

Kalkaska County Board of Commissioners
Committee Meeting Minutes
August 3, 2016
(UNAPPROVED)

Committee Meetings are held in the Commissioner Chambers, Administration Building, 605 N Birch St, Kalkaska, MI

DPW COMMITTEE: 11:00 AM

Meeting called to order at 11:00 AM by Committee Chair Crambell. Present Commissioners Craig Crambell, Michael Buchanan, Stuart McKinnon and County Clerk Deborah Hill. Pledge of Allegiance by all.

Appointments:

Recycle Manager Josh Hoppe: Hoppe addressed Committee noting August Report (copy filed with Clerk). Hoppe noted status of recycle materials, Tire Clean-Up Grant and Recycle brochure (to be printed soon.) Discussion.

Soil Conservation, Mark Randolph: Randolph noted success of new millage for Soil Conservation District; current budget required his lay-off until October; noted Parks and Recreation Committee had first meeting with Committee Members with Jack Tanner elected Chair, Mark Randolph Vice-Chair and Megan Daniels Secretary. Randolph noted request for transfer of funds for installation of gas line to Civic Center, reducing heat costs. Discussion.

Consensus to Motion to install natural gas line to Civic Center at cost of \$8,063.00, funds to be transferred of \$6,563.00 from 208-691-920.000 and 208-691-920.100 and \$1500.00 from Fair Board TransCanada grant. Randolph to provide documents from Fair Board. Discussion regarding furnace replacement. Randolph noted 5 Year Plan will soon expire; plan to work with other entities (Village, DDA, Networks Northwest) for grant request. Randolph noted he (Vice-Chair) would be the representative to the BOC for Parks and Rec.

Log Lake Campground Caretaker Kelly Ramsey: Ramsey addressed Committee regarding proposed 'Reservation Form' for Log Lake; to send to Parks and Rec for review and then to DPW. Discussion. Discussion regarding attending Parks and Rec meetings (last Wed of month at 5:30 PM) for review of Log Lake policies. Ramsey noted status of showers and status of Log Lake Campground use.

Recycle/Solid Waste Committee Chair Gerald McKee: McKee noted status of Solid Waste Committee; possible consideration for recycle trailers at gate for weekend use (trial period); reminder of vacant seat on Solid Waste Committee. Discussion.

Kaliseum Director Alan James: James addressed Committee noting success of millage renewal for Kaliseum; boiler repair status, discussion regarding bids/quotes. Discussion regarding AT&T/Charter status, James to talk to Sheriff regarding IT matters.

Public Input:

Tabitha Nelson: Noted improvement at Log Lake Campground and requested consideration for shower costs for those camping for the summer. Discussion.

DPW Supervisor Mayor Bole: Bole addressed Committee noting furnace at jail completed; insurance review of county buildings completed; discussion regarding replacement of cage

openings for main offices in Admin Building; DPW replacement vehicle pending; review of DPW overtime and review of salary/hourly for 2017. Commissioner McKinnon noted proposed SBA Tower contract for review. (Copy filed with Clerk) Discussion. Consensus for McKinnon to forward to counsel for review.

Commissioner McKinnon noted report from Torch Lake water sampling from District Health Department. (Copy filed with Clerk)

Meeting adjourned at 12:53 PM.

COUNTY AFFAIRS/IT: 1:00 PM

Meeting called to order at 1:03 PM by Committee Chair Fisher. Pledge of Allegiance by all. Present Commissioner Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill.

Appointments:

IT Committee, Sheriff Whiteford: addressed Committee with proposed contract from AT&T following review of existing lines (copy filed with Clerk). Discussion, noted prior consensus to agree to new agreements with addendum that AT&T rescind pending billings to in-contract prices and bill for two divisions. Whiteford noted proposed contract was sent to counsel with request for review of addendum, noting lengthy communications with AT&T back to 2014 to be provided for support. Discussion regarding cameras and ID cards. Discussion regarding continued review of County website for improved services including review of Revise quote. Consensus for IT Committee to bring costs of current expense and 2017 proposed IT budget.

