

Kalkaska County Board of Commissioners
Committee Meeting Minutes
December 13, 2017
(UNAPPROVED)

All Committee 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 9:00 AM. Present Commissioners James Sweet, Michael Buchanan and County Clerk Deborah Hill. Absent Commissioner David Comai.

Public Input: None

Appointments:

Present Sheriff Patrick Whiteford, Under-Sheriff Harry Shipp nad EMS Manager Thompson. Chair Sweet requested review of proposed Emergency management Plan manual, requested review by Committee and Sheriff to provide to EMS Manager. Sheriff noted current emergency policies and procedures currently in place; noted safe place/assembly locations need to be established along with a second 'layer' location in the absence of the department heads; review at department head meetings; non public information due to safety issues. Review of current AP system, review of other county building security options. Discussion regarding current security alarms; review upgrades for 2018 for each building and office. Consensus for Sheriff to communicate with the EMS Manger, review each building supervisor and provide plan and costs for 1-10-2018 Judiciary and Public Safety Committee Meeting.

EMS Manager Mike Thompson: Thompson addressed Committee noting recent lock-down exercises at schools and businesses; assistance with recent drowning at Skeglog Lake/Torch River. Thompson noted drone availability thru MSP.

Public Input:

Stuart McKinnon: Noted an inquiry at a Township Meeting regarding allowance of guns in hospital. Discussion.

Meeting adjourned at 9:40 AM.

Health and Welfare: 10:00 AM

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

Public Input: None

Appointments:

COA Director Jodi Willison: Willison addressed Committee noting status of Commission on Aging construction project with transition of meal services at the Civic Center as planned and recent office location moved to Room #114 in the County Administration Building temporarily until they can move back to the COA building. Noted loan closet temporarily unavailable but building project going well.

Veterans Affairs Director, Melanie Pauch: Pauch addressed Committee noting recommendations for appointment of 3 people to pending or upcoming vacancies. Discussion.

Consensus to Motion to accept the Veterans Affairs appointments of: Lona King as reappointment from expiring Term of 12-31-2017, to be 1-1-2018 to 12-31-2021; Russ Hart appointment to Robert Hall vacancy with expiring term of 12-31-2018; and Ronald Wilson to new vacant position with term of 1-1-2018 thru 12-31-2021, to the Veterans Affairs Administration Board for Kalkaska County.

Pauch requested permission for Veteran Officer representative of Marine Corp, Phillip Babcock, to use the Drain Commissioner office at the Annex 2nd and 4th Thursdays beginning 1-11-2018. Discussion, noted Drain Commissioner Phillips has advised he agrees with the arrangements; currently 1st and 3rd Thursdays are used in that office for the American Legion hours. **Consensus to Motion to allow Veteran Officer representative of the Marine Corp may use the Drain Commissioner office at the Annex the 2nd and 4th Thursday's beginning 1-11-2018, at no cost to the county.**

Library Director, John Roberts: Roberts addressed Committee regarding upcoming projects and activities; advised Director report will be submitted.

Commissioner Sweet inquired information regarding pickleball location; discussion; Commissioner Cox advised she will inquire regarding location needs.

COA Advisory Board November Meeting Minutes in packet.

Public Input: None

Meeting adjourned at 10:31 PM.

DPW: 11:00 AM

Meeting called to order by Committee Chair Buchanan at 11:00 AM. Present Commissioners Michael Buchanan, Stuart McKinnon and County Clerk Deborah Hill. Commissioner Craig Crambell arrived at 11:10 AM.

Public Input:

Ryan Williams: Williams addressed Committee providing information he acquired from other area swim facilities and teams; noted proposed Kaliseum fees offered are more expensive than other facilities and requested Board to review his proposal; noted need for swim team to return to Kaliseum.

Appointments:

Recycle Manager, Josh Hoppe: Hoppe provided November and December reports (copies filed with Clerk); noted status on shipments and location of new trailers will be at Bear Lake Township Hall and CETA Hall in Coldsprings Township; noted old trailers are being refurbished during the winter months.

