

Kalkaska County Board of Commissioners
Regular Meeting Minutes
July 18, 2018
(UNAPPROVED)

Meeting called to order by Chair McKinnon at 6:01 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Truman Bicum, Patty Cox, Craig Crambell, Kohn Fisher, Stuart McKinnon, James Sweet and County Clerk Deborah Hill. Absent Commissioner David Comai. (Comai arrived at 6:28 PM) Pledge of Allegiance by all. Invocation by Commissioner McKinnon.

Call for Conflict: None

Approval of Agenda:

Motion by Fisher to approve Agenda as presented. Supported by Bicum. 6 yeas. 0 nays. 1 absent. **Carried.**

Approval of Minutes:

Motion by Fisher to approve Regular Meeting Minutes of 6-20-2018. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Finance Committee Meeting Minutes of 7-10-2018. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to approve Committee Meeting Minutes of 7-11-2018 with correction on Page 2, under Parks and Recreation; motion to read...decrease the Banquet Room rental fee.....day, until 10-1-2018. Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 7-11-2018. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Closed Session Meeting Minutes of 7-11-2018. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Personnel Special Committee Meeting Minutes of 7-16-2018. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Public Input:

County Treasurer Valerie Thornburg: Thornburg addressed Board providing 2nd Quarter bank reconciliation; reported filing of Qualifying Statement, following the submission of the Deficit Elimination Plan, Thornburg will file for re-consideration; reported she filed the 5527 (Board requested a copy of what was submitted); noted a Budget Amendment was submitted for August review. **Motion** by Fisher to send 2nd Quarter Bank Reconciliations to accountant for review. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Appointments:

Sheriff Patrick Whiteford: Whiteford reported: minimal holiday (July 4th) activity; request for IT server upgrade (review each department use/expense). Discussion regarding retention of county emails, past and present employees/elected (to contact counsel); Report #6-2018 filed with Clerk.

Networks Northwest CEO, Matt McCauley: McCauley provided the 2017 Annual Report for Networks Northwest; noted statistics for employment, business, community, transportation and educational assistance and financial activity for 2017 for region and county. (Copy filed with the Clerk) McCauley noted Board Liaison McKinnon; Networks Northwest employs approximately 90 people.

(Commissioner Comai arrived at 6:28 PM)

Rehmann Representative Steve Peacock: Peacock presented the Board with the 2017 Kalkaska County Audit (available online through State of Michigan's website) noting an unmodified opinion. Audit reported total net position for Kalkaska County at 12-31-2017 was approximately \$13 million (approximately \$4.8 million for governmental activities and \$8.3 million for business type activities). Peacock noted areas of fund balance, net cash, and continued progress with pension liability; noted review of line item vs. activity budget. Peacock advised appreciation for Clerk, Treasurer and Accountant for accumulating requested information for successful audit.

Committee Appointments:

Chair McKinnon noted his appointment of Charles Ardingo to the Parks and Recreation Committee (noting this is a re-appointment to the position Ardingo vacated). **Motion** by Cox to accept the Chair's appointment of Charles Ardingo to the Parks and Recreation Committee vacancy (previous Ardingo vacancy). Supported by Comai. 7 yeas. 0 nays. **Carried.**

Finance Budget and Bills:

Motion by Cox to approve Budget Amendments 2018-0038 through 0047 as reviewed with #0038 and #0041 voided. Supported by Fisher. Discussion, noted await Library minutes for approval of #0038 (0041 was a duplicate). 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 Resolution 2018-33 for 2017 Budget Deficit Elimination Plan. 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 continue accounting services with Baird, Cotter and Bishop and authorize the Chair to sign the engagement letter dated 7-9-2018. 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 \$1,102,995.07; General Fund Bills of \$114,437.68; Payroll #1 of \$179,724.51; Payroll #12 of \$177,177.94; Payroll #13 \$169,654.73; and Commissioners Per-Diem (\$825.00) and Salary (\$3,248.00) of \$4,073.00. 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.**

Unfinished Business:

Chair called for review of Kaliseum Upgrade. Discussion, McKinnon noted Motion from 7-11-2018 Special Meeting was not sufficient for requested information from Ameresco. Discussion. **Motion** by Fisher to select Ameresco as the county's qualified provider for capital outlay and energy savings performance contract for the county's Kaliseum project and for the DPW Committee to be the oversight committee. Supported by Comai. Discussion regarding oversight committee; review of contract when received for cost study and program development costs; to be reviewed with Financial Advisor, accountant and counsel; noted fees of \$3,200.00 for energy study and \$20,000.00 for project development discussed with Metcalf. Roll call vote: Fisher, yes; Comai, yes; Bicum, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Committee Reports:

Judiciary and Public Safety: Sweet reported.

