

Kalkaska County Board of Commissioners
Committee Meeting Minutes
July 11, 2018
(UNAPPROVED)

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

Judiciary/Public Safety: 9:00 AM

Meeting called to order by Committee Chair Sweet at 9:02 AM. Present Commissioners James Sweet, Truman Bicum, Dave Comai and County Clerk Deborah Hill.

Public Input: None

Appointments:

EMC Manager Mike Thompson: Thompson addressed Committee noting NIXEL (community emergency notification) software status, recommendations and costs. Discussion. Approximate costs anticipated of \$5,400.00. Discussion.

Public Input: None

Meeting adjourned at 9:47 AM.

Health and Welfare: 10:00 AM

Meeting called to order by Committee Chair Comai at 10:02 AM. Present Commissioners Dave Comai, Patty Cox, James Sweet and County Clerk Deborah Hill.

Public Input: None

Appointments:

COA Director Jodi Willison: Willison addressed Committee regarding recent legislative update pertaining to the federal budget; noted Senior Appreciation Day scheduled for 7-20-2018 and request for use of Civic Center table and Chairs. **Consensus to Motion to approve COA to use the Civic Center table and chairs for 7-20-2018 event (and address at DPW as well).**

Library Director John Roberts: Robert addressed Committee, provided a current Employee Handbook for Board review. Discussion, brief review noted concern with donation of employee benefits (sick time) should be reviewed; Committee/Clerk to review with any concerns. Clerk noted need for clarification of all policies within the Library handbook as to refrain from searching other county policies or handbooks.

Public Input: None

Meeting adjourned at 10:50 AM.

DPW: 11:00 AM

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

Public Input: None

Appointments:

Recycle Manager Josh Hoppe: Hoppe addressed Committee regarding parking lot repair status and township cleanups. (Copy of parking lot repair map filed with Clerk)

Soil Conservation, Mark Randolph: Randolph addressed Committee noting status of projects including tree planting, Manistee River cleanup and upcoming Waste Day (in conjunction with the Recycle Center).

Log Lake Caretaker Kelly Ramsey: Ramsey provided a revenue report (copy filed with Clerk), reported full campground, no issues over the holiday; noted unpaid camp fee matter was turned over to law enforcement. Discussion, noted direction advised by Committee needs to be followed.

Parks and Recreation, Dave Comai: Comai reported request for use of Civic Center tables and Chairs for COA Senior Appreciation Day as discussed at Health and Welfare Committee. (Copy of Parks and Rec Minutes of 6-27-2018 filed with Clerk) Discussion, noted Fair scheduled for same dates; Deb Ball provided statement that FAIR did not need tabled/chairs for 7-20 date.)

Consensus to Motion to approve COA to utilize Civic Center tables and chairs for Senior Appreciation Day at COA 7-20-2018. Comai reported efforts to plan baseball tournaments at the ball fields and request for reduced rate for banquet room at the Civic Center, discussion. **Consensus to Motion to temporarily reduce the Banquet Room rental fee to \$125.00 per day.** Comai noted continued work on the user agreements.

Crambell noted the need for returning tournaments including adult leagues to the ball fields, along with camping options. Discussion regarding two remaining Parks and Rec Committee vacancies.

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Committee, provided Monthly report (copy filed with Clerk). Oliwa noted status of events, classes, pool repairs, upcoming event scheduling and request for bi-weekly payments for contractual services. Discussion. **Consensus to Motion to authorize payment for Kaliseum Contractual Services bi weekly.**

McKinnon noted correspondence from Fair Board regarding scheduling of events at the Kaliseum at the same time as FAIR. Discussion, consensus additional events may bring more public to area.

McKinnon noted report of pool expense/revenue history from 2006 to current provided by Oliwa; noted information necessary as the Board moves forward with the Kaliseum Energy upgrade: noted Special Meeting set for 7-11-18 at 5:30 to review vendors proposals.

DPW Supervisor Mayjor Bole: Bole addressed Committee, provided 3 bids for fair grounds water line repairs provided for Committee review; Matt's Underground at \$8,920.00; Enhanced Field Services at \$6,800.00 and KEO Rental and Service at \$6,880.00. Discussion and comparison of quotes; inquires for Bole to clarify. McKinnon noted potential conflict of interest with KEO vendor. Referred to DPW Chair Bicum and Bole to determine bid award.

Bole requested permission to proceed with sidewalk repairs at front of courthouse and Health Department: noted budgeted and quotes previously received; Committee requested minutes where quote/expenditure approved.

Bole noted status of meters costs for fairgrounds and pool; discussion regarding obtaining grounds complex maps to include utilities and meters.

McKinnon noted recent communication with representative for federal funds Rugg Pond needs.

Bole noted pending review of natural gas vendor. Discussion.

Review of Agenda Items not addressed:

Contractual Services for emergency services-tabled.

Lease Agreements for grounds user groups, pending with Parks and Rec Committee.

County property reverter clause-tabled to review communications.

Natural Gas RFP's-tabled pending expiration of current agreements in August.

Energy Lighting audit and funding- tabled.

Consensus for Committee Chair Bicum and Bole to move forward with waterline repair and project, select vendor pending review of materials.

Public Input: None

Meeting adjourned at 1:01 PM.