Sheriff Pat Whiteford: Whiteford noted his department is reviewing documents to comply County Retention Policy; noted concern with LEMS Service Agreement, to be reviewed with counsel; new Law Enforcement software RFP to be sent to counsel before presented to Board. Continue work with agreements regarding COLI utilizing space on the Heritage Tower.

Morgan Stanley, Jolene Christine: Christine addressed Committee noting option for County to consider change in fiduciary responsibility for employee investments. Discussion. Consensus for Committee to review policies, re-visit in County Affairs and prepare motion if determined to move forward.

Meeting recessed at 3:00 PM, to reconvene at 7:15 PM.

Committee Chair called meeting back into session at 7:29 PM.

Chair Fisher called for review of Antrim County Resolution Dark Stores/Michigan Tax Tribunal. Consensus no action at this time.

Discussion regarding meeting with State Tax Commission. Consensus to meet 10-3 or 10-5 at 5:00 PM, Clerk to notify Carr to confirm date and time.

Discussion regarding emergency contact numbers for District Health Dept, to review/add to emergency telephone contact with Emergency Services.

McKinnon noted Torch Lake Water Sample was received, discussion.

Clerk Hill noted communication from MMRMA regarding Workplace Violence Preparedness.

Clerk Hill requested Committee present a Proclamation for long time board members of the Jury Board and Board of Canvassers now retired. Discussion, Consensus to draft and Clerk to gather information for Committee.

Discussion regarding status of non-union policies, pending review with County Affairs. Appraiser position discussed, review of Motion from July Regular meeting.

Discussion regarding Equalization mapping and plat books, McKinnon to communicate with EQ Director.

Discussion regarding continued review of Department Head/Elected Officials wages, pending review of comparable wage/benefits in Personnel. (Clerk to notify Personnel to post for a meeting to complete.) Prepare draft and forward to counsel for review.

Discussion regarding pension/fiduciary liability review, consensus to continue review with BOC.

Meeting adjourned at 8:20 PM.

PERSONNEL: 3:00 PM

Meeting called to order by Committee Chair Cox at 3:06 PM. Present Commissioners Patty Cox, Craig Crambell, Kohn Fisher and County Clerk Deborah Hill.

Appointments:

Sheriff Pat Whiteford: Whiteford addressed Committee noting request for increase for two dispatchers **for primary lien techs at \$.50/hour**. Discussion. **Consensus to Motion to approve \$.50/hour for lien techs as requested by Sheriff following review of counsel recommendations.** Whiteford noted Deputy Koronka’s vacancy will be filled during budget year and noted status of retention/shredding. Whiteford requested compensation for retiree Rios for assisting with records review of **\$2,280. Consensus to Motion to pay Rios \$2,280 from account 101-305-705.000, following review of counsel recommendations.**

Equalization Director Bob Englebrecht: Englebrecht provided proposed contract for ‘Independent Contractor Appraisal Services’ for review. Discussion. **Consensus to Motion to follow Englebrecht’s proposed contract with A&P Assessing (Allen Enciso) following review by counsel, up to \$20,000.00.** Review of proposed EQ Clerk and/or GIS Mapping Clerk. Discussion. Commissioner Fisher noted review with the State officials indicated there are no deficiencies in the Equalization office, contrary to reported concerns.

Meeting adjourned at 3:42 PM.

FINANCE COMMITTEE MEETING OF THE WHOLE: 4:00 PM

Meeting called to order at 4:02 PM by Committee Chair Hart. Present Commissioners Michael Buchanan, Patty Cox, Craig Crambell, Kohn Fisher, Alan Hart, Stuart McKinnon, Kevin Stein and County Clerk Deborah Hill.

