item and funds; consideration of intern employee (possible use of records budget in 2016). **Consensus to Motion to approve temporary part-time employee for Sheriff Department for evidence audit from account # 101-305-705.000.**

COA Director Jodi Willison: Willison addressed Committee regarding COA vacancy, discussion.

Consensus to Motion to approve Resolution 2017-31 to lift the hiring freeze to fill the Commissioner on Aging Secretary/Biller vacancy.

Kaliseum Director Krzysztof Oliwa: Addressed Committee noting review of Administrative Assistant position with interim wage of \$11.00; discussion. Discussion regarding review in DPW; consensus to approve as discussed in DPW. Consensus Oliwa does not need to attend Finance at 3:00 PM.

Fisher noted inquiry from Sheriff for non-union members lump sum payments; requested personnel list for potential payment for Board review; noted review of non-union policy manual before final decision; check of dates for court staff approval and date of non-union policy; noted Sheriff Non-Union policy to be reviewed.

Public Input: None

Meeting Adjourned at 1:54 PM.

Finance: 2:00 PM

Meeting called to order by Chair Cox at 2:02 PM. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Appointments:

County Treasurer Valerie Thornburg: Thornburg requested approval to move funds committed to Retiree Health Care Benefits per Resolution and auditor recommendations. Discussion. **Consensus to Motion approve County Treasurer to move \$124,000.00 (\$62,000.00 for 2015 and \$62,000.00 for 2016) from account #260 into the Raymond James account per Resolution 2012-32, as recommended by the auditors. Consensus to Motion to amend Resolution 2012-32 to include Treasurer to automatically move the funds each year to the Retiree Health Care Fund with new Resolution 2017-32 Resolution to Create an irrevocable Trust with a Third Party Administrator for Retiree Health Care Benefits; To supersede and Amend Resolution 2012-32: to add, "Be It further Resolved, the Kalkaska County Treasurer shall deposit annually the funds into the Raymond James Account as budgeted by the Board of Commissioners each year.**

Sheriff Patrick Whiteford: Whiteford addressed Committee noting Budget Amendments; noted upcoming grants and probably further budget amendments depending on grant funding.

Fisher noted request by Sheriff for lump sum payments to non-union staff will be reviewed following review of payment to other staff (court) and approval of non-union policy manual.

Kaliseum Director Krzysztof: Absent; Cox noted Director appointment was canceled as matters were addressed in Finance Committee 6-13-2017.

Chair Cox noted consensus to approve Budget Amendments and proposed bills at 6-13-2017 Finance Committee meeting.

Court Administrator Mark Holston: Committee requested Holston to review circumstances of audit deficit of \$214,000 for the 2016 audit for Child Care Fund; noted necessity to address deficit immediately due to finalizing the 2016 audit. Discussion; accountant provided communication regarding Child Care Fund deficit with the court from 2016 and noted Court Administrator advised the deficit was due to the funding being delayed; further communications from the State to the auditors was the funding was not delayed but due to an error in classification of child care placement; Holston reported his communications were that the State was reviewing what he believed was an error; noted the State owes the County each month; that deficit is being reduced each month with each month there are not children in placement. Discussion; Fisher noted the auditors made contact with the State and was advised that the deficit will not change, that the funds are owed by the County. Holston projected deficit amount should be reduced per his communications with the State and the matter is the result of coding issues. Fisher noted there was no communication to the Board until the audit and the deficit should have been brought to the Boards attention at the onset of the discrepancy; Holston acknowledged that he should have brought the deficit to the Board's attention before the end of the year 2016. Fisher requested confirmation from State contacts with Holston to confirm the deficit will be resolved as Holston reports. Fisher noted necessity to set appointment with Court in November or December to review and make adjustments of any overages with other budget line items. Consensus to communicate courts position that

deficit remains under dispute to the auditors and request why this does not provide sufficient information. (Holston noted auditors have all communications.) Consensus concern is to provide auditors with necessary information as soon as possible.

Public Input: None

Meeting adjourned at 2:47 PM.

