

Kalkaska County Board of Commissioners
Committee Meeting Minutes
March 13, 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 9:12 AM. Present Commissioners James Sweet, John West, David Comai and County Clerk Deborah Hill.

Public Input: None

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed the Committee regarding jail repair RFP's, cost of \$40,000.00; noted some repairs may not be needed at this time; noted additional property may be necessary; noted jail is operational. Committee recommended repairs be addressed; noted concern with cost or need of new jail and courthouse; noted concern with corrections department expense; Accountant noted concern with budget; planning should be in advance; matter tabled.

Public Input: None

Meeting adjourned at 10:00

Health and Welfare: 10:00 AM

Meeting called to order by Committee Chair Ngirarsaol at 10:04 AM. Present Commissioners Leigh Ngirarsaol, James Sweet, Patty Cox and County Clerk Deborah Hill.

Public Input: None

Appointments:

COA Director Jodi Willison: Willison addressed Committee, provided copy of Director's Report (copy filed with Clerk); noted upcoming events; requested approval of millage renewal. Discussion, noted reviewed by counsel. **Consensus to Motion to approve Resolution 2019-14 for Commission on Aging Millage Renewal.**

Library Director John Roberts: Roberts addressed Committee, provided copy of March Programs; requested approval of Library millage renewal. Discussion, noted reviewed by counsel. **Consensus to Motion to approve Resolution 2019-13 for Library Millage Renewal.**

Discussion regarding status of Point of Sale; noted DHD #10 is scheduling a public hearing for 4-26-2019 in Cadillac; clerk to verify information. Clerk noted a number of communications have been received regarding the Point of Sale. Discussion.

Public Input: None

Meeting adjourned at 10:32 AM

DPW: 11:00 AM

Meeting called to order by Committee Chair Comai at 11:02 AM. Present Commissioners David Comai, Craig Campbell, Leigh Ngirarsaol and County Clerk Deborah Hill.

Public Input: None

Appointments:

Parks and Recreation: Secretary Deb Ball-Odeh addressed Committee; noted minutes of 2-27-19; request for approval of In-Kind Service definition, definition of large event, and user group agreements. Discussion. **Consensus to Motion to approve Rental fees as proposed with added 'per day'. Consensus to Motion to accept description of large event. Consensus to Motion to approve In-Kind Service definition. Discussion regarding user group agreements; to review verbiage and provide at Regular meeting for approval if ready.** Discussion regarding Winterfest follow up with grounds use (deposit, garbage, horse arena); letter to be sent by Kaliseum. Ball-Odeh noted officers were selected and remained the same as 2018.

Recycle Manager Josh Hoppe: Hoppe addressed Committee noting part-time vacancy filled, trailers/staffing in plea; noted Tire Grant was awarded.

Soil Conservation District, Mark Randolph: Randolph addressed Committee noting SAM/DUNS # for grant funding; to review with Clerk. Randolph noted need for a trailer for Soil Conservation, requesting shared expense with DPW; Bole to shop for a dual axel.

Kaliseum Administrated Assistant, Kijlee Goodrich: Goodrich addressed Committee, provided a copy of February 2019 Monthly report; addressed maintenance issues, events and upcoming changes. Request to review membership extensions; discussion regarding reduced fees, refunds and extensions; concern all requests/use are not identical; Goodrich to provide calculations based on individual use. Discussion regarding lease agreements; Clerk to forward documents she has on file to Goodrich.

DPW Supervisor Mayor Bole: Bole noted receipt of sealed generator bids. Chair Comai opened 4 bids received by Clerk. Cunningham Electric, \$22,324.58; Northern Power, \$22,750.00; Haggard, \$22,663.00; and North Country Power Generation, \$17,248.00. All bids reviewed by Committee with comparison of description of bid work. Discussion, **Consensus to Motion to approve Northern Power Electric for \$22,750.00.**

Bole noted concern with Board action regarding designated vehicle traffic areas on fairgrounds. Discussion; consensus to determine areas for gates/signs as soon as the snow is off. Bole noted parking for Gun Show to be directed by signage; to obtain a loader if necessary.

