

Kalkaska County Board of Commissioners  
Committee Meeting Minutes  
September 7, 2016  
(UNAPPROVED)

Committee Meetings are held in Commissioner Chambers, Administration Building, 605 N Birch St, Kalkaska, MI  
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**DPW: 11:00 AM**

Meeting called to order at 11:02 AM by Committee Chair Crambell. Present Commissioners Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioner Michael Buchanan. Pledge of Allegiance by all.

**Appointments:**

Recycle Manager Josh Hoppe: Reviewed September report (copy filed with Clerk); noted tire grant clean up of 1,585 tires; sale of old skid steer and bucket; new service of weekend/off hours trailer provided to public at gate for recyclables. Discussion regarding parking lot attention and water retention near buildings.

Soil Conservation, Mark Randolph: Randolph reported on status of: gas line to Civic Center, noted quote increase for service line increase (to be reviewed); county timber harvest; request review of contract given new millage; request of office space review for Soil Conservation (tabled for review of added space/rental fees). Discussion regarding disbursement of revenue from timbering, to review with Parks and Rec Committee. Committee noted request for Parks and Rec Committee Minutes. Randolph to provide proposed contract/work plan.

Log Lake Caretaker, Kelly Ramsey: Ramsey addressed Committee noting status of camp season, completion of showers, review of software for online reservations, and needed continued maintenance needs to commence park opening before May 2017. Discussion regarding service charges at park, consensus necessary oversight due to damage/expense.

Jerry Cannon, Vietnam Moving Wall: Cannon addressed Committee requesting reservation for Fairgrounds area for Vietnam Moving Wall in 2018, pending availability of grounds.

**Consensus to Motion to authorize the reservation of the Fairgrounds area west of the Kaliseum for August 12 thru 18, 2018 for Vietnam 50<sup>th</sup> Anniversary Commemoration.**

DWP Supervisor, Mayor Bole: Discussion regarding Log Lake season cleanup; Admin main office entrances/counter; review of plowing preparation for winter. Bole noted community garden area in need of attention, appearance/debris of concern; consensus for Bole to communicate concern to garden group. Committee noted request for table and chairs for BOC Chambers. Discussion.

Kaliseum Director Alan James: James addressed Committee noting boiler repair pending. James noted property for August 2018 Vietnam moving wall was available and would be reserved. James noted status of Kaliseum events. Discussion regarding new Parks and Rec Committee, James noted progress and organization with new Chair. Discussion regarding timber revenue to be reviewed at Parks and Rec Committee. Discussion.

Discussion regarding main office counter/entrance changes. Consensus to start with Clerk's office. Discussion regarding Log Lake IT needs and revenue with County Treasurer. Meeting adjourned at 12:46 PM.

**COUNTY AFFAIRS/IT: 1:00 PM**

Meeting called to order at 1:00 PM by Committee Chair Fisher. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill. Pledge of Allegiance by all.

**Appointments:**

IT Committee Report: Sheriff Whiteford reported on status of AT&T contract/billings, recommended payment consistent with use/lines (review with Clerk) as before when county met with Shelly Kumpfer; noted status of SunTel changeover of lines, Dispatch lines remain separate. Consensus to discontinue the Civic Center phone. **Consensus to Motion to pay AT&T bill relative to actual line usage and contract prices as reviewed with AT&T bills. Consensus to Motion to reduce hard wire lines (to wireless) with Recycle and Animal Control, and discontinue Civic Center phone line.**

Sheriff Pat Whiteford: Whiteford addressed Committee regarding Secondary Road Patrol Grant. **Consensus to Motion to approve and allow Chair to sign the 2017 Secondary Road Patrol Grant of \$40,455.** Whiteford noted COLI agreement tabled due to Clearwater Township noted Heritage tower can only be used for public safety. Discussion, consensus to table prior meeting motion for COLI agreement. Whiteford noted request from Dispatch Authority Board increase megahertz. Discussion, Whiteford to obtain Clearwater Township statement regarding use for future. **Consensus to Motion to approve \$93,896.35 to be paid from Dispatch funds (#254) as approved by the Authority Board to increase law enforcement to 800 megahertz.** (Agreement to include Village and Garfield Township.) Whiteford noted this step will be preliminary for 5 year plan, eventually to review including Emergency Service and Fire services.

**Public Input:**

Awakening America Alliance, Marilyn Morrison: Addressed Committee noting 9-11 Services at Court House on Sunday, September 11, 2016 at 1:30 PM, requesting officials to attend. (Clerk to forward to Townships.)