County Affairs: 3:00 PM

Meeting called to order by Committee Chair Fisher at 3:32 PM. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Appointments:

IT Committee: Sheriff Whiteford addressed Committee noting status of AT&T; noted review with AT&T by Sheriff, Register of Deeds and County Clerk; ongoing efforts and communications with AT&T; continual transfer to new AT&T representatives (currently #27); most recent communications were AT&T would review the exorbitant billing once we had completed the line audits and new contracts; Whiteford noted an audit of the lines showed that AT&T did not have physical locations correct or line usage; following weekly telephone communications, the IT committee had anticipated receipt of the new contracts and account review; however, the next telephone communication from AT&T was no review of account balances, the phones would be disconnected in 10 days unless the account was current and they would not allow the County to port the lines. The IT Committee discovered several other municipalities are experiencing the same customer service issues; that AT&T cannot disconnect the phone service and/or hold the lines hostage. AT&T has 15 remaining lines; following further communications AT&T did provide negotiations reducing the account due to \$39,000. IT is researching further options to include TelNet services should the Board decide not to pay AT&T as requested. Clerk Hill noted the payment history and agreement with the AT&T representative Kumpfer in March 2016, making payments consistent with in-service fees and continued monthly payments. Whiteford noted most recent proposal from AT&T with a payment from the county of \$39,370.89 to bring the account current. Whiteford noted IT agreed with \$19,000 based on the account history provided by AT&T; IT is looking at contracting with the same individual Livingston County is using of approximately \$10,000.00. Discussion; noted last AT&T contract was thru MIDEAL which allows for reduced rates and was not to expire until October 2016. Whiteford noted first quote for new contract was \$55 per line and quote came as \$90. Whiteford noted current account manager leaves AT&T in July and desire to complete this before we are assigned another contact; County was to receive new contract before Committee. Discussion; consensus the Board would want to see that all account balances are conclusive with \$39,000; line audit is accurate with use (cancel line not being used) and location; any work expense is part of \$39,000. Board will review when receipt of new agreements; extension of review extended to July by AT&T, may be possible a 'do not treat status' may be needed. Upon receipt of new contract Whiteford to forward to all Commissioners for review before 6-21-2017 meeting and consensus to also send to counsel for

review. **Consensus to Motion to approve 2 year AT&T contract if approved by counsel and as discussed by Committee and audit of 17th line.**

Sheriff Whiteford noted Jail Steering Committee to be reported by Crambell; noted proposed Sheriff Department Personnel Policy for review and approval of financial items; request for approval of 5 Star contract for LEMS software support. **Consensus to Motion to approve LEMS 5 Star Armor Services Agreement as presented.** (Not covered by Empiric)

Whiteford noted request and approval in Personnel for temporary part-time employee for 7 weeks to assist with evidence audit. (fund # 101-305-705.000)

County Treasurer Valerie Thornburg and Register of Deeds Jo Ann DeGraaf: Thornburg noted concern with review of deeds; possible workshop with legal counsel to review process/duties and request for mapping class for Treasurer, Register and Equalization (Treasurer noted funding available). Thornburg requested the historical maps and surveys be moved to the Treasure (discussion, consensus Director Englebrecht to provide input). Consensus to set workshop with legal counsel 6-20-2017 at 5:00 PM. Continued review of duties pending workshop with counsel; pending filling of vacancy in Treasurer office mapping training to be scheduled if funds in budgets.

MERS Representative Tony Radjenovich: Radjenovich (and Tom Jordan) addressed Committee noting 457 options with MERS and requesting an opportunity to meet with employees and request County to reduce the 457 judiciary liability for the county. Discussion, noted MERS is the only vendor who can provide complete fiduciary responsibility. **Consensus to Motion to reduce providers for 457 accounts to one provider, due to fiduciary liability of the county.** MERS to provide aggregate comparisons. Clerk's office to schedule meeting with employees following Board approval.

Chair Fisher called for recess at 4:55 PM. Meeting reconvened at 5:07 PM.

Public Input:

Ms Crawford, Quality Tyme Garden Club: Addressed Committee for permission requested at prior meeting got Blue Star Memorial for Veterans at flag on walking path. Discussion.

