

Kalkaska County Board of Commissioners
Regular Meeting Minutes
March 21, 2018
(UNAPPROVED)

Meeting called to order by Chair McKinnon at 6:00 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Truman Bicum, David Comai, Patty Cox, Craig Crambell, Kohn Fisher, Stuart McKinnon, James Sweet and County Clerk Deborah Hill. Pledge of Allegiance by all. Invocation by Commissioner Cox. Chair McKinnon welcome of newly appointment Commissioner District #1, Truman Bicum; also noted passing of member of Zoning Board Ruth Langkawel.

Public Input: None

Call for Conflict: None

Approval of Agenda:

Motion by Fisher to Approve Agenda as amended with: addition of 'advertise for vacancies' under #10; addition of 'Trout Festival Lease Agreement' under #16; and 'Correspondence to Chair' under #17. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Approval of Minutes:

Motion by Fisher to approve Regular Meeting Minutes of 2-21-2018. Supported by Bicum. 7 yeas. 0 nays. **Carried.**

Motion by Cox to approve Personnel Committee Special Meeting Minutes of 3-2-2018. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

Motion by Cox to approve Personnel Committee Special Reconvene Meeting Minutes of 3-6-2018. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Personnel Committee Special Reconvene Meeting Minutes of 3-9-2018. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Crambell to approve Personnel Committee of the Whole Meeting Minutes of 3-12-2018. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Cox to approve Finance Committee Meeting Minutes of 3-13-2018. Supported by Comai. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Committee Meeting Minutes of 3-14-2018 with correction on page 6, 2nd paragraph under County Affairs, to read 'Commission By-Laws' rather than 'Commissioner'. Supported by Comai. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 3-14-2018. Supported by Sweet. 7 yeas. 0 nays. **Carried.**

Motion by Cox to approve Personnel Committee Special Meeting Minutes of 3-19-2018. Supported by Crambell. 7 yeas. 0 nays. **Carried.**

Motion by Crambell to approve Personnel Committee Special Meeting Minutes of 3-20-2018. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Public Input:

Greg Dodge: Deferred time to second Public Input.

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Board noting requests from Committee Meetings including Booking Officer vacancy, township officer agreements, fee waiver for Kaliseum conference room, TNT bill, PMI software and MMOOG grant. Discussion. Whiteford also noted upcoming need for increase with PFN internet bandwidth. (Copy of Report #2-2018 filed with Clerk)

District Health Dept #10, Kevin Hughes: Hughes addressed Board noting 2017 Annual Report (copy filed with Clerk); review of Health Dept #10 area and County statistics; review of resources and funding. Discussion regarding position of Health Department in relationship to 'service' animals/'comfort' animals in eating establishments; concern how animal status is determined; Hughes to research and provide Commissioner Cox with information.

Assistant Prosecutor Ryan Ziegler: (Tabled)

Committee Reports:

Chair McKinnon noted appointment of Commissioner Bicum to vacancy of DPW and Public Safety Committees. **Motion** by Cox to approve Chair's appointments of Truman Bicum to the Board Standing Committees of Public Safety and DPW. Supported by Comai. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to appoint Truman Bicum to positions vacated by Commissioner Buchanan on Committee and Boards. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Discussion regarding possible conflicts for two Commissioners sitting on EDC Committee; table to April and Clerk to communicate with EDC Chair Ellis to request EDC By-Laws. **Motion** by Fisher to authorize the Clerk to advertise for Board and Committee vacancies. Supported by Comai. 7 yeas. 0 nays. **Carried.**

Appointments Con't:

Assistant Prosecutor Ryan Ziegler: Ziegler addressed Board regarding Prosecutor's Quarterly Report, 11-1-2017 through 1-31-2018. (Copy filed with Clerk)

Finance Budget/Bills Review Meeting:

Motion by Cox to transfer \$3,000.00 from account #263-000-390.000 to #263-000-390.001 for future Recycle vehicle expense fund balance. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Cox to approve Budget Amendments 2018-0006, 0007 as amended, 0008 and 0011. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Cox to approve Post Approved Bills of \$2,424,328.50; General Fund Bills of \$65,826.18; Payroll #3 of \$165,722.87; Payroll #4 \$162,636.65; and Commissioners Per-Diem (\$1,300.00) and Salary (\$2,791.25) of \$4,091.25. Supported by Fisher. Roll call vote: Cox, yes;

Fisher, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays.

Carried.

Motion by Cox to approve invoice to Grand Traverse County TNT for \$2,000.00, with request of financial documentation, to be paid from account #101-301-506.000. Supported by Comai.

