

Kalkaska County Board of Commissioners
Committee Meeting Minutes
August 14, 2019
(UNAPPROVED)

The following meetings are held in Commissioner Chambers, Admin Building, 605 N Birch Street, Kalkaska, MI

Judiciary and Public Safety: 9:00 AM

Meeting called to order by Committee Chair Sweet at 9:00 AM. Present James Sweet, David Comai, John West and County Clerk Deborah Hill.

Public Input: None

Appointments:

Emergency Services Coordinator, Mike Thompson: Thompson addressed Committee noting status of the RAVE alert; discussion regarding Emergency Plan (Thompson to send updated draft to Committee for review). Discussion regarding Critical Thinking Training, noted for employee education; info and ideas may be considered for Emergency Plan; Thompson to report final on RAVE system, policy packets complete for Board approval and informational response packets for each employee. Committee to have drafts for review and approve at September Committee. Discussion regarding frequency of drills, consensus 2 times per year; emergency boxes with critical information for assistance; noted need in each building. Thompson noted COA Director Jodi Willison is preparing her building information. Discussion regarding CPR training, no date set. Discussion regarding PA system and panic alarms; West will address at IT in County Affairs. Discussion regarding key system and need for inventory/audit; copying of keys continues by individuals not communicating with DPW, Sheriff or Clerk.

Public Input: None

Meeting adjourned at 9:52 AM.

Health and Welfare: 10:00 AM

Meeting called to order by Committee Chair Ngirarsaol at 10:02 AM. Present Commissioners Leigh Ngirarsaol, Patty Cox, James Sweet and Admin Assist/Deputy County Clerk Connie Hall.

Public Input: None

Appointments:

COA Director Jodi Willison: Willison addressed Committee regarding status of Commission on Aging events; noted funds still available for prescription cost assistance; emergency plan for Commission on Aging building in process; Willison to send Clerk a copy when completed. Willison noted drills annually. Discussion.

Library Director, John Roberts: Roberts addressed Committee; noted July report (copy filed with Clerk); noted statistics and upcoming events. Roberts noted the Critical Thinking training was very good and appreciated; discussion regarding Library building owner, update on new library plan and consideration of emergency planning. Next Library meeting 8-27-2019.

Chair Ngirarsaol called for review of Veterans Affairs appointment request. Discussion, **consensus to Motion to approve the Chairs appointments as appointed by the Veterans Affairs Committee as follows: Thomas Tucker to Fields vacancy, term ending 12-31-2019;**

Margaret Andersen to Tuffs vacancy, term ending 12-31-2020; and Lisa Anderson to Wilson vacancy, term ending 12-31-2021.

Public Input: None

Meeting adjourned at 10:29 AM.

DPW: 11:00 AM

Meeting called to order by Committee Chair Comai at 11:07 AM. Present Commissioners David Comai, Craig Crambell, Leigh Ngirarsaol and Admin Assistant/Deputy County Clerk Connie Hall.

Public Input: None

Appointments:

Recycle Manager Josh Hoppe: Hoppe addressed Committee noting status of services.

Soil Conservation, Mark Randolph: Randolph addressed Committee; provided August report (copy filed with Clerk); noted anonymous donor provided funds for the Rugg Pond study; upcoming events; adopt a highway clean-up and recent algae complaints.

Kaliseum Director, John Starr: Starr addressed Committee noting need to repair the parking lot, fix the digital sign; noted he will be contacting sponsors and reviewing arena needs including paint supplies prior to ice; noted IT is working on the website, social media is current. Starr requested increase in fees for ice (\$165.00 per hour), conference room (\$100.00 per day) and old dance room \$70.00 per day). **Consensus to Motion to approve the proposed fee increase of for ice to \$165.00 per hour, conference room to \$100.00 per day and old dance room to \$70.00 per day.**

Log Lake Caretaker, Kelly Ramsey: Ramsey addressed Committee; noted sales increase, Halloween party plans; requested Commissioners to assist with Judging. Ramsey noted concerns with drug use at the Park (advised to call law enforcement). Ramsey noted concern with non-payment when campsites extend past paid fees. Discussion. Consensus to review at Parks and Recreation meeting. Discussion regarding fee refunds (Board would need to review to allow Caretaker that authority.)

