

Kalkaska County Board of Commissioners
Regular Meeting Minutes
August 16, 2017
(UNAPPROVED)

Meeting called to order by Chair McKinnon at 6:00 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael Buchanan, 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.

Call for Conflict: None

Approval of Agenda:

Motion by Fisher to approve Agenda with addition of Veterans Administration Request under #17. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Approval of Minutes:

Motion by Fisher to approve County Affairs Special Committee Meeting of the Whole Minutes of 7-19-2017. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 7-19-2017 with correction in 3rd paragraph to read "Compliance Plan", rather than 'appointment of Peer Group'. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Regular Meeting Minutes of 7-19-2017. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 7-24-2017 with correction of first Motion, 4th line, to read, "with addition of minimum of 12 hours per month" (remove the balance of the sentence). Supported by Cox. Discussion. **Motion and Support withdrawn, Motion tabled to Committee for review.**

Motion by Fisher to approve County Affairs Special Committee Meeting of the Whole Minutes of 7-24-2017. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Finance Committee Meeting Minutes of 8-8-2017. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Committee Meeting Minutes of 8-9-2017. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 8-15-2017 with correction of name in first sentence of 2nd paragraph to "Dick" Williams rather than 'Dave'. 7 yeas. 0 nays. **Carried.**

Public Input:

Prosecutor Michael Perreault: Advised Board of importance of 3rd prosecutorial position, Ryan Ziegler. Ziegler provided Quarterly Report of case load; noted quarterly reports will be provided.

Marilyn Morrison: Noted appreciation to the Board for support for upcoming 911 prayer services; will be held at noon at the Courthouse flag location. **Motion** by Comai to forward 911 Flyer to Township Clerks. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

Carol Floyd: Inquired as to when the Kaliseum refunds would be reviewed. (Chair noted at this meeting.)

Kalkaska County Road Commission Manager, John Rogers: Presented Board with KRC 2017 Annual Community Report. (Copy filed with Clerk) Rogers provided data regarding road projects, millage road projects, PASER ratings, 5 year financial plan, State distribution of (Chair called for Appointments, noted return to Public Input when Appointments completed.)

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Board (copy of Report #6-2017 filed with Clerk) noting request to apply for Secondary Road Patrol Grant; return of 5 Star Grant agreement; request for upcoming 911 expenses at September meeting; noted Budget Amendments submitted to address overages; noted Animal Control millage to be proposed for renewal in 2018; noted monitor installed in Board room.

Rehmann Representative, Steve Peacock: Peacock presented the 2016 Kalkaska County Independent Auditors Report (Copy filed with the Clerk); noted it was timely filed; noted continued deficit due to pension liabilities; Deficit Elimination Plan to resolve Child Care deficit; review of delinquent tax funds and review of Sportsplex/Kaliseum liability. Peacock noted the county has a very low credit risk; noted Board needs to be mindful of the pension and health care liabilities; recommended review of pension interest rates and return; noted increase in stock market may help with investments; comments and recommendations reviewed including review of general ledger adjustment, bank reconciliation, post approved checks, commissary fund, capital asset elimination under \$10,000 and Agency Fund Accounts transfer. Peacock reminded the Board of the liability of the pension and health care.

Chair called for a recess at 7:28 PM. Meeting reconvened at 7:40 PM.

Chair called for review of auditing report. **Motion** by Fisher to transfer all Agency Funds as listed by accountant on 7-31-2017 document (as funds have been sitting for 3 years) to the Budget Stabilization account, to comply with the Auditors recommendations. Supported by Buchanan. Roll call vote: Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to adopt Resolution 2017-39 Establishing a Jail Commissary Fund. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to approve removing items as proposed by accountant on List of Capital Assets with Cost under \$10,000 as of 12-31-2016. Supported by Buchanan. Roll call vote: Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Public Input:

Juanita Coon: Addressed Board (provided a memo) of concerns with the Log Lake Campground; noted inconsistency with who is allowed to use showers and bathrooms; noted

beach has issues, fleas and unclean. (Discussion, concerns to be addressed at DPW Committee.)

Kalkaska County Treasurer Valerie Thornburg: Thornburg addressed the Board noting the positive financial status of Kalkaska County, reminded Board to utilize her as a resource, recommended the Board continue with Baird, Cotter & Bishop as our accountants; requested more communication with the Board and the Treasurer's office. (Board noted meeting attendance and press releases may assist with her inquires.)

Ken Peress: Advised the Board of his interest in serving on Boards and Committees. (Board noted appreciation for Peress's interest, information provided.)