Personnel: 1:00 PM

Meeting called to order at 1:06 PM by Committee Chair Crambell. Present Commissioners Craig Crambell, Patty Cox, Kohn Fisher and County Clerk Deborah Hill.

Public Input: None

Appointments:

COA Director Jodi Willison: Willison addressed Committee noting request for new position from DHS funding for full-time In-Home Services worker. Discussion, noted funding provided by DHS; position to be in addition to current positions. **Consensus to Motion to approve Resolution 2018-34 to lift the hiring freeze to allow the COA Director to fill a full-time In-Home Service worker position.**

COA Advisory Board Chair Mike Cox: Cox addressed Committee noting request for review of COA Director wage, as mentioned 6 months prior; noted funds are in COA budget, county comparisons provided, work performance provided; approved by Advisory Board; competitive with other COA's. Discussion. Consensus to set a Special Personnel Meeting 7-16-2018 at 5:30 PM to review COA Director wage and prepare language.

Equalization Director Robert Englebrecht: Englebrecht addressed Committee regarding interest in continuing current agreement with a decrease for Equalization services, with reduced expense and review of Office Manager duties to increase. Englebrecht to provide revised agreement and job description for Office Manager. Discussion regarding state changes in assessor and point of sale requirements.

County Clerk Deborah Hill: Hill addressed Committee regarding a wage adjustment for Deputy Clerk/Accounting Clerk. Hill advised added costs for BCB to perform MERS reporting and Sales Tax Reporting, the latter of which has not been performed. Hill requested additional \$1.00 per hour for the position to perform these functions, noted also a cost saving. Discussion. **Consensus to Motion to approve \$1.00 per hour wage increase for the non-union Deputy County Clerk/Accounting Clerk position.**

Public Input: None

Meeting adjourned at 1:53 PM.

Finance Committee: 2:00 PM

Meeting called to order at 11:06 PM by Committee Chair Cox. Present Commissioners Patty Cox, Stuart McKinnon, Kohn Fisher and County Clerk Deborah Hill.

Public Input: None

Appointments:

Sheriff Patrick Whiteford: Whiteford address Committee regarding requested Budget Amendments; noted purchase of new car at \$24,424.00; overtime due to hospital coverage reimbursement; noted over budgeted jail medical bills of approx \$60,000.00. Discussion, Sheriff to review with accountant. Sheriff noted county auction planned for late fall; to email Department Heads to prepare for auction. Discussion.

Review of Agenda Items:

Budget Amendments 2018-38 thru 0047. **Consensus to approve Budget Amendments 2018-38 through 0047, omitting #0038 and #0041.** (Cox noted Committee requested Library Board authorization for 0038, 0041 was a duplicate)

Bill Packet review: Consensus to Motion to pay monthly bills as proposed. (Committee noted any bills in question were clarified.)

Annual Stipend review, tabled to August.

Resolution 2018-35. Clerk requested approval as Area Agency on Aging Plan, noting their fiscal year begins in October and no additional funds are requested. **Consensus to Motion to approve Resolutions 2018-35 Area Agency on Aging 2019 Implementation Plan.**

MMRMA Asset Distribution refunds received, discussion.

Public Input: None

Meeting adjourned at 2:47 PM.

County Affairs/IT: 3:00 PM

Meeting called to order at 3:00 PM by Committee Chair Fisher. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

IT Report: Pat Whiteford reported current needs for server upgrade, licensing and recommended shared expense with Departments. Noted funds are in general IT budget. Discussion. Consensus to move forward with server upgrade and licensing. Sheriff to obtain quotes for 7-18-2018 meeting. **Consensus to Motion to purchase two servers and licensing software at approximately \$50,000.00.**

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Committee, noted upcoming millage renewal for Animal Control; status of jail study project. Discussion. **Consensus to Motion to have the Sheriff send the BKV proposal for Jail Study to counsel for review.** Sheriff noted pending school contracts, this could lead to another position.

Equalization Director Englebrecht: Englebrecht addressed Committee with proposed extending the current agreement at reduced rate. Discussion. **Consensus to Motion to extend**

the RFE Agreement for Equalization Services for two years (7-31-2020) with addendum at the new rate. Consensus to Motion to waive Policy #400 to extend agreement.

Discussion regarding upcoming state assessment changes and Senate Bill 1031. **Consensus to Motion to approve Resolution 2018-0036 in opposition of SB 1031 Exempting Utility Properties (following review of Bill).**

Review of agenda items:

Press releases-none

OPIOID litigation. Discussion. **Consensus to Motion to move forward with OPIOID litigation representation. Consensus to go into contract, contingent upon review of contract language as approved by county counsel, with Smith and Johnson for OPIOID litigation representation.**

ACH Policy-tabled.

Contractual Services Ad-tabled

MERS 457 options-tabled

User agreements tabled for Parks and Rec recommendations.

Set date for review of policies-tabled.

Land Reverter Clause, tabled to review communications.

Clerk provided communication from counsel regarding Grant Admin Agreement. **Consensus to Motion to allow Board Chair to sign the Housing Grant Administration Agreement, between Kalkaska County and Jonathan Scheel, as presented by counsel.**

Public Input: None

Meeting adjourned at 4:20 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.