Housekeeping, Irene Daniels: Daniels addressed Committee regarding the cleaning of carpets by Sunshine Carpet; noted the work was not satisfactory and company did not want to return for proper cleaning or during work hours. Stanley Steamers was called and provided a demo but unable to remove the soap or detergent. Daniels advised to get a quote to fix the carpet and cost of carpet squares.

Public Input:

County Treasurer Valerie Thornburg: Thornburg addressed Committee noting appreciation for the water fountain replacement; noted concern with access to bathrooms; Thornburg reported she may have funding to assist with expenses.

Appointments Con't:

DPW Supervisor Mayjor Bole: Bole addressed Committee noting status of wells and fencing; noted need for fencing and designated parking areas; Commissioner Comai noted concern with fence expense. Discussion. Bole noted request to Honeywell for lighting bid. Discussion regarding RFP's for work, Bole noted little response; Crambell to notify potential companies.

Discussion regarding need for a camera systems at Log Lake. Bole advised the lawn tractor may need to be replaced or repaired. Discussion regarding Kaliseum repairs; optional funding and request that Steering Committee commence for Kaliseum project. Discussion regarding user group agreements, in-kind services and follow-up to agreements; schedule a meeting to have all users see needs of facilities, etc.

Public Input:

Dale Edgecomb, Sunrise Carpet Cleaning: Edgecomb addressed Committee noting communication issues with Housekeeping Supervisor Daniels and rejection of services billed; noted they were not allowed to return and requested option to return and take care of matter. Bole to communicate with Sunshine Carpet and Daniels; discussion.

Meeting adjourned at 1:03 PM.

Personnel: 1:00 PM

Meeting called to order by Committee Chair Crambell at 1:07 PM. Present Commissioners Craig Crambell, Patty Cox, James Sweet and Admin Assistant/Deputy County Clerk Connie Hall.

Public Input: None

Appointments:

Treasurer Valerie Thornburg: Thornburg addressed Committee regarding need for policy regarding employee’s social security numbers; MMNRA Insurance indemnification coverage. Crambell noted need to take to County Affairs Committee. Discussion regarding County employee policies and policy book, noted concern Clerk is not providing updated policies; Cox noted no recent policies have been added. Sweet noted information should have went to Clerk before presented to Committee.

Sweet updated Committee regarding security & safety. Crambell noted need for updates be taken to County Affairs Committee.

Public Input: None

Meeting Adjourned at 1:19 PM.

Finance: 2:00 PM

Meeting called to order by Committee Chair Cox at 2:00 PM. Present Commissioners Patty Cox, Kohn Fisher, John West and Admin Assistant/Deputy County Clerk Connie Hall.

Public Input: None

Appointments:

Sheriff Patrick Whiteford: Whiteford noted budget amendment request; Accountant Hervey is working on safety fund account 101.

Whiteford noted minor accident regarding animal control vehicle, no repairs. Discussion regarding new animal control vehicle; approximate cost of \$35,000 for truck; approximate cost for truck box \$7,050; Sheriff noted some funds in budget (\$17,000). West noted concerns with available funds. Discussion regarding other options; Accountant Hervey to review budget.

Whiteford noted State of Michigan mandated new live scan system which was covered by a grant in the amount of \$15,443.00, check number 101351746000; requested Advanced check voucher for time of arrival; Committee agreed with purchase due to the grant reimbursement.

West questioned large variance in vehicle maintenance expenses with routine maintenance. Whiteford noted having vehicles back in a timely manner is an issue. Fisher noted appreciation for keeping it local; noted possibility of doing a county wide agreement (RFP's) with one business for service on county fleet of vehicles; Whiteford noted older fleet vehicles needing more maintenance. Whiteford noted work crew van is purchased; possible grant in the works for enclosed work trailer.

Court Administrator Teresa Hill: Hill addressed Committee; noted Child Care final audit went well; final report will go to the Board when received. Hill presented supplemental information document (copy filed with Clerk) for consideration of funding for the District Court Probation Officer position requested; discussion of net cost analysis, additional saving/funds, District Court receivables. Fisher questioned funding from General Fund Account; MIDC expense portion. Accountant Hervey noted concerns with funding for this position out of budget due to upcoming negotiations and budget preparation for 2020; Fisher noted years without position due to Court elimination of position (prior budget cuts with all departments). Fisher questioned other options including shared or outsourcing work; noted budget is done ahead of time; concern funds would have to come from general fund account. Hill noted partial funds available for this position at this time. No consensus to move forward at this time; Fisher noted concern report information not received by Clerk for Committee packet review before meeting.