Roll call vote: Cox, yes; Comai, yes; Bicum, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Unfinished Business:

Chair Mckinnon noted Closed Session tabled to 7:30 PM.

Committee Reports:

Judiciary & Public Safety: Commissioner Sweet reported; noted March report from EMS Manager Thompson (Copy filed with Clerk) no action items.

Health and Welfare: Commissioner Comai reported no action items; noted request for Commission on Aging building project Phase 1 cost status. (reviewed report) Discussion, Comai to request a COA balance sheet and fund balance for April Health and Welfare meeting.

DPW/Public Works: McKinnon reported. **Motion** by Cox to approve Resolution 2018-13 for Special License for beer and wine sale at Kaliseum. Supported by Comai. Roll call vote: Cox, yes; Comai, yes; Bicum, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays.

Carried. (McKinnon noted balance of Committee motions regarding Kaliseum tabled to Special DPW Meeting 3-22-2018 for review with counsel.) Chair McKinnon noted Village of Kalkaska opened up DDA boundary lines for Tax Plan with Public Hearing scheduled; noted during this time request can be made for changes, noted need for all of Kaliseum millage to go to Kaliseum.

Motion by Comai for Chair McKinnon to contact counsel and request process for County to communicate with DDA to move boundary lines to allow Kaliseum millage to go entirely to the Kaliseum, and allow Clerk or Chair to sign documents as needed. Supported by Cox. Roll call vote: Comai, yes; Cox, yes; Bicum, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Comai to amend the current fee schedules, to reduce the field fees 50% and authorize resident stake holders with investments of \$1,000.00 or more, a 15 % fee reduction; to authorize up to 95% of fee reductions to be compensated by in-kind service; fee reductions may not exceed 95% of the stakeholders investments, effective immediately. Supported by Crambell. Discussion, noted this calculation increased fee reduction proposed by Parks and Rec. McKinnon review basis for fee calculation; Crambell noted this fee review will be reviewed after the 2018 season. Discussion regarding the \$1,000.00 threshold and record keeping. Roll call vote: Comai, yes; Crambell, yes; Bicum, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Comai to authorize 4-H to use the Civic Center room as requested on April, 19, May 5 and May 29, 2018, using the new calculations of costs less 15% for stakeholder and 95% in-kind service, effective immediately. Supported by Crambell.

Discussion, Fisher noted request regarding 4-H request for mutual 'hold-harmless' in agreement, to review with counsel. Roll call vote: Comai, yes; Crambell, yes; Bicum, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Chair McKinnon noted the review of fees is for the use of fields only, other facilities of the county will need to be under a different calculation based on actual costs. **Motion** by Comai that non-resident use of field fees is a 25% reduction. Supported by Cox. Discussion regarding comparison of facility and grounds costs; fees to assist with actual cost; noted no consideration for profit versus non-profit. Discussion regarding proposed fee by Director Oliwa was \$12.00 per hour for fields; Parks and Rec recommended 50% reduced from current /old fee schedule; to research. Roll call vote: Comai, yes; Cox, yes; Bicum, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried**.

Chair called for recess at 7:32 PM. Meeting reconvened at 7:36 PM.

Chair called for return to Unfinished Business.

Motion by McKinnon to enter into Closed Session at 7:38 PM to discuss strategy for the negotiation of collective bargaining agreements per MCL 15.268 c. Supported by Cox. Roll call vote: McKinnon, yes; Cox, yes; Bicum, yes; Comai, yes; Crambell, yes; Fisher, yes; Sweet, yes. 7 yeas. 0 nays. **Carried**.

Meeting entered into Closed Session at 7:38 PM. Meeting returned to Open Session at 8:58 PM.

Chair noted Commissioner Cox

Motion to return to Open Session at 8:58 PM. Supported by Sweet. 7 yeas. 0 nays. **Carried**.

Chair called for a recess at 9:00 PM. Meeting reconvened at 9:12 PM.

Motion by Comai to authorize the Chair to sign the Letter of Understanding between Kalkaska County, 46th Circuit Court and MAPE bargaining unit, dated 2-27-2018, regarding the personal time benefit of 2 employees. Supported by Cox. Roll call vote: Comai, yes; Cox, yes; Bicum, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried**.