Bole noted he was not interested in temporary monetary consideration for Kaliseum oversight assistance; Crambell advised to take compensation request to Personnel for project oversight. Bole to seek price for dual axel trailer for shared use with Soil Conservation. Commissioner Crambell noted communication from Winterfest regarding grounds use; concern with use of grounds; the requirement to complete the required paperwork and payment of fees; Bole to obtain quote for repairs for April meeting. Discussion. Bole to prepare a request and prepare an AD for electrical upgrades for fairgrounds area. Crambell noted need for assistance for preparing business plan for Kaliseum. Comai noted information of where the Taxes to DDA are collected and paid; to communicate with Networks Northwest.

Bole noted Rugg Pond inspection pending.

Public Input: None

Meeting adjourned at 12:58 PM.

Personnel: 1:00 PM

Meeting called to order by Committee Chair Crambell at 1:02. Present Commissioners Patty Cox, James Sweet, Craig Crambell and County Clerk Deborah Hill.

Public Input: None

Appointments:

Construction Codes, Bill Hiller: Hiller addressed Committee noting his intent to retire. Hiller to provide resolution information for approval. **Consensus to Motion to approve Resolution 2019-17 to lift the hiring freeze to allow the Building Official to fill the Building Official vacancy.**

Sheriff Patrick Whiteford: Whiteford addressed Committee noting continued request for increase of non-union employee wages. Discussion, noted comparison with same counties used for union negotiations. Discussion regarding previous raises/lump sums for non-union. Tabled to Finance.

Chair Crambell called for review of Kaliseum Director Oliwa’s resignation. Discussion. **Consensus to Motion to accept Krzysztof Oliwa’s resignation as presented.** Crambell noted request for letter thanking for service.

Committee noted recommendation from Clerk to table filling the Director vacancy at this time and consider temporary compensation for Assistant Director temporarily until the end of May. Discussion, Clerk noted calculation based on the two salaries involved. **Consensus to Motion to approve temporary appointment of Kaliseum Assistant Director to Interim Director duties with a weekly increase of \$143.00, from 3-1-2019 to 5-31-2019.** (Equaling the difference between the two base salaries).

DPW Supervisor, Mayor Bole: Bole addressed Committee requesting compensation for project oversight as the Kaliseum project goes forward; noted concern he was not compensated for oversight of COA project. Discussion, Committee reminded Bole to continue tracking hours for each site as previously directed.

Public Input:

Ann Kirtley: Addressed Committee regarding Kaliseum changes and concerns with past handlings of facility.

Meeting adjourned at 1:55 PM.

Finance: 2:00 PM

Meeting called to order by Committee hair Cox at 2:03 PM. Present Commissioners Kohn Fisher, John West, Patty Cox and County Clerk Deborah Hill.

Public Input: None

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Committee regarding Budget Amendments 2019-0004, 0005, 0006; discussion. Whiteford noted continued request for non-union wage increases; noted history and county comparisons. Discussion, Committee noted prior % increase and lump sums for non-union; Committee noted concern for all non-union consideration with funds not appropriated in the 2019 budget. Committee noted

understanding of concern to pay same wages for same work with concern for prior increases and consideration of all other non-union employees in conjunction with budgets.

Whiteford requested approval of the purchase of a replacement car with receipt of insurance funds and funds intended for work-crew van. Discussion. Consensus of Committee to approve with advance payment voucher; to obtain grant funding for work-crew van; 2nd replacement car to be requested later with budgeted funds.

Whiteford noted no request from Public Safety.

Accountant Corinna Hervey: Hervey addressed Committee noting review of Budget Amendments; noted finance monthly reports will be sent out by the Clerk 3-14-2019; noted Clerk recommendation to table filling the Kaliseum Director vacancy with interim temporary appointment and compensation for Assistant. Hervey reviewed pre and post approved bills. Hervey reminded process of overage reports that go to Department Heads with the follow up from the Department to review and recommend an amendment to Hervey; if no communication Hervey makes the decision where to pull the funds from their budget.

Fisher inquired as to audit preparation. Hervey reminded the balance of the 2018 bills have to be processed; reminder to Department Heads; noted she will be finalizing by 4-1-2019. Hervey reminded Committee that 2018 and 2019 budgets need to be cautious before the Board approves any further increases.