Recycle Advisory Committee member McKee inquired as to a billing for Matt's underground paid for by Recycle budget that was not approved by Recycle. Discussion, DPW Bole advised that while both the Recycle Committee and Board of Commissioners determined the parking lot repairs would be tabled (due to funds \$18,000 vs. \$24,000 for 2017 and 2018 funds) to 2018 (after review of the bids), the DPW Committee, who has oversight over the Recycle Committee, determined, in spite of the parking lot, the driveway to the Recycle had to have some repair that could not wait until 2018 and instructed Bole to schedule the repair for the

driveway. Discussion regarding Board liaison's (Sweet) communication, along with Recycle Manager Hoppe, the issue of cancellation of Matt's Underground service regarding the Recycle driveway after Board authorized and work was scheduled. Consensus Recycle to review minutes for future communications, contact the BOC liaison for clarification and communicate directly with DPW Supervisor.

Parks and Recreation, Jack Tanner: Tanner addressed Committee noting status of proposed Kalkaska County Recreation Plan; Public Hearing was held with 30 day notice (no public attendance); joint effort by Networks Northwest with Kalkaska Planning Committee, requesting Committee approval to take to the Board for final approval, which is needed before March 2018 to submit to the DNR. Discussion. Consensus to set special DPW meeting for review of changes (if any) before 12-20-17 Regular Meeting at 5:00 PM, in time to set for approval in January. Discussion regarding the Administrative Structure for the County Recreation Plan approved at the November BOC meeting.

Soil Conservation, Mark Randolph: Randolph addressed Committee noting status of tree planting grants; continue seeking funds for Rugg Pond repair; planning for 2018 services.

Commissioner McKinnon noted scheduled conference call at 11:45 AM regarding County energy upgrades. Call to Diane Mills, call placed on speaker for meeting. Mills addressed Committee noting her experience as owner representation and options for assisting Kalkaska County with Kaliseum upgrades and energy lighting projects. Discussion, committee noted necessity to make repairs at Kaliseum and energy lighting. Consensus to set Special Meeting for Mills to present to full Board (12-18-2017 at 6:00 PM).

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Committee noting November monthly report (copy filed with Clerk) status of pool, employees, extended food service at Kaliseum; requesting extended hours of Kaliseum; review of addition of fitness classes; review wage accordingly. Discussion, consensus to run the fitness program for 30 days or more and then determine if it is financially supported by increased memberships (if Board review new position and increase in wage a new job description is to be provided for approval). Oliwa noted request for pickleball to continue at Civic Center; discussion. Consensus to keep Civic Center open for the year (COA and pickleball currently using facility) and Kaliseum to market the Civic Center for use. DPW Bole requested funds for Civic Center maintenance be reviewed. Oliwa reviewed request for extended hours at Kaliseum. Discussion. **Consensus to Motion to approve Business hours of the Kaliseum as proposed on 12-7-2017 memo (copy filed with Clerk)**. Oliwa noted request from users of the pool for consideration during closures; recommendations to extend memberships. Discussion. **Consensus to Motion to extend the memberships as proposed on 11-29-2017 document, to include Cox, Hurd, Yocum, Roe's, Wight's and Trimble's, for 2 months**. Discussion, noted if pool closures continue extended memberships will be revisited. Oliwa requested review of Wellness program; discussion. DPW Supervisor Bole: Requested review of generator for the Sheriff Department. Consensus for Bole to obtain RFP for generator for the Sheriff Department and bring to January DPW meeting.

Kaliseum Director Oliwa Con't: Continued discussion regarding Wellness Program. **Consensus for Oliwa to move forward with proposal for Wellness memberships fees with minimum membership, guidelines, business to be responsible for payment, no refunds, etc; to provide for 12-20-2017 meeting for review and/or approval.**

Oliwa noted memo/proposal from Anne Zdrodowski for continued life-guard training; discussion, Oliwa to review options.

Oliwa noted request from Ryan Williams, as representative of swim team, for review of Kaliseum pool fees. Discussion, Committee noted Williams had been advised the Director is to follow the county policies and rental fees according to usage; noted fees need to cover cost as well as provide revenue. **Consensus for Oliwa to meet with Committee Chair Buchanan to prepare proposal for Cruisers swim team and Wellness to be presented for 12-20-17 meeting for review and/or approval.**

Oliwa noted fitness plan provided from Ms Torrey for Board review; tabled during implementation of fitness classes to review in 30 to 60 days.

Public Input: None

Meeting adjourned at 1:09 PM.

Personnel: 1:00 PM

Meeting called to order by Committee Chair Crambell at 1:10 PM. Present Commissioners Craig Crambell, Patty Cox, Kohn Fisher and County Clerk Deborah Hill.