Consensus to Motion to allow Quality Tyme Garden Club to proceed with fundraising for placing Blue Star Memorial By-Way marker (boulder) for Veterans at the flag on the KART Trail. Discussion regarding possible agreements with KART Trail upkeep, to be reviewed for further policy implementation.

Equalization Office Manager Megan Daniels: Daniels addressed Committee requesting extension of agreement with TopComp for 911 addressing following review with the Director and TopComp; noted TopComp will be working with Daniels to assist with 911 addressing is included in agreement per email communications; also provides for necessary corrections and will return 911 addressing to in-house following 6 month agreement. Discussion. **Consensus to Motion to approve extended 6 month agreement with TopComp for 911 addressing as proposed.**

Chair Fisher called for review:

IT Empiric Agreement: IT Committee to review and make recommendation to Board; consensus 'resource level index' to be reduced decreasing costs, concern with early term expense (\$18,000), review from legal and return to Committee.

Fisher called for review of proposed Sheriff Personnel Policy for financial items; noted part-time staff 'paid time off' may be inconsistent with other county employees. Discussion, Clerk to provide part-time PTO for other county employee groups (union and non-union); to review for July Committee meeting.

Cohl, Stoker and Toskey Agreement: Discussion. **Consensus to Motion to waive Policy #400 to seek bids for legal counsel if necessary. Consensus to Motion to approve proposed modified agreement with Cohl, Stoker and Toskey as presented effective 7-1-2017 for county legal counsel.** (Noted \$1,000.00 increase.)

Consensus to Motion to approve Resolution 2017-28 to appoint 457 Trustees for Edward Jones/Lord Abbett Plan #8000854.

Water withdrawal Resolution tabled.

Contractual Services Ad tabled; DPW Bole to provide list of proposed vendors that meet required documents.

Chair called for review of memo regarding Court Appointed Counsel Indigent Defense Standards. Discussion; noted a compliance plan is needed within 180 days. Memo from Court Administrator noting the court is in the beginning stages and it is premature for the Board to review at this time. Consensus of Committee Board needs to follow up given content of letter. (copy filed with Clerk) Clerk to email Regional Manager to inquire about indigent defense fund and what is the Boards position/responsibility is with the compliance report.

Chair Fisher called for review of proposed Fair Board agreement. Discussion, consensus the proposed agreement from Fair Board is not acceptable; Board supports Fair event and will provide optional lease agreement to facilitate 2017 County Fair, pending further review of future agreements. Discussion; consensus to use current lease agreement associated with the approve agreement for the Kaliseum. **Consensus to Motion to approve lease of the Civic Center and adjacent grounds for the 2017 County Fair, non-profit status, for dates 7-14-2017 through 7-30-2017.** Consensus to review fees and deposits at the 6-21-2017 Regular meeting; (horse arena subject to existing lease); review payment of continued in-kind service or payment of fees; noted 4-H provided hours and documentation of ongoing repairs and upkeep at the Civic Center area for 4-H needs; noted need for Fair to continue with care, improvements and expense with use of grounds. Discussion regarding Fair's options, to review of repair the old Fair office space adjacent to the pole barn for in-kind services. Review of lease agreement for Civic Center and grounds.

Chair Fisher called for review of additional dates requested by 4-H in preparation for Fair. **Consensus to Motion to add the dates of 6-27, 7-7, 7-9, 7-12, 7-19 and 7-24 through 7-30, to approved dates as approved at the 4-14-2017 meeting, for MSUE 4-H for use of the Civic Center area in preparation for Fair and clean-up.**

Chair Fisher noted date to be set for review of purchasing policy and policies not completed.

Crambell reported on status of Jail Steering Committee; RFP to be submitted for owner representative for project; recommendation to be submitted to Board for approval. **Consensus**

to Motion to allow Jail Steering Committee to prepare RFP for owner representative for Jail project.

Safety Committee, tabled.

Chair Fisher noted NNWMCAA April minutes and Committee vacancies. Chair McKinnon to review appointments of Parks and Rec Committee and Veterans' Affairs at 6-21-2017 meeting. Meeting adjourned at 6:49 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.