Discussion regarding DDA; Committee noted misinformation regarding the funds paid to the DDA, noting there are funds paid from Kalkaska Townships taxes each year.

Public Input: None

Meeting adjourned at 2:59 PM.

County Affairs/IT: 3:00 PM

Meeting called to order by Committee Chair West at 3:05 PM. Present Commissioners John West, Kohn Fisher, Craig Crambell and County Clerk Deborah Hill.

Public Input: None

Appointments:

IT Committee: Sheriff Whiteford noted July 2017 a settlement was approved and paid with new agreements signed an counter signed by AT&T; bills were still excessive and not in accordance with the agreements; continued disagreement and communications; Whiteford again signed copies of numerous communications and documentations to another newly assigned AT&T representative; noted the county has paid the billings as agreed but AT&T is to credit the account for the excessive billing. Discussion regarding cameras in Admin lobby; IT to review. Discussion regarding Log Lake computer needs, IT review pending; department budget to be reviewed; IT to verify with Empiric.

Soil Conservation, Mark Randolph: Randolph addressed Committee noting current review of SAMS (registration for federal grants) information for Soil Conservation; noted communication with Clerk with current update; noted Soil Conservation has their own DUNS # (multiple within the county). Discussion regarding pending spring tree sale applications.

Drain Commissioner Seth Phillips: Phillips addressed Committee regarding Section 51 of the Drain Code noting potential fee/costs requirement for County Drain Project. Discussion. Consensus for Committee to review materials/with counsel further before recommendation; Phillips to provide info from other counties that are currently using this process; tabled.

MAC Representatives Steve Currie and Christine Marcus: Power point document provide to Committee, overview of numerous services provided by Michigan Association of Counties; noted Legislative process, members, by-laws and upcoming conferences/summits; noted by-laws can be reviewed online. Discussion regarding variance in county meeting schedules; apportionment, districts and consideration for Commissioners along with public needs. Noted return of services from MAC far exceeds the value of the participation fee paid by the County thru representation and discounted services.

Discussion regarding county adjoining trails, grants, infrastructure and future needs.

Chair West called for review of agenda items:

Resolution 2019-12 Fair Housing Officer; Clerk noted counsel advised the only conflict with the Housing Director to be in this position would be if there was complaint, in such a case another can be assigned to assist. **Consensus to Motion to approve Resolution 2019-12 to Appoint the Housing Officer for Kalkaska County.**

Resolution 2019-15 County Road Millage Renewal request. **Consensus to Motion to approve Resolution 2019-15 authorizing the Renewal Millage for Road Maintenance.**

Resolution 2019-16 regarding intent not to levy millage. Discussion, Committee noted concern with incorrect information being disseminated. Clerk noted proposed Resolution coming from counsel. **Consensus to Motion to approve Resolution 2019-16 of Intent Not to Levy 1996 and 2016 Kaliseum Millages in 2019.**

ACH Policy-tabled.

MERS 457 review, tabled; review with MAC options.

User group agreements for Fairgrounds, recommendations from DPW. Discussion regarding the MSU, FAIR and Ball group user agreements; noted review of In-kind and stakeholder information. Consensus to present for approval at 3-20-2019 meeting.

County Policies, continued review.

Jail Steering Committee, tabled.

Land reverter review; Fisher noted recent communication with the DNR and follow up with options to prepare for request.

Resolution from Jackson County regarding MIDC funding, to review with Court Administrator.

US Census survey, Clerk to follow-up.

Fife Lake Township Notice of Intent; reviewed, no action.

NCCMH meeting request with Sheriff, Clerk to follow-up.

Pending litigation and County representative attendance; consensus Commissioner Fisher to attend 4-24-2019 in Grand Rapids; Clerk as alternate.

Commissioner Fisher inquired as to the use of tobacco in conjunction with the buildings; discussion.

Public Input: None

Meeting adjourned at 6:13 PM.

Respectfully submitted:

Deborah Hill, Kaskaska County Clerk and

Kohn Fisher, Chair of

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