Public Input:

Charles Garrison: Garrison addressed Committee noting concerns with his discharge from employment at the Kaliseum and requested a Closed Session with the Committee to address his termination and his concerns. Garrison noted he had documents for the Committee to review in the future. (Committee noted limitations for Closed Session, advised Mr. Garrison if request is to discuss another party/person, the other party must be notified to be present and reason must be stated in open session; tabled Mr. Garrison to return to Committee to follow appointments.)

Appointments:

COA Director Jodi Willison: Willison addressed Committee requesting approval of PTO for employee Snyder (120 vacation hours) from 2011 (employment from part-time to temporary to permanent), noted it was discussed last year regarding the COA staff; noted we could not locate the approval in minutes. Discussion, Committee noted recollection of discussion; consensus to review policy and prior Committee review and return to Committee.

Chair Crambell noted request from Janitorial Supervisor Daniels for extension of vacation hours. **Consensus to Motion to approve the extension of vacation hours for employee Irene Daniels for 90 days.**

Public Input:

Charles Garrison (con't): Chair Crambell re-called public input of Charles Garrison; Commissioners advised Garrison of qualification for Committee to agree entering into Closed

Session, noting if the request to enter into Closed Session if for allegations for other staff, that cannot occur unless the other employee is notified to be present. Discussion. Garrison advised his payroll records had been changed; that he had not been compensated for hours that he worked and requested that he be reinstated in his employment. Discussion. Garrison advised to provide copies of any documents to the Clerk for the Committee to review; Clerk to forward to Committee members following review, matter to be tabled to 1-10-2018 Committee meeting for review unless Committee determines to have a Special Personnel meeting sooner. Garrison requested that payroll information be accessible to him and the Board reserve this information. Chair Crambell noted they would reschedule him to a Committee meeting for review, either in January or Special for before if determined necessary.

Meeting adjourned at 2:02 PM.

Finance: 2:00 PM

Meeting called to order by Committee Chair Cox at 2:07 PM. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Committee noting ongoing billing and services issues with AT&T; looks at February or March before the corrected billings are current. Discussion; noted mixed reports from AT&T including advised by AT&T that we need to notify Sprint of which we have never had services with; AT&T also noted our account had been locked but could not determine why; continued communication from AT&T who advised that they had not submitted the MIDEAL form as follow-up tour new agreements. Discussion. **Consensus for Whiteford to contact counsel with current situation, ongoing service/charge issues with AT&T and request recommendations for current action and provide recommendation for 12-20-2017 meeting.**

Discussion regarding payroll billing issues leading to budget amendments due to fringe expenses not following the pay code. Discussion, consensus to review payroll process and follow-up meeting with IPS to review concerns.

Chair Cox called for review of Kaliseum membership extension, Clerk noted review in DPW with approval. Clerk noted a request for membership refund of Fields. **Consensus to Motion to approve Kaliseum Membership refund for Zoe Fields as calculated , consistent with initial Motion regarding refund for Aqua Fitness class.**

Discussion regarding lighting energy proposal and Kaliseum upgrades; noted DPW requested a Special meeting 12-18-2017 requested for employer representative presentation for both projects to allow consideration by the Board before the 12-20-17 meeting.

McKinnon inquired as to status of 457 accounts; addressed at Finance 12-12-2017.

McKinnon inquired as to action regarding 701 account inquiries by Treasurer; consensus to review with accountant as to any action needed by the Board.

McKinnon noted his correspondence regarding concern of court employee compensation when working for school and return letter from Judge Mertz.

Review of proposed Budget Resolution, Clerk to verify information for 12-20-2017 meeting.

Consensus to Motion to approve Budget Resolution 2017-55.

Discussion regarding Budget Amendments, **consensus to Motion to allow accountant Corinna Hervey to make necessary budget amendments for 2017 year end.**

Review of letter from DHS dated 10-10-2017 regarding Child Care Fund budget. Clerk noted forwarded to accountant for review.

Meeting adjourned at 2:54 PM.

County Affairs/IT: 3:00 PM

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

Public Input: None

Appointments:

Smith & Johnson PC, Opioid Litigation: Attorneys Tim Smith, Mark Bernstein and Paul Novak addressed Committee regarding the Opioid addiction epidemic state and nation wide, the cost and health crisis concerns, status of pending litigation for multiple Michigan counties and other states; noted need for all counties to be involved and represented. Copy of data filed with Clerk. Discussion; copy of proposed retainer and Resolution provided for review. Consensus to review with full Board.