Committee Appointments:

Chair McKinnon called for appointments of the new Indigent Counsel Committee. **Motion** by Cox to accept the Chair's recommendations to form the Indigent Defense Compliance Plan Peer Group to include Chair of Board of Commissioners, Chair of County Affairs Committee, County Counsel, Chief Judge, Prosecutor and Sheriff, or their representative; the Chair of the Committee will be the Chair of the Board of Commissioners. Supported by Fisher. Discussion. Court Administrator requested current county counsel to be included; McKinnon noted concern with conflict of interest, noted it can be reviewed by the Committee. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher for term of members of the Indigent Defense Compliance Plan Committee to be 1 year, 01-01 to 12-31 of each year. Supported by Buchanan. (Noted current term to begin 8-16-2017.) 7 yeas. 0 nays. **Carried.**

Budget and Bills:

Motion by Cox to approve Budget Amendments 2017-0043, 0044, and 0051 through 0064 with changes as reviewed in Finance Committee. Supported by Crambell. Roll call vote: Cox, yes; Crambell, yes; Buchanan, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Cox to approve Post Approved Bills of \$1,313,205.40, General Fund Bills of \$210,511.84, Payroll #14 of \$192,958.82, Payroll #15 of \$171,543.27, and Commissioners Per-Diem (\$1,250.00) and Salary (\$3,248.00) of \$4,448.00. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Unfinished Business: None

Committee Reports:

Judiciary and Public Safety: Sweet reported. **Motion** by Sweet to authorize the Emergency Services Manager Thompson to proceed with Rugg Pond pre-disaster mitigation grant application. Supported by Buchanan. 7 yeas. 0 nays. **Carried.** **Motion** by Sweet to approve the Chair's signature on letter of support dated 8-2-2017 for Kalkaska County Road Commission to

receive federal safety funds for West Plum Valley Road Improvements. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

Health and Welfare: Comai reported, no action items.

DPW: Buchanan reported no action items. Fisher inquired as to review of letter received regarding Log Lake concerns; consensus to return to DPW for review.

Personnel: Crambell reported. **Motion** by Cox to approve Resolution 2017-37 to lift the hiring freeze to allow the COA Director to fill the Commission on Aging 2nd In-Home Health position. Supported by Crambell. Roll call vote: Cox, yes; Crambell, yes; Buchanan, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Cox to approve Resolution 2017-38 to lift the hiring freeze to allow the Kaliseum Director to fill a full-time Front Desk vacancy position. Supported by Comai. (Cox noted a new posting of the position needed.) Roll call vote: Cox, yes; Comai, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to allow custodial staff to take over cleaning for the Kaliseum and increase hours not to exceed 40 hours a week with further review by DPW. Supported by Buchanan. Discussion regarding hours needed; increasing staff; Kaliseum Director noted that current staff has some cleaning responsibilities. **Motion and support withdrawn.** Discussion. **Motion** by Crambell to authorize Janitorial Supervisor Daniels for oversight of the cleaning at the Kaliseum; increased hours for two current custodial staff not to exceed 40 hours per week until further review with DPW Committee. Supported by Buchanan. Discussion, noted Kaliseum staff will continue to assist. Roll call vote: Crambell, yes; Buchanan, yes; Comai, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Finance: Cox reported. **Motion** by Cox to waive the Civic Center Rental fee for Kalkaska County Treasurer Tax Foreclosure sale for 8-24 & 9-28-17. Supported by Comai. Discussion, Fisher noted revenue need for Civic Center, requesting funds paid from property sale revenue. Treasurer noted there was a deficit with prior year sale, concern with revenue until after this sale. Discussion regarding policy. Roll call vote: Cox, no; Comai, yes; Buchanan, yes; Crambell, yes; Fisher, no; Sweet, no; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Cox noted audit prepared of Aqua Class members per prior approval of the Board. **Motion** by Cox to approve Kaliseum membership refunds as presented with 8-15-17 letter from Kaliseum Director. Supported by Comai. Discussion. Roll call vote: Cox, yes; Comai, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Discussion regarding concession deep fryer purchase, tabled for inquiry with Health Department. **Motion** by Crambell to authorize Kalsieum Director to purchase from Discount Glass Service (mirrors) at \$4,570.00, from line item 585-000-911.000. Supported by Cox. Roll call vote: Crambell, yes; Cox, yes; Buchanan, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Chair called for recess at 8:50 PM. Meeting reconvened at 8:58 PM.