Appointments:

Accountant Corinna Hervey, BCB: Hervey addressed Committee noting review of Budget Amendments 2016-0038 through 0043. Discussion, noted over/under budget report, to be meeting with DPW, Sheriff and COA. **Consensus to Motion to approve Budget Amendments 201-0038, 0039, 0040, 0041, 0042 and 0043.** Discussion, Hervey noted Clerk receptive to recommended changes during interim assistance, noted Commissioner meeting dates for 2017 would allow for preparation for finance reports timely. Discussion. Hervey noted budgets sent

to all departments and request workshops be set. Consensus for Clerk to schedule for September 19, 20, 22 and 23, to begin at 5:00 PM, as Finance Meeting of the Whole. Hervey addressed the 2015 audit, copy **of the Corrective Action Plan letter** was prepared and the BOC. **Discussion regarding the Sheriff Commissary Fund.** (Clerk to contact counsel). Hervey noted the over budget Child Care fund discussed prior month. **Consensus to Motion to move #94,509.22 from the General Fund to the Child Care line per Budget Amendment #2016-0037 in July.**

Hervey noted General Fund had revenue over expenses for 2015 was \$494,108.00; review of Funds Master List and Budget Stabilization Fund obligations with Hervey noting recommendation for addressing unfunded liabilities including with meeting GASB commitment; including Budget Stabilization (\$28,363), Contingency (\$196,869), MERS (\$100,000), computer (\$42,000), county equipment (\$50,000), furniture (\$25,000) and building improvement (\$51,000). Discussion, Hervey also noted pending obligations including AT&T and raises. **Consensus to Motion to authorize the transfer of the following funds \$494,108 to: Budget Stabilization (\$28,363), Contingency (\$196,869), MERS (\$100,000), computer (\$42,000), county equipment (\$50,000), furniture (\$25,000) and building improvement (\$51,000).** (Appointment with MERS to be scheduled) .Hervey reminded Board of committed and assigned funds with pending obligations. Discussion regarding review of DPW accounts with rental buildings and MERS unfunded needs.

Empiric Solutions, Eric Seeley: Seeley, Court Administrator and Clerk noted concern IT Budget is in excess of 2016 budget; discussion regarding new billing process, shared expense with on-site IT assistance and special projects. Discussion. Consensus for Court Administrator, Clerk and Register of Deeds to meet with Empiric for further review of IT assistance/billings.

Sheriff Pat Whiteford: Whiteford noted Budget Amendments were addressed with Accountant.

Court Administrator Mark Holston: Holston noted bid process for Court Appointed Attorney Contract was reviewed with Judges, the Court remaining with current contract and has authorized. Holston noted Court was concerned with bid outcome as current contract was minimal. Discussion, Board noted concern with Court not following county bid process. Consensus to move to Regular meeting for review of Motion.

Kalkaska County Library, Randy Lucyk and Lynette Cervone: Cervone addressed Committee noting the 2015 Audit results with review of Library employee pay scales with lack of authorization . Discussion. Consensus Library Board will provide a pay scale with authorization by Library Board for approval by Personnel and Finance Committee's, for filing in County Clerk office.

Kalkaska County Treasurer, Valerie Thornburg: Thornburg addressed Committee requesting blanket approval of Petty Cash and Cash Drawer funds for County departments. **Consensus to Motion to approve the following cash funds: Policy 165, A,:**

Kalkaska Board of Commissioners Policy Statement

CASH POLICY		Policy # 165 A
CASH DRAWER & PETTY CASH APPROVAL		
Date Approved 8-10-2016	Effective 8-10-2016	Replaces

Purpose: To approve Cash Box and Petty Cash limits for County Departments
 Authority: BOC, County Treasurer and Department Head
 Responsibility: BOC, County Treasurer and Department Head
 Policy: To make the following Cash Box and Petty Cash limits part of the Cash Policy #165.

