

Kalkaska County Board of Commissioners
Regular and Annual Meeting Minutes
October 11, 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 as presented. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Approval of Minutes:

Motion by Fisher to approve Regular Meeting Minutes of 9-20-2017. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Closed Session Minutes of 9-20-2017. Supported by Comai. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting and Budget Workshop Minutes of 9-21-2017. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting and Budget Workshop Minutes 9-25-2017. Supported by Sweet. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting and Budget Workshop Minutes of 9-26-2017. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting and Budget Workshop Minutes of 9-27-2017. Supported by Sweet. 7 yeas. 0 nays. **Carried.**

Motion by Cox to approve Finance Committee Meeting Minutes of 10-2-2017. Supported by Comai. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting and Public Forum Minutes of 10-3-2017. Supported by Sweet. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Committee Meeting Minutes of 10-4-2017. Supported by Comai. 7 yeas. 0 nays. **Carried.**

Motion by Cox to approve Special Meeting and Budget Workshop Minutes of 10-9-2017. Supported by Sweet. 7 yeas. 0 nays. **Carried.**

Motion by Buchanan to approve DPW Special Committee Meeting Minutes of 10-9-2017. Supported by Sweet. 7 yeas. 0 nays. **Carried.**

Motion by Cox to approve Personnel Special Committee Meeting Minutes of 10-10-2017. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

Public Input:

Bruce Rendon, Candidate for the 35th Senate: Rendon addressed Board and audience regarding his candidacy for the 35th State Senatorial District; noted experience and accomplishments as former Representative, noted residency in Missaukee County, family, farming and construction business, Right to Life and NRA member; noted desire to continue to represent our area.

Jerry Abbey: Abbey noted concern with complaints at log Lake Campground; noted caretaker is doing well and donations he has made. (Board noted Abbey should provide documentation of his donations to DPW Committee.) Abbey noted limited shower access has improved facility.

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Board regarding preliminary IT budget from Empiric (list filed with Clerk, to review with County Affairs Chair for upcoming Budget meeting 10-17-2017); noted Budget Amendments, continued requests made to Board (report #9-2017 filed with Clerk); advised county auction may be in November to give Kaliseum Director opportunity to organize gym equipment.

Court Administrator Mark Holston: Holston introduced the new Court Administrator, Teresa Hill, to the Board; Holston also requested Board's approval of 2 new Magistrates, replacing the two retiring; noted one vacancy will be 10-31-2017 and one 11-14-2017. Board requested the statute and request from the Judge for review.

Teresa Hill: Hill addressed Board noting her experience of involvement in the legal filed since 1993, licensed since 2008, originally from Grand Rapids moving to Traverse City in 2012; looking forward to working with the Administration, Board of Commissioners and community.

Committee Appointments:

Chair McKinnon noted his appointment of Amy DiRosa to the Housing Commission vacancy, noting prior experience on this committee. **Motion** by Cox to accept Chair's appointment of Amy DiRosa to the Housing Committee vacancy, term of 1-1-2017 through 12-31-2019. Roll call vote: Cox, yes; Crambell, yes; Buchanan, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Budget/Bills:

Motion by Cox to approve Budget Amendments 2017-0084 through 0110, with exception of #87 and 88 are VOIDED, 89,102 &103 with changes and 106 and 107 tabled to November. Supported by Fisher. Discussion. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Cox to approve Post Approved Bills of \$1,774,586.42; General Fund Bills of \$149,484.66; Payroll #18 of \$172,267.69, Payroll #19 of \$174,332.02; and Commissioners Per-Diem (\$1,675.00) and Salary (\$3,248.00) of \$4,923.00. Supported by Fisher. Discussion, noted bill inquires from Finance committee were addressed. 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 & Public Safety: Sweet reported, no action items.

