

Kalkaska County Board of Commissioners  
Special Meeting Minutes  
January 29, 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 Michael Buchanan, Patty Cox, Craig Crambell, Kohn Fisher, Stuart McKinnon, James Sweet and Deputy County Clerk Diane Doyle. Absent Commissioner David Comai. Pledge of Allegiance by all. Invocation by Commissioner McKinnon.

**Public Input:** None

**Purpose of Meeting:**

Chair McKinnon called for review and/or approval of proposed Energy Performance Owner Representative for Infrastructure improvements and proposal options.

Chair noted at the last meeting Diane Mills was requested to provide references for projects under her company, independent of the references she provided, along with fixed fee options for project.

Discussion; Commissioner Crambell noted necessity of someone overseeing the entire project along with the assistance Mills would provide; McKinnon noted no current references were provided and new fixed fees were not presented; also noted fees were also increased; discussion; noted Mills advised oversight of the entire project was unnecessary once project starts; Board noted continued concern with absence of project oversight and redundancy with company oversight.

Discussion regarding costs, life expectancy, capital improvement costs and energy upgrades. Discussion regarding additional energy projects needed by county. Discussion regarding possibility of oversight by DPW Supervisor.

**Motion** by Crambell to not enter into an agreement with Diane Mills from Occupant Care as an energy performance employer representative for Kalkaska County and to notify her of same. Supported by Buchanan. Roll call vote: Crambell, yes; Buchanan, yes; Comai, absent; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Discussion regarding obtaining an RFQ and commence with project. Consensus for Clerk to communicate with other counties that may have had similar work and inquire of RFQ's; discuss with in DPW. Discussion regarding inability for equipment guarantee more than 15 years due to life expectancy of equipment. Discussion regarding various options, review of Federal Department of Energy List of Qualified Service Companies; review of Board's efforts and due-diligence to review all options, costs and necessities of the Kaliseum upgrades. Discussion regarding lighting energy upgrades for all county facilities.

**Motion** by Crambell to charge DPW Committee to formulate a direction to review different options for the county to move forward with the energy performance upgrades for the county

infrastructure. Supported by Cox. Roll call vote: Crambell, yes; Cox, yes; Buchanan, yes; Comai, absent; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

**Motion** by Sweet to authorize Chair of DPW Committee to work with the County Clerk to research and acquire documentation to assist the DPW Committee to affirm a direction to present to the Board of Commissioners. Supported by Fisher. Roll call vote: Sweet, yes; Fisher, yes; Buchanan, yes; Comai, absent; Cox, yes; Crambell, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

**Public Input:** None

**Motion** by Crambell to adjourn at 6:55 PM. Supported by Buchanan. 6 yeas. 0 nays. 1 absent. **Carried.**

Respectfully submitted:

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Diane Doyle, Deputy County Clerk for  
Board of Commissioners

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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.