Chair McKinnon noted return to DPW. Discussion, Comai noted calculations were based on Oliwa's proposed \$12.00 per hour fee per field use. Crambell noted fees should reflect costs. Discussion regarding process for review of reduction to commence at Parks and Rec Committee, then to DPW, then to the Board for final approval. Discussion regarding stakeholder definition and process for review of reductions. **Motion** by Comai to adopt the proposed Kaliseum Director fee schedule for fields of \$12.00 per hour per field for use, effective immediately. Supported by Cox. Discussion, noted actual cost of fields will need to be reviewed in Parks and Rec Committee. Roll call vote: Comai, yes; Cox, yes; Bicum, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried**.

Personnel: Crambell reported. **Motion** by Crambell to approve request from Building Codes Supervisor Bill Hiller to initiate contractual service to assist temporarily with his duties in Building Codes office. Supported by Cox. Roll call vote: Crambell, yes; Cox, yes; Bicum, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried**. **Motion** by Crambell to change the title of the Kaliseum Director to 'Kalkaska County Sports and Recreation Director'. Supported by Cox. Discussion, Chair McKinnon called for clarification; noted Committee did review with Director. Roll call vote: Crambell, yes; Cox, yes; Bicum, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, no (noted needs clarification) 6 yeas. 1 nay. **Carried**. Crambell noted Motion to increase Commission on Aging Director wage; tabled. **Motion** by Crambell to

approve Resolution 2018-14 to lift the hiring freeze to allow the Sheriff to fill the part-time Booking Officer vacancy. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Bicum, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Discussion, Motion regarding longevity language in Non-Union Manual tabled with review by counsel. **Motion** by Crambell to approve Commission on Aging Licensed Practical Nurse (LPN) Job description and wage scale as proposed by Director. Supported by Cox. Discussion; noted intentions to replace the RN with the LPN position; when position is available; a Resolution will be requested at that time. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to approve Commission on Aging Director for 2 In-Home Health Care workers to work temporarily up to 40 hours per week until 4-30-2018, retroactive to 3-14-2018. Supported by Cox. Discussion, noted absence of workers caused COA Director to increase hours of other part-time. Roll call vote: Crambell, yes; Cox, yes; Bicum, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Discussion regarding proposed language referrals to counsel for review.

Crambell noted interview of several applicants for the Log Lake Caretaker position with consensus to hire Kelly Ramsey; concerns were noted with park oversight during the 2017 season; Committee reviewed Antrim County Craven Park rules; noting Committee will need to discuss concerns with Ramsey; request for park Rules to be updated and enforced. Discussion. **Motion** by Comai to authorize Personnel to work with counsel to draft new language for Log Lake Campground. Supported by Bicum. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to hire Kelly Ramsey for the 2018 Seasonal Log Lake Caretaker position, to begin 4-23-2018, ending 9-28-2018, under the same contract form. Supported by Comai. Discussion regarding length of agreement. Roll call vote: Crambell, yes; Comai, yes; Bicum, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Chair called for recess at 10:11 PM. Meeting reconvened at 10:18 PM.

Chair called for review of Personnel committee motion regarding Kaliseum Director job description; discussion. **Motion** by Crambell for reconsideration of the prior Motion during this meeting, regarding the Kaliseum Director Job title change, during the Personnel Committee report. Supported by Comai. Roll call vote: Crambell, yes; Comai, yes; Bicum, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to change the title of the Kaliseum Director to Kalkaska County Sports and Recreation Director. Supported by Comai. Roll call vote: Crambell, no; Comai, no; Bicum, no; Cox, no; Fisher, no; Sweet, no; McKinnon, no. 0 yeas. 7 nays. **Motion failed.**

Finance: Cox reported; no further action items other than matters already addressed under Budget and Bills approval.

County Affairs: Fisher reported. **Motion** by Fisher to approve Kalkaska County Planning Commission By-Laws as amended. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to approve the 2018 Law Enforcement Agreements with Kalkaska County Sheriff Department for townships of Bear Lake, Blue Lake, Boardman, Clearwater, Coldsprings, Excelsior, and Kalkaska Townships. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by