Farm and Home Publishing, Bog Fagan/MSUE Karri Saxton: Fagan noted request for Equalization records for preparation of re-print of plat books. Saxton noted history of plat book sales by and for Kalkaska County 4-H, advising that MSUE will be requesting bids for next plat book. Discussion. Consensus for Farm and Home and MSUE to present proposed agreements, noting last agreement was in 2010. Discussion regarding fee schedule for Equalization.

Zoning Administrator Karen VanHorn: VanHorn provided quote for shared county vehicle for Zoning and Soil Erosion. Discussion. **Consensus to Motion to allow purchase of county vehicle for Zoning and Soil Erosion up to \$17,000 from account as determined by accounting/finance.**

County Treasurer Valerie Thornburg: Thornburg presented County Investment Policy and Resolution for approval. Discussion, noted last investment policy in 1997. **Consensus to Motion to approve Resolution 2016-34 Adoption of Investment Policy for Kalkaska County and Investment Policy and allow Chair to sign, as presented and review by counsel.**

Prosecutor Mike Perreault: Perreault addressed Committee regarding proposed agreement with representation of DHS cases, requesting additional compensation for staff. Discussion,

Prosecutor noted office did perform in the past but declined due to minimal compensation. Discussion, Prosecutor noted few cases. Committee noted concern with added costs, review of prior handling of services, payroll obligations, noted decision is Prosecutors as before (Prosecutor decision to decline previous DHS service), Board to determine if paid as additional duties. Consensus Prosecutor to provide proposed agreement note total expense to county.

Clerk Hill noted miscellaneous requests for Equalization fee waivers. Discussion.

Meeting recessed at 3:01 PM, to reconvene 5:30 PM.

Meeting re-recessed at 5:41 PM to 6:00 PM.

Committee Chair Fisher called meeting back into session at 6:15 PM.

Fisher noted requests for waiver of Equalization fees by Great Lakes Energy, Farm and Home publishers, Township sand County Committee. Discussion. Consensus for Interim Director to review. Consensus entities not county affiliated to pay fees, noting FOIA fees applied when appropriate. Consensus to review EQ fee waiver requests at Finance Committee.

Fisher noted 9-11 community services at 8:30 AM downtown and 1:30 PM at County Building, on Sunday September 11, 2016.

Fisher noted review of Empiric accounting. Discussion, matter tabled for review.

Fisher noted letter from Chair for review from Kalkaska County Road Commission for BOC support for Shippy Rd project. **Consensus to Motion to affirm the Chair's signature on Shippy Road Improvement letter dated 8-22-2016 from the Kalkaska County Road Commission.**

Discussion regarding Equalization Director contract and pending posting, proposal to be reviewed by counsel.

Meeting adjourned at 7:22 PM.

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**PERSONNEL: 3:00 PM**

Meeting called to order by Committee Chair Cox at 3:08 PM. Present Commissioners Patty Cox, Craig Crambell, Kohn Fisher and County Clerk Deborah Hill.

**Appointments:**

Sheriff Whiteford: Whiteford noted upcoming staff changes due to Deputy Koronka retirement and court officer coverage concern, requesting approval of 3<sup>rd</sup> part-time position, without additional funding, only for 3<sup>rd</sup> optional employee for court coverage (Whiteford to prepare Resolutions for October meeting.)

Prosecutor Mike Perreault: Perreault noted upcoming retirement of Child Support Coordinator, requesting 4-6 week cross training with new employee. Discussion, Committee requested where funding would come from, need for cross training of staff, state assist if necessary. Consensus to post position, Prosecutor will prepare Resolution for vacancy.

**Consensus to Motion for posting of position for Child Support Coordinator.** Perreault to provide job descriptions/requirements to Clerk; Perreault noted office manager position to will also become vacant in 2017 due to retirement.

Discussion regarding non-union policy employee policies. Consensus to schedule a special Personnel meeting 9-13-2016 at 6:00 PM. Discussion regarding Equalization Director vacancy, posting to end of September for review. Review of request for Kaliseum employee pay

increase, noted pay scale needed, Cox to request Kaliseum pay scale before 9-14-2016 meeting for review. **Consensus to Motion to approve payroll request for Lajewski by James to \$9.00 hour, with pay scale review.** Discussion regarding necessity of Resolution for vacancies, Clerk to clarify with counsel. Consensus to lift hiring freeze for COA Receptionist at Health and Welfare meeting.