County Affairs: Fisher reported. **Motion** by Fisher to approve Sheriff's Secondary Road Patrol Grant for \$36,105.00. Supported by Cox. Discussion, noted concern if increase in expenses. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to approve amendment to Board of Commissioner By-Law, Art. 3, Sec C, to add: Review Overage Report: Chair of Finance

Committee will on the Monday before Committee meetings, review the Overage Report and Budget Amendments, which were due on the Friday before Committee Meetings. If a Budget Amendment has not been received, the Chair of Finance will then notify the Department Head of the deficiency and request a Budget Amendment. Supported by Crambell. Roll call vote: Fisher, yes; Crambell, yes; Buchanan, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to send Board Chair McKinnon to September DNR meeting for review of County application request for release of reverter clause on county property. Supported by Comai. Discussion. Chair noted the Board began the process approximately 5 years before due to the discovery that the placement of the tower on the county property violated the agreement with the DNR and prohibited DNR Trust Find grant requests; noted the County gave county property to Boardman Township on Perch Lake, as a 'good faith' effort to assist with DNR review; process has been ongoing. McKinnon noted adjoining properties, such as the Village, have already had the clause reversed; that this process has been ongoing and is not for purposes of the Kaliseum. Roll call vote: Fisher, yes; Crambell, yes; Buchanan, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** to approve proposed fee schedule for Equalization Office. Supported by Cox. Discussion, Fisher noted review by Equalization to allow for fees for data for individual sections and townships. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Fisher noted review of Kalkaska Lease Agreement with Rhinos, request a Special Meeting to review information provided by Rhinos Coach Oliwa following review by Finance, noted arena ice to start 9-1-2017. **Motion** by Fisher to schedule a Special Meeting 8-21-2017 at 6:00 PM, to review/discuss and/or approve the proposed Rhinos agreement. Supported by Comai. 7 yeas. 0 nays. **Carried.**

Sub-Committee Reports: None

Correspondence:

Chair noted all agenda items addressed; noted Zoning Administrators Report in packet for review.

New Business:

Chair noted Letter of Resignation from Library Board member Lynnette Cervone; discussion, Board noted recognition of Cervone's service. **Motion** by Cox to accept letter of resignation from Lynnette Cervone from the Kalkaska County Library Board. Supported by Crambell. 7 yeas. 0 nays. **Carried.**

Chair called for review of Martial Arts refund request from Kaliseum. Consensus to add to the Special Meeting agenda 8-21-2017.

Chair called for scheduling of the Budget Workshops in preparation for the 2018 Budget. **Motion** by Comai to set the 2018 Budget Workshops for 9-21, 22, 25, 26 & 27-2017 at 6:00 PM. Supported by Sweet. 7 yeas. 0 nays. **Carried.** (Noted Sheriff appointment set for 9-21-2017.)

Chair noted request from Veterans Affairs for approval of an Incentive Grant. **Motion** to waive the referral By-Law Policy, Article 5, Sec M, for the Board to review the grant request from Veterans Affairs. Supported by Crambell. Roll call vote: Comai, yes; Crambell, yes; Buchanan, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Comai to authorize Veterans Affairs Director to apply for 2017 State of Michigan Veterans Agency Incentive Grant for sheet-fed printer in the amount of \$550.00. Supported by Crambell. Roll call vote: Comai, yes; Crambell, yes; Buchanan, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Chair called for review of the Special Meeting and Public Forum regarding the Energy Program at the Kaliseum. Chair noted unanimous support from the Public in attendance, for the Board to move forward with the Energy Program at the Kaliseum. Discussion, consensus of Board of Commissioners is to move forward with Energy Program, noted other quotes/vendors will be reviewed.

Chair McKinnon reported on attendance at the White House Conference by himself and County Clerk Deborah Hill. McKinnon noted a lengthy conference, dialogue with multiple federal departments; reported local governments should anticipate continued communication from the Federal Government regarding concerns and inquiries, and organized bi-monthly communication with the White House Administration and local governmental. Chair requested approval of a Press Release regarding the conference. **Motion** by Cox to send a press release regarding the Chair and Clerk attending the White House Conference. Supported by Comai. 7 yeas. 0 nays. **Carried.** Discussion regarding conference information and value of County representation.

Discussion regarding travel; reviewed attendance at DNR meeting, Fisher noted need for review of travel expenses. **Motion** by Comai to send Chair McKinnon and Clerk Hill to the DNR meeting regarding the Application for release of reverter clause on county property. Supported by Cox. Roll call vote: Comai, yes; Cox, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Public Input: None

Motion by Buchanan to adjourn at 9:57 PM. Supported by Crambell. 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.