Fisher to waive the rental fee for the Kaliseum Conference Room for the Sheriff Department to host the ALPACT organization for the date of 3-16-2018 from 10:00 AM to Noon. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to authorize the Sheriff to apply for the 2018 State of Michigan Grant # 2018 MMOOG (Michigan Medical Marihuana and Oversight Grant) between LARA and Kalkaska County Sheriff Department. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to accept the MMOOG Grant (LARA) for Kalkaska County Sheriff Department up to \$8,495.00, for fiscal year 2018, and apply to account #101-301-506.000. Supported by Sweet. Roll call vote: Fisher, yes; Sweet, yes; Bicum, yes; Comai, yes; Cox, yes; Crambell, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to approve the Kalkaska County Request for Proposals for Professional Consulting Services for a Kalkaska County Facility Feasibility and Renovation Study. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to move forward with the concept of outsourcing of the Animal Shelter to a third party. Supported by Sweet. Roll call vote: Fisher, yes; Sweet, yes; Bicum, yes; Comai, yes; Cox, yes; Crambell, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to authorize the Sheriff to contact counsel for a contract to be drafted for the outsourcing of the Kalkaska County Animal Control Shelter with the provided documents as discussed from Kalkaska Animal Hospital and Charlevoix County. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to approve the purchase of the PMI Evidence Tracking software in the amount of \$5,715.00 per quote, to be paid from account #101-301-977.000, Sheriff Capital Outlay, rolling forward the 2017 budgeted fund balance for that line item, and \$908.00 funds return to General Fund from the unclaimed Sheriff office evidence property and \$1,502.00 from the Sheriff equipment fund. Supported by Crambell. Roll call vote: Fisher, yes; Crambell, yes; Bicum, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Sub-Committee Reports:

Chair McKinnon noted communication from North County Community Mental Health Board; Clerk to take to Health and Welfare April meeting.

Commissioner Cox reported upcoming changes at DHS with caseload handling.

Correspondence, Resolutions and Documents:

Chair McKinnon called for review of remaining documents.

Motion by Fisher to approve Resolution 2018-15 Approval of Kalkaska County Recreational 5 Year Plan. Supported by Comai. Discussion, noted this is not part of the Strategic Plan, noting the County Rec Plan was adopted prior. Roll call vote: Fisher, yes; Comai, yes; Bicum, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Discussion regarding EMS Report; noted recent emergency matters stemming from Antrim County incident and local communications; discussion regarding Nixel and reverse 911 options.

Fisher noted Sheriff would be advising on communication recommendations.

Motion by Comai to adopt the National Vietnam War Veterans Day Proclamation March 29 ,2018. Supported by Cox. Roll call vote: Comai, yes; Cox, yes; Bicum, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Chair noted Zoning Administrators February report.

New Business:

Chair noted the scheduling of a Special DPW meting 3-22-2018 to address Kaliseum documents and Trout Festival rental agreement.

Other Business:

Correspondence to the Chair: Chair McKinnon addressed an email received 2-28-2018 from the County Treasurer Valerie Thornburg (Thornburg in attendance); He noted Thornburg inquired in the email why a matter was not addressed at a public meeting and why the full Board was not notified. McKinnon stated, given the concerns of Thornburg's email, he was now advising the Full Board of an incident regarding removal of county property; McKinnon read the email and responded to each of Thornburg's inquiries (Copy filed with Clerk); McKinnon noted the County Clerk was advised of county furniture given to an employee in the Treasurer's office; the Clerk then advised the Chair of the concern; the Chair then communicated with the Sheriff for review of the video recordings from the cameras and with the affirmative of the furniture leaving county property, the Chair then communicated with the Prosecutor for direction to address the matter; the Chair then spoke with Commissioners Fisher and Crambell (Chair's of Standing Committee's) who met with Thornburg and DPW Supervisor Bole on 2-16-2018. After that meeting McKinnon noted he was advised Thornburg had provided rationale to Commissioners Fisher and Crambell about what had transpired and why. County policies were then reviewed with Bole and Thornburg and he believed the matter was resolved with the return of the desk, until the email of 2-28-2018 from Thornburg.

McKinnon noted Thornburg provided various explanations including that the desk went to the boy scouts for a merit badge; that there was miscommunication; that she was holding it off site until Bole had storage space for it; and that she had the authority to dispose of county owned property. Commissioner Fisher noted it was reported that Thornburg had called Bole about taking the desk after she removed it off site and she was advised by Bole to contact the BOC Chair/DPW Chair for permission regarding the desk. Commissioner Crambell noted miss-communication; Fisher noted Thornburg was advised at the meeting she has no authority to release the desk and it was to be returned by the 2-21-2018 Board meeting. Discussion.

Thornburg advised the Board she was holding the desk for storage issues only. McKinnon noted his concerns and disbelief with Thornburg's email communication, the Chair informed Thornburg that the entire issue with what happened to the desk rests solely on Thornburg and what she decided to do that Saturday it was removed; Chair noted a response from the County Clerk requesting the matter be of record due to Thornburg's email allegations. No further action noted by the Board as the desk was returned.

Public Input: None

Motion by Cox to adjourn at 11:35 PM. Supported by Sweet. 7 yeas. 0 nays. **Carried.**

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.