IT Report: Sheriff Whiteford addressed Committee noting submission of renewal of Empiric Agreement for 2018; noted no changes from 2017. **Consensus to Motion to approve Empiric Agreement for IT services for 2018 as proposed for Kalkaska County services.** Whiteford noted he forwarded communication to counsel regarding status of AT&T services and billings.

Sheriff Pat Whiteford: Whiteford addressed Committee requesting approval of Women's Resources Center Agreement and Canteen services for jail. Discussion, Whiteford noted review and comparison of meal costs. **Consensus to Motion to approve Canteen Food Services Agreement with review by counsel.** Discussion, Whiteford noted STOP grant with Prosecutors office and Sheriff Department. **Consensus to Motion to approve 2018 Women's Resource Center of Grand Traverse Area Agreement as amended and allow Chair to sign.**

Whiteford noted pending review of 2018 Township Law Enforcement Agreements with Townships including added 3% increase in costs; to refer to Board in January. **Consensus to Motion to allow Sheriff to forward updated Township Law Enforcement Agreements to the Townships for review.**

Whiteford noted follow up on option to purchase a needed certified Tactical vest valued at \$4,200.00; noted certification is transferable and can purchase for \$1,000.00. Discussion. **Consensus to Motion to authorize the Sheriff to purchase the Armor Express certificate from Mike Parker for the certified Tactical vest for \$1,100.00.**

Whiteford reported on the status of the Jail Steering Committees noting RFP's sent out to legal counsel Townsend for review.

Discussion regarding Opioid litigation and impact on local community resources and expenses.

Register of Deeds JoAnn DeGraaf: DeGraaf addressed Committee requesting approval for payment of agreement regarding the conversion indexing; noted reviewed with legal counsel

following communication with Commissioners McKinnon and Fisher. **Consensus to Motion to authorize the Fidlar Technologies Conversion Statement of Work with the Register of Deeds for \$6,387.80 (scan book line item) and allow the Chair to sign and allow Clerk to pay upon receipt of invoice.** (Advance pay voucher can be prepared if needed.)

MSUE Director Jennifer Berkey: Berkey addressed Committee requesting approval of 2018 MSUE Services Agreement. Discussion, Commissioner McKinnon noted concern with MSUE review of services, expense and limit of duplicate services and 2.5 % increase. Ms Berkey assured Committee of continued review by MSUE of budget and service evaluations in community and appreciation of Kankaska County contributions noting budget did not increase as it was cost neutral. Discussion regarding service and resources provided. **Consensus to Motion to approve 2018 Agreement for Extension Services as approved in the 2018 budget and allow Chair to sign.**

Chair Fisher called for review of balance of agenda items:

- Tri-County Budget Meeting (Clerk advised Judge Mertz will set a date after January 1)
- NCCMH Agreement –discussion; DPW to provide Clerk with square ft costs (\$18.50) and floor plan for further review at January committee 1-10-2018
- Opioid Litigation – discussion; consensus to address at 12-20-2017 meeting and review by County legal counsel-no action at this time
- Contractual Services Ad-tabled
- MERS 457 option - recommendations from Finance to move 457 to MERS; freeze accounts
- Fair Board Agreement – tabled to Parks and Rec and DPW
- Set date for review of purchasing policy/misc polices – table to January
- Safety Committee – tabled
- Jail Steering Committee – Sheriff reported
- Land Reverter Clause status – discussion and review of Boardman Township minutes and email communications from DNR; Clerk to request meeting with Boardman Township
- HB 5298 & SB 686 – pending bills regarding Municipal Retirement expenses
- DHD #10 Nov minutes – in packet for review
- Land Use Survey – McKinnon to review
- DEQ memo- pending applications

Commissioner McKinnon noted request for County to recognize School of Choice Week; **consensus to Motion to approve Resolution 2017-56 in Support of National School of Choice Week in January of 2018.**

Consensus to set a Special Meeting 12-18-2017 at 6:00 PM for Employer Representative presentation for Kaliseum and energy upgrades.

Consensus for Clerk to send proposed Kankaska County Recreation Plan to all Board members for review before the Special DPW meeting 12-20-2017 at 5:00 PM.

Public Input: None

Meeting adjourned at 5:36 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.