Health and Welfare: Comai reported. **Motion** by Comai to allow Commissioner on Aging to us the new part of the Civic Center beginning 11-10-2017 for COA kitchen and meal services, estimated time of 2-3 months, with all building expenses (heat, electricity, etc) to be paid by Commissioner on Aging and custodial to be done by COA. Supported by Crambell. Discussion. Roll call vote: Comai, yes; Crambell, yes; Buchanan, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, no. 6 yeas. 1 nay. **Carried.**

DPW: Buchanan reported. **Motion** by Buchanan to clarify minutes of 9-20-2017 janitorial hours, to authorize 5 hours per week of overtime (over the 40 hours for Daniels, over the 35 for Bill) for 2 weeks, to assist with oversight and cleaning of the Kaliseum, to be utilized before 10-28-2017. Supported by Cox. 7 yeas. 0 nays. **Carried.** **Motion** by Buchanan to draft an RFP for a Comprehensive LED lighting conversion, interior and exterior, to the following buildings: for Annex, Court, Jail, Administration, Recycle, Library, Civic Center, Health Department, Department of Human Services (FIA), Animal Control Shelter, Commission on Aging and Kaliseum exterior, and authorize advertisement of RFP after review by counsel with a deadline date for sealed bids of 11-17-2017, 5 PM at the Clerk's office. Supported by Cox. Discussion. 7 yeas. 0 nays. **Carried.** Discussion regarding change since Committee meeting for Kaliseum upgrades. **Motion** by Buchanan to move forward with infrastructure performance project and mechanical upgrades to the Kaliseum, with DPW assessing other state programs, if any, that may be available, to bring back to the Board for discussion. Supported by Fisher. Discussion. Roll call vote: Buchanan, yes; Fisher, yes; Comai, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays, **Carried.** **Motion** by Buchanan to contact Honeywell references to inquire if they performed and provide all they said they would and if any issues or concerns with the use of an energy conservation improvement program itself. Supported by Cox. Discussion, Cox noted 8 reference results, with numerous questions including those in the motion, all favorable; Cox to provide report to DPW. 7 yeas. 0 nays. **Carried.** **Motion** by Buchanan to approve the Hurst Mechanical bid of \$12,000.00 for furnace replacement for Administration building per RFP requirements. Supported by Crambell. Roll call vote: Buchanan, yes; Crambell, yes; Comai, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Buchanan to authorize DPW Bole to RFP for the 2018 HVAC maintenance contract. Supported by Comai. 7 yeas. 0 nays. **Carried.** **Motion** by Buchanan to authorize the hiring of a 29 hour a week part-time janitorial staff starting immediately. Supported by Cox. Discussion. Roll call vote: Buchanan, yes; Cox, yes; Comai, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** to approve Resolution 2017-47, to lift the hiring freeze, to allow Housekeep to hire a Class #2 janitorial staff per the current wage scale. Supported by Comai. Discussion. Roll call vote: Buchanan, yes; Comai, yes; Cox, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Buchanan to eliminate Kaliseum janitorial and maintenance staff under the auspice of the Kaliseum.

Supported by Crambell. Roll call vote: Buchanan, yes; Crambell, yes; Comai, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Buchanan to authorize DPW Supervisor to have oversight of building and grounds maintenance of the Kaliseum. Supported by Cox. Discussion, Personnel Committee to review job duties effected. Roll call vote: Buchanan, yes; Cox, yes; Comai, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Buchanan to require Janitorial Supervisor to have oversight of janitorial services at the Kaliseum. Supported by Cox. Roll call vote: Buchanan, yes; Cox, yes; Comai, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Buchanan noted intended motion for Honeywell contract tabled for review.

Motion by Buchanan to approve expenditures from the #450 and #253 accounts, for repairs and projects that would be started for 2018 by DPW Supervisor Bole, designated as follows: \$10,000.00 for vehicle and plow; \$54,257.00 on FIA/Health Dept buildings; \$85,000.00 on Kaliseum engineering program; the remaining \$147,000.00 on these projects in order of priority (from list). Supported by Cox. Discussion, to review with 2018 budget. Roll call vote: Buchanan, yes; Cox, yes; Comai, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Chair called for recess at 7:05 PM. Meeting reconvened at 7:18 PM.