Meeting adjourned at 3:46 PM.

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**FINANCE COMMITTEE MEETING OF THE WHOLE: 4:00 PM**

Meeting called to order at 4:00 PM by Committee Chair Hart. Present Commissioners Patty Cox, Craig Crambell. Kohn Fisher, Alan Hart, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioners Michael Buchanan and Kevin Stein.

**Public Input:** None

**Appointments:**

Accountant Corinna Hervey: Hervey reviewed over-expenditure report, requesting Department Heads review and make corrections before October meeting or Board will have to make adjustments without department input. (Memo reminder to Department Heads with overages.) Review of Budget Amendments, discussion. **Consensus to Motion to approve Budget Amendments 2016-0044 through 0049.** (review 0049/Empiric bill, to receive estimated 2016 figures from Empiric before 9-14-2016; billings may be changing, review of onsite IT tech and billing) Discussion regarding the prior Motion to disperse 2016 funds (\$500K) and possible changes. Hervey noted inactive line items will be de-activated. Discussion regarding the Zoning vehicle. **Consensus to Motion to authorize the purchase of county vehicle for Zoning/Soil Erosion up to \$17,000 from account # 101-411-877.000.** McKinnon noted bids pending for Sheriff Building repairs, inquiry if insurance company paid for damage.

Sheriff Whiteford: Whiteford noted his Department items were noted with Budget Amendments. Discussion regarding vacancy reviews/resolutions, whether budget year or past 12 months; to clarify with counsel.

MERS Representative, Tony Radjenovich: Radjenovich reviewed status of county MERS audit, county liability; noted Commission on Aging Division was always a separate division based on 8 hour days; noted county made decisions at onset of each policy for eligibility and liability. Review of annual report and county unfunded liability. Committee requested Radjenovich to return to Board with stats on the counties unfunded liability.

Court Administrator Mark Holston: Holston requested approval of Chair to sign child Care Budget for 2017 and FOC/DHS grant. **Consensus to Motion for Chair to sign proposed 2017 Child Care Contract for 2017. Consensus to Motion to approve the Friend of the Court and DHS Grant.**

Meeting recessed at 5:11 PM, to reconvene at 5:30 PM; reconvened at 5:42 PM.

Meeting called back into session.

Sheriff Whiteford: Whiteford noted RFP for Law Enforcement suite, request for copy for Chair and Clerk with counsel approval. **Consensus to Motion to allow Sheriff to advertise for RFP's for Law Enforcement software suite.**

Chair Hart called for monthly **Bill review, Consensus to Motion to approve bills as presented.**

Chair Hart called for review of SunTel billing for phone line transition approved at August meeting. Discussion. **Consensus to Motion to affirm Chair McKinnon approval of SunTel billing dated 8-25-2016 of \$4,311.30 (from approved \$3,000).**

Chair Hart noted 46<sup>th</sup> Circuit Court Memorandum 8-17-2016, regarding county bid policy. Discussion, Committee noted Board did not approve contract given Court's position with county policy/budget.

**Consensus to Motion to affirm Chair's signature for Veterans Affairs Incentive Grant Award letter dated 8-16-2016.**

Chair Hart called for review of Equalization fee waiver requests. Discussion. **Consensus to Motion to waive Equalization copy fees for Parks and Rec Committee requests as inter-county government related.** Discussion regarding Farm and Home Publishing, Great Lakes Energy and Township requests. Consensus no county fees can be waived unless inter-county government office units; townships and other entities to pay scheduled fees; review with policies.

**Public Input:** None

Meeting adjourned at 6:04 PM.

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**HEALTH AND WELFARE: 5:00 PM**

Meeting called to order at 5:13 PM by Commissioner Cox. Present Commissioners Patty Cox, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioners Kevin Stein and Michael Buchanan.

**Appointments:**

COA Director Jodi Willison: Willison presented proposed blueprint for Commission on Aging remodel project. Discussion. Discussion regarding county bid and RFP policy, pending COA Millage approval. COA August report filed with Clerk.

COA Advisory Board Chair Mike Cox: Discussion regarding COA Advisory Board, review of Advisory Board committees; Cox addressed Committee copy machine replacement at COA (\$2500.00).

Meeting adjourned at 5:35 PM.

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**JUDICIARY AND PUBLIC SAFETY: 6:00 PM**

Meeting canceled; no appointments.

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Respectfully submitted:

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

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Stuart McKinnon, Chair of  
Kalkaska County Board of Commissioners