Treasurer Valerie Thornburg: Thornburg provided Quarterly reports. Discussion. Treasurer noted Chase bank closure will lead to new bank accounts to be set up. Treasurer noted all accounts balancing. Fisher questioned what mail and statements are now being sent to new PO Box set up by the Treasurer and why it was set up; concern Townships are not aware of new address; Fisher inquired if it was a statutory change? Thornburg noted it was not statutory; Thornburg stated cause was due to Clerks office holding mail for two weeks. Fisher requested to see date stamped mail which Thornburg reports caused this decision (none provided). Cox noted concern with the opening of new PO Box and checking account with only Thornburg's name on it; questioned validity of Treasurer's reported issues; noted doubt of such mail mishaps. Fisher noted mishaps with postal service could also be a cause. West questioned what else would be sent to the PO Box. Discussion regarding what other mail (statement, checks, etc.) is now diverted to the Treasurer's PO Box. Thornburg noted repairs to current restrooms needed.

Accountant Corinna Hervey: Hervey provided recap report with recommended Budget Amendment's 2019-0029-0032; discussion; #0030 as corrected. Noted need to get budget meetings scheduled for planning 2020 budget; noted she met with John Starr the new Kaliseum Director; reviewed budget; noted Mr. Starr appears motivated with responsibilities. Hervey noted auditors will be here next week for the full Board meeting she will be in attendance.

Consensus to Motion Budget Amendments 2019-0029 through 0032, #0030 as corrected.

Consensus to motion to pay bills as presented.

Public Input: None

Meeting adjourned at 3:17 PM.

County Affairs: 3:00 PM

Meeting called to order by Committee Chair West at 3:24 PM. Present Commissioners John West, Craig Crambell, Kohn Fisher and Administrative Assistance/Deputy County Clerk Connie Hall.

Public Input: None

Appointments:

IT Report: Sheriff Whiteford reported status of Kaliseum website, working with Revise and Go-Daddy; to be completed in 2 weeks; discussion. Whiteford noted recommendation for the county keying project, compared to card access system and expense. Fisher noted need to get review with DPW Bole’s quotes about costs of both.

Sheriff Patrick Whiteford: Whiteford provided packet regarding Correctional Recovery Agreement; noted reviewed by counsel. Discussion regarding reimbursement of billings for this process. Whiteford noted WRC Grant renewal request and Commissary system that would need to be reviewed by council to move forward.

Whiteford noted future review of automated Dispatch system needed with approximate cost of \$345,000. Whiteford noted SRP Grant renewal (need for counsel to review) for road patrol and Forest Area School Law Enforcement contract renewal. Whiteford noted intent to sell 4 used county vehicles. Whiteford. RFP and/or Bid requirement, discussion.

County Treasurer Valerie Thornburg: Thornburg noted concern for policy to protect Employees social security numbers; noted results from auction, need for second auction and noted purpose of Land Banks. Discussion.

Public Input:

Clerk Hill: Hill addressed Committee noting need for Board decision on limiting 457 accounts; discussion; Committee requested Clerk to set up a Special County affairs to review. Hill noted need for replacement of lectreivers in vault; discussion; Clerk to review funding with Accountant.

Consensus to Motion to approve Women’s Resource Center agreement extension.

Consensus to Motion to approve Asset Recovery Services Agreement. Consensus to Motion to approve SRP Road Patrol Grant. Consensus to Motion to approve Forest Area School Law enforcement agreement extension. Consensus to Motion to allow the Sheriff to sell 4 used county vehicles and to approve publishing for sealed bids (old work van, 2008 crown Victoria, 2010 Charger & 2004 Dodge Ram). Consensus to Motion to approve payment to Krzysztof Oliwa.

Public Input: None

Meeting adjourned at 5:52 PM.

Respectfully submitted:

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

Kohn Fisher, Chair of
Kalkaska County Board of Commissioners

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