

Kalkaska County Board of Commissioners  
Special Meeting Minutes  
November 20, 2017  
(UNAPPROVED)

Meeting called to order by Vice-Chair Fisher 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, James Sweet and County Clerk Deborah Hill. Absent Commissioner Stuart McKinnon. Pledge of Allegiance by all. Invocation by Commission Cox.

**Public Input:** None

**Purpose of Meeting:**

Chair noted matters on Agenda for discussion, review and/or approval regarding Munetrix Agreement request, Kaliseum fee approval request; Matt's Underground bill approval, Animal Control Budget, Be-Energy Lighting proposal review and Sheriff request for Under-Sheriff and Administrative Stipends.

**Munetrix Agreement:** County Treasurer Valerie Thornburg requested approval for the premium package with Munetrix, to meet the new State requirements for County reporting; noted an increase of \$2660.89 (total for year of \$5,767.89; \$3107.00 already paid with prior yearly agreement); Thornburg noted the State will reimburse 50% and Munetrix was a State approved vendor; noted if the State does not reimburse the 50% that Munetrix will reimburse the County. **Motion** by Crambell to approve the premium Munetrix package and pay the balance due of \$2,660.89 (budget 2018 for the \$5,767.89) from account 101-101-821.000. Supported by Comai. Discussion; noted additional funds not budgeted, to review in December with Budget Amendment from Revenue Sharing for \$2,660.89. Roll call vote: Crambell, yes; Comai, yes; Buchanan, yes; Cox, yes; McKinnon, absent; Sweet, yes; Fisher, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

**Kaliseum Fees:** Kaliseum Director Krzysztof Oliwa requested approval of additional fees for Kaliseum. Discussion, review of skating fees. Discussion regarding Pickelball fees for private and open sessions. **Motion** by Crambell to approved proposed fees for Stick and Puck and Public Skating as proposed 11-20-2017, effective 11-21-2017. Supported by Cox. Roll call vote: Crambell, yes; Cox, yes; Buchanan, yes; Comai, yes; Sweet, yes; McKinnon, absent; Fisher, yes. 6 yeas. 0 nays. 1 absent. **Carried.** Discussion regarding Pickelball scheduling, Civic Center and cleaning. Consensus use of facilities including Civic Center remain scheduled in advance through the Kaliseum as currently required; fees for Pickelball to be reviewed at DPW December meeting with effective date of new fees to begin 1-1-2018; Clerk to communication with Janitorial and Kaliseum reminding them of Civic Center use process and communication in advance with janitorial of days scheduled at Civic Center.

**Matt's Underground Bill:** DPW Supervisor Mayjor Bole advised Board of bill in question for \$812.50; noted work scheduled at the Recycle Center for driveway repair as directed by the Board of Commissioners; noted Board had agreed with the cancelation of the parking lot repairs previously tabled to 2018 after review by Recycle Advisory Committee due to budget constraints but the BOC had directed DPW to continue with driveway repairs due to conditions; noted Matt's Underground was scheduled to do work and Matt's was then advised by the Recycle Manager after the company was on the premises for the work that the job had been canceled thus the billing for the company expenses going to work site. Discussion, consensus to remind Recycle Manager and Recycle Committee that the Board of Commissioners is the authority Board for the directive or approval of the Recycle functions following review by the Recycle Committee; the work should not have been canceled by other than the DPW Supervisor and the BOC; concern with the continued poor conditions of the driveway at Recycle and unnecessary expense; to address concerns at DPM Meeting 12-13-2017. **Motion** by Sweet to pay Matt's Underground Invoice #3993 at 50%, \$406.25, from account #263-000-931.000, Supported by Comai. Discussion, Roll call vote: Sweet, yes; Comai, yes; Buchanan, yes; Cox, yes; Crambell, yes; McKinnon, absent; Fisher, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Chair called for recess at 7:28 PM. Meeting reconvened at 7:39 PM.

**Be-Energy Lighting Proposal:** DPW Supervisor Bole addressed Board noting review of Board action to advertise, bid process and receipt on the one proposal by deadline; noted receipt of second bid after the deadline with amount excessively over Be-Energy bid. Discussion and review of bid costs for each building; consensus of agreement with all buildings except Library, Animal Control; Recycle to be reviewed by Recycle Committee to determine if the cost is in their budget. Consensus to move forward with energy lighting project, to determine what funds will cover the costs; check with accountant on the Court House Restoration Fund balance for assisting with project; Bole to communicate with accountant on changes as discussed by the Board and return to the BOC Finance Committee meeting 12-12-2017.

**Animal Control Budget:** Vice-Chair Fisher noted the communication over the past two months with the accountant, Sheriff and Board regarding the Animal Control Budget deficit for 2017 and anticipated 2018 shortfall, including options for contractual services. Discussion, consensus to maintain the Animal Control department consistent with the millage; make adjustments with the 2018 proposed budget; continue 2017 staffing as current with review of funding for 2017 review at December Finance Committee for potential budget amendment. **Motion** by Cox to return funds from 2018 proposed ACO Capital Outlay budget to staffing wage line items with reduced hours of ACO Clerk to maintain ACO budget expense within the current millage. Supported by Comai. Discussion regarding funding for 2017 shortfall; possible request for increased millage; consensus to stay within the millage, review for contractual services. Roll call vote: Cox, yes; Comai, yes; Buchanan, yes; Crambell, yes; Sweet, yes; McKinnon, absent; Fisher, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

**Undersheriff and Sheriff Admin Secretary stipend:** Fisher noted: request from Sheriff for past several months for approval of stipends for the non-union staff to mirror the stipends of the COAM and POAM employees; noted MAPE employees receipt of stipend and letter from Judge that Court Non-Union follow the MAPE contract. Discussion; concern noted that other

non-union may request stipend; noted that other union did not make the request. Discussion regarding the approval date of the non-union employee policy manual and need to follow the policies. Discussion regarding the requirements for receipt of the longevity in the non-union manual. **Motion** by Buchanan to pay the stipend for the two non-union employees (Harry Shipp of \$300.00 and Jill Juoz of \$500.00) due to past practice and consistent with the POAM and COAM 2016 and 2017 negotiations. Supported by Cox. Discussion. Roll call vote: Buchanan, yes; Cox, yes; Comai, no; Crambell, yes; McKinnon, absent; Sweet, no; Fisher, no. 3 yeas. 3 nays. 1 absent. **Motion failed.**

**Motion** by Buchanan to adjourn at 9:44 PM. Supported by Crambell. 6 yeas. 0 nays. 1 absent. **Carried.**

Respectfully submitted:

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Deborah Hill, Kalkaska County Clerk and  
Clerk of Board of Commissioners

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Kohn Fisher, Vice-Chair of  
Kalkaska County Board of Commissioners

These minutes are not official until they are approved at the next Regular Board of Commissioners meeting.