Motion by Buchanan to approve additional cost for purchase of fryer at Kaliseum totaling \$6,496.45. (added \$766.45) from account 585-000-970.000. Supported by Cox. Roll call vote: Buchanan, yes; Cox, yes; Comai, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Buchanan to approve purchase of refrigerator of \$1,349.00 and freezer of \$758.22 from account 585-000-970.00, totaling \$2,107.22. Supported by Sweet. Roll call vote: Buchanan, yes; Sweet, yes; Comai, yes; Cox, yes; Crambell, yes; Fisher, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Personnel: Crambell reported. **Motion** by Crambell to approve the non-union proposed pay scale (as reviewed at Committee) with the added verbiage as "as approved by the Board" for the non-union manual. Supported by Buchanan. Roll call vote: Crambell, yes; Buchanan, yes; Comai, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Crambell noted need also for review of DPW Supervisor wage scale.

Finance: Cox reported. **Motion** by Cox to rescind the February 15, 2017 Motion to authorize the County Treasurer to prepare RFP's for financial depository for public funds per Act 99 of 1909, as amended, in light of the information provided in the memorandum obtained by the Treasurer's office dated September 20, 2017, and to advise the Treasurer to follow the County's Investment Policy under 1943 Public Act 20, as amended, and 1932 Public Act 40, as amended, in regards to the selection of financial depository for public funds. Supported by Comai. Discussion, (Cox noted Treasurer brought request to BOC for Motion in February) noted vote in 2-15-17 meeting was unanimous. Roll call vote: Cox, yes; Comai, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Cox noted L4029 to be addressed during Annual Meeting.

County Affairs/IT: Fisher reported. **Motion** by Fisher to approve compensation for the Sheriff Patrick Whiteford of \$12,000.00 (\$6,000.00 per year) and County Clerk Deborah Hill of

\$8,000.00 (\$4,000.00 per year) for years 2016 and 2017, for additional IT duties outside of committee meetings. Supported by Cox. Discussion, Comai inquired as to how figures were calculated. Fisher noted funding was budgeted in 2015 of \$6650.00, initially Register of Deeds was assigned, Whiteford then assumed duties with compensation. Whiteford continued with IT following appointment of Sheriff, compensation was not addressed regardless of Whiteford continuing the duties, along with the Clerk who was not initially part of IT; noted the AT&T ongoing disputes, new phone system and IT assistance needed daily. 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 affirm the Press Release by the Board Chair regarding the flags lowered to half-staff due to the Las Vegas Shooting. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to adopt the ACH and Wire Transfer Policy #010 as presented from counsel, with information on necessity of Resolution. Supported by Cox. Discussion, to present Resolution for approval when received. 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 move forward to resolve the conversion agreement with Boardman Township regarding the Kalkaska Recreational Area where the cell tower is located, as outlined in the DNR email dated 10-2-2017 at 8:50 AM. Supported by Crambell. Discussion. 7 yeas. 0 nays. **Carried.**

Sub-Committee Reports: None

Correspondence and Resolutions:

Chair noted items addressed during meeting; Resolution for ACH Policy to be addressed when received; L4029 to be addressed at Annual Meeting following; Zoning Administrator September report in packet for review.

New Business:

Chair called for review of Health Care Renewal. **Motion** by Cox to accept the renewal package, document dated 8-21-2017, as presented by Dewey Insurance for BC/BS and EHIM for the 2018 Health Care for Kalkaska County. Supported by Comai. Roll call vote: Cox, yes; Comai, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Other Business: None

Public Input: None

Motion to adjourn by Buchanan at 7:43 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.

Adjourned to the Annual Meeting Agenda.