DEPARTMENT	CASH BOX	PETTY CASH
RECYCLING	\$50.00	- 0-
ROD OFFICE	\$74.00	- 0-
LIBRARY	\$50.00	\$200.00
JAIL- ROCHELLE	\$30.00	-0-
JAIL- JILL	-0-	\$400.00
JAIL- JAIL	-0-	\$40.00
CLERK	\$100.00	- 0-
EQUALIZATION	\$50.00	-0-
PROSECUTOR	-0-	-0-
KALISEUM	\$100.00	\$140.00
TREASURER	\$200.00	-
JURY IN TREASURER		\$500.00
BUILDING CODES	-0-	-0-
VETERANS	-0-	-0-

LOG LAKE		\$ 220.00
COMMISSION ON		
AGING	\$25.00	\$200.00
DISTRICT COURT	\$100.00	\$100.00
PROBATE FAMILY		
COURT	-0-	50.00

to be included in Cash Policy 165 as an addendum. Thornburg reported completion of 2nd Quarter Reconciliation. Thornburg requested approval of moving employee Daniels to Classification 5 for Deputy duties including PRE Audit duties. **Consensus to Motion to move employee Daniels to Level 5 Classification and increase work hours to 8 hour day for Deputy duties including PRE Audit responsibilities.**

Veterans Affairs, Melanie Pauch: Pauch addressed Committee noting application for grant reimbursement signed previously by Chair due to deadline. **Consensus to Motion to affirm Chair McKinnon’s signing on Application for the Michigan Veteran Affairs Agency’s County Incentive Grant.**

Consensus to Motion to approve monthly bills as provided.

Chair Hart noted letters from MMRMA of excess net assets from the State Pool Fund (\$16,298) and net assets declared by the MMRMA Board (\$34,158).

Clerk noted E911 Technical Surcharge Pool Financial Statements for 2014 and 2015 available for review.

Clerk noted request for exchange of Equalization ‘shape files’ for plat books and maps, as has been done in prior years. Discussion. Chair McKinnon to review with EQ Director.

Meeting adjourned at 6:05 PM.

HEALTH AND WELFARE: 6:00 PM

Meeting called to order at 6:11 PM by Committee Chair Stein. Present Kevin Stein, Michael Buchanan, Patty Cox and County Clerk Deborah Hill.

Appointments:

Commission on Aging Advisory Board Chair Mike Cox: Cox addressed Committee noting his recent appointment as COA Advisory Board Chair, noting he is currently gathering information to prepare for the 5 Year Plan, noted recommendations for needed reserves along with the estimated \$800,000 for the remodeling. Cox noted concern with ability to provide necessary information timely for millage renewal approval. Cox provided prints of proposed building remodeling for COA and proposed 5 Year Plan (copy filed with Clerk). Discussion, Cox noted need for budget report of expenses and revenues and will try to present by 8-10-2016 meeting.

Library Board Lynette Cervone and Cash Cook: Cervone addressed Committee noting status of Library Building construction, noting multiple committees formed to continue with project.

Cervone also noted possible grant opportunities due to project remaining downtown, collaborating with DDA and Village of Kalkaska.

Meeting adjourned at 6:32 PM

JUDICIARY AND PUBLIC SAFETY: 7:00 PM

Meeting called to order by Committee Chair Buchanan at 6:58 PM. Present Michael Buchanan, Kevin Stein, Alan Hart and County Clerk Deborah Hill.

Appointments:

Emergency Services Director Mike Thompson: Thompson addressed Committee noting review of future assessments for storm preparation including water evacuation, following July 4th at Torch Lake. Thompson noted FEMA reported a six month extension on deadline for Hazard Mitigation Plan which is pending review and approval. Thompson estimate expense of Torch Lake 4th celebration; noted he is seeking federal funds for equipment. Hart inquired of any funding for fire departments; Thompson noted grant possibilities.

Meeting adjourned at 7:10 PM.

Respectfully submitted:

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

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.