Health and Welfare: Comai reported; noted request for COA to use Civic Center chairs and table for 7-20-2018 event. **Motion** by Comai to approve Commission on Aging to use the Civic Center table and chairs for the Senior Appreciation Day event at COA on 7-20-2018. Supported by Cox. Discussion, noted FAIR representative provided memo that FAIR did not need the tables and chairs on 7-20-2018 during their schedule. 7 yeas. 0 nays. **Carried.**

DPW: Bicum reported. **Motion** by Bicum to temporarily reduce the Civic Center Banquet Room rental fee to \$125.00 per day until 10-1-2018. Supported by Comai. Roll call vote: Bicum, yes; Comai, yes; Cox, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Bicum to authorize Kaliseum contractual payments every two weeks (consistent with payroll). Supported by Cox. 7 yeas. 0 nays. **Carried.**

Personnel: Crambell reported. **Motion** by Crambell to approve Resolution 2018-34 to lift the hiring freeze for the COA Director to fill the new vacancy of the Full Time In-Home Service Worker. (Position funded by DHS). 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 approve \$1.00 per hour wage increase for the County Clerk Deputy Accounting Clerk for performing additional accounting duties including sales tax reporting and MERS reporting. Supported by Cox. Discussion. Roll call vote: Crambell, yes; Cox, yes; Bicum, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Crambell noted Motion from Special Personnel Committee Meeting to approve Commission on Aging Director wage increase to \$50,500.00, request to table to next month.

Finance: Cox reported. **Motion** by Cox to approve Resolution 2018-35 Area Agency on Aging 2019 Annual Implementation Plan. 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.**

County Affairs/IT: Fisher reported. **Motion** by Fisher to approve purchase of 2 servers for County Virtual Host Upgrade and licensing, per quote, for \$49,986.14, from account #101-262-980.000. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Bicum, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to

authorize the Sheriff to send the BKV Jail Study to counsel for review. Supported by Comai. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to waive Policy #400, refer to Committee, to allow consideration of Equalization agreement extension. Supported by Comai. Discussion, Crambell requested contract to be advertised for RFP's noting he was advised another party was interested. Discussion, Fisher noted matter was reviewed at Committee (Fisher noted a separate vendor request was in County Affairs packet and reviewed; Office Manager duties to be reviewed). Roll call vote: Fisher, yes; Comai, yes; Bicum, yes; Cox, yes; Crambell, no; Sweet, yes; McKinnon, yes. 6 yeas. 1 nay. **Carried.** **Motion** by Fisher to extend Equalization services contract with RFE, LLC, for 2 years with addendum (\$81,600 annual fee, ending 7-1-2020.) 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 Resolution 2018-36 Opposing Senate Bill 1031 Exempting Utility Properties for Tax. Supported by Crambell. Roll call vote: Fisher, yes; Crambell, yes; Bicum, yes; Comai, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to move forward with Opioid litigation issue representing Kankaska County. Supported by Comai. Discussion, noted MAC recommendations; noted counsel recommended contract language to be changed if the Board decides to engage in litigation. Roll call vote: Fisher, yes; Comai, yes; Bicum, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to enter into contract with Smith and Johnson contingent on review and approval of language by county counsel, for Opioid litigation. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Bicum, yes; Cox, yes; Crambell, yes; Sweet, no; McKinnon, yes. 6 yeas. 1 nay. **Carried.** **Motion** by Fisher to allow Chair to sign Grant Administration Agreement for Kankaska Housing Commission. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Bicum, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Union Negotiations: Fisher reported final contract ratified.

Sub-Committees: No reports.

Correspondence, Resolutions and Documents:

Chair noted agenda items addressed.

New Business:

Chair noted request from County Treasurer for Board to approve a Discharge of Mortgage as stated in Discharge that mortgage has been paid in full. **Motion** by Crambell to authorize the Chair to sign Discharge of Mortgage as presented (between Kankaska County and Joan Newton) by County Treasurer. Supported by Bicum. Roll call vote: Crambell, yes; Bicum, yes; Comai, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Register of Deeds JoAnn DeGraaf: DeGraaf requested Board to approve the Online User Agreement. Discussion. **Motion** by Cox to waive By-Laws Article 5, Sec M, referral to Committee, to address Register of Deeds request for approval of agreement. 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 Fisher to approve the Online User Agreement for Register of Deeds Office as presented 7-18-2018, with counsel's stamp of review. 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 Register of Deeds Fee Schedule as proposed 7-18-2018. 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.**

Other Business: None

Public Input:

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Board requesting review of custodial services for Kaliseum; noted concern with county official's negative support of complex. Discussion. **Motion** by Comai to rescind Resolution 2018-26, Part Time janitorial position. Supported by Crambell. Roll call vote: Comai, yes; Crambell, yes; Bicum, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Cox to waive By-Laws Article 5, Sec M, referral to Committee for consideration of Part Time Janitorial assistance. 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. Motion** by Comai to eliminate the 29 hours part-time custodial position under the oversight of the Housekeeping Department effective immediately. Supported by Crambell. Discussion. Roll call vote: Comai, yes; Crambell, yes; Bicum, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Cox to authorize the Kaliseum Director to have oversight for employee (not to exceed 29 hours per week) or a contractual service for custodial services at the Kaliseum, not to exceed \$13,500.00 for 2018 budget. Supported by Bicum. Discussion. Roll call vote: Cox, yes; Bicum, yes; Comai, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Crambell to adjourn at 9:21 PM. Supported by Comai. 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.