

Kalkaska County Board of Commissioners
Committee Meeting Minutes
March 2, 2016

(UNAPPROVED)

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

DPW: 11:00 AM

Meeting called to order at 11:02 PM 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 reported on pending status of re-application for Tire Grant clean-up; researching cleanups relative to Michigan Recycle Coalition and funding; reviewed Animal Control in Recycle Area, noting space in 3rd building needed by Recycle; insurance coverage cut-off date for extra expenditures 3-5-3016; approx 2 weeks before Recycle can occupy new building, Hoppe to review continued cost with American Waste, reviewing options and review of costs of lost revenue with MMRMA. Hoppe to check on a temporary occupancy permit. Consensus of Committee balance of construction costs not to be paid until project completed.

Soil Conservation Mark Randolph: Randolph provided report 3-2-2016 (copy filed with Clerk) noting status pending of Clearwater forest parcels, invasive species project status, status of Civic Center grant for gas line (discussion), and future funding considered thru millage requests. Discussion, **consensus to Motion to send ballot language for Soil Conservation to counsel for review**. Committee requested Randolph to move forward with millage request and provide a document showing the projection of intent and cost. (Noted April deadlines for proposals for August election.) Discussion regarding office space and relocation if necessary. McKinnon requested Crambell to obtain current total millage report from EQ Director.

Commissioner McKinnon noted attendance of newly appointed Drain Commissioner Seth Phillips.

Recycle/Solid Waste Committee Chair Gerald McGee: McGee reported status of solid waste plan review. Discussion, McGee noted State DEQ advised plan cannot be changed at this time, but can make a working copy, current plan will remain on file as is. Consensus to reprint a 'working copy' with corrections only and prepare a new draft for Commissioners to review only for purpose of being prepared if the State notifies the County the need for revision.

DPW Supervisor Mayor Bole: Bole noted review of office space at Annex for Emergency Services, Drain Commissioner and DPW, to include telephone and computers. **Consensus to Motion to move the Emergency Services to the School Liaison office, the Housing office for the Drain Commissioner and old Emergency Services for the conference room**. Discussion, to include telephone and computers. **Consensus to Motion to allow DPW Bole to modify the old Drain Commission office space, not to exceed \$1500.00 from line item (to be provided)**. Bole noted: status of access/employee cards, to be paid out of appropriate funds for each site (Committee noted card keys to be assigned and logged); status of Wendell Construction with Recycle project; request from ICEMAN to schedule the use of the Civic Center for the November

2016 event; status of building keys for employees/administration; Log Lake shower repairs to commence, Bole to research shower access options. **Consensus to Motion to authorize Clerk to advertise for the Log Lake Caretaker position, to commence opening 4-18-2016.** Bole noted he would not be available 3-15-2016. Bole reported on swipe cards to be used for employee access.

COA Director Julia Rzepecki: Rzepecki reported on status of roof and ice accumulation; power outage and improvising; pending entrance cards, cameras and IT; status of medical equipment; noted concern with inaccurate communications regarding COA and ill effects on seniors; bids for roof icing issue; report on agreement with People's Church for garbage and snow removal (Copy filed with Clerk) Committee noted to maintain yearly agreements. McKinnon noted request for news releases from COA to promote resources, including Loan Closet, status. Rzepecki noted she is communicating with local new media.

Discussion regarding Log Lake receipt request from Caretaker Rogers, consensus to table.

Discussion regarding BOC By-Laws, with no concerns from Board, noting request for approval at 3-9 meeting, in order to move ahead with Parks and Rec Bylaws.

Meeting adjourned at 12:57 PM.

COUNTY AFFAIRS: 1:00 PM

Meeting called to order at 1:03 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 Report: Clerk noted Special County Affairs Meeting with AT&T/SunTel 3-4-2016 (Fisher noted telephone in conference room at annex was not working, IT Committee to follow up.)

Discussion regarding change of office space at annex for DPW Manager/Drain Commissioner/Emergency Manager/Soil Conservation.

Sheriff Pat Whiteford: Whiteford addressed Committee: noted review of swipe cards for building entrance to be combined with employee ID cards; noted a letter from Mid-Michigan Kennels regarding the need for the police dog to remain with its handler. Discussion, **Sheriff to prepare a motion for Finance Committee, to include rationale (fact finding), bill of sale and owner to assume liability, with grant and bill of sale to be attached to documents.** Whiteford noted 6 proposed township law enforcement agreements, to include Bear Lake, Blue Lake, Boardman, Clearwater, Coldsprings and Kalkaska, to be presented for approval; noted commissary agreement pending, counsel to review and present in April, discussion; noted status of camera project, to get quotes for total package (to include COA there is a significant amount of IT preparation prior); reminded of the Sheriff Sale June 11 for county auction and to follow up with record retention cleanup later in August, noting other retention policies apply as well as the county's. Discussion.

COA Director Julia Rzepecki: Rzepecki noted IT proposal and cost, discussion; it was noted there was no hard wired IT at COA, it was only wireless/residential grade, leading to many communication issues; consensus of Committee the need to install the appropriate IT services at COA along with the camera system is essential. Rzepecki to review with COA Advisory Board,

look at phases of installment. Discussion, Committee noting the IT and communications need to be upgraded as proposed.

Public Input:

Dave Creighton: Creighton noted he wish to speak to the Committee regarding his concerns with a property deed. (Kathy Campbell, employee of EQ office, acknowledged that she was there regarding the Creighton property issue but declined invite to the table; County Treasurer Thornburg also present.) Thornburg noted once her office was aware of Mr. Creighton's concerns she began to research the matter on behalf of the Housing Commission. McKinnon noted Creighton's son (end of January) spoke to him of the concern; McKinnon noted concern Mr. Creighton's son was advised by EQ staff to sue the county, McKinnon noted he advised him to go to the County Treasurer to review the Housing Commission records. Creighton noted information to him from Housing Commission's prior representative was for him (Housing Commission) to draft the warranty deed. Creighton claimed warranty deed is fraudulent, noting information provided by county office. Discussion regarding tax-roll changes and Housing Commission representative information to Creighton. Committee noted that they were of the impression that the Treasurer (Housing Commission) were working to resolve the matter. Campbell noted procedures from the EQ department retaining prior names on tax rolls. Consensus for Treasurer to continue with counsel (request option of 'Quiet Title') and 'Commitment for Title Insurance' requirements to resolve property deed matter for Creighton property. Fisher noted the Housing Commission was the 3rd party handling the property and deed preparation. Mr. Creighton remained concerned, acknowledged that the Treasurer was reviewing the Housing Commission records and counsel to resolve the matter as soon as possible and Creighton was receptive to continued communication, noting plans to prepare property for sale in April.

Chair Fisher noted documents for Committee review:

Proposed Hazardous Mitigation Plan; Clerk noted no response from other Commissioners other than Planning Commission; consensus to review Planning Commission concern/review.

Proposed BOC By-Laws: discussion, **consensus to Motion to approve BOC By-Laws with page 5, Sec C, correction as presented.** (Noted purpose of review was to form the Parks and Rec By-Laws which remain pending review. McKinnon to check with Randolph for Draft 6 of Parks and Rec By-Laws for approval.)

Chair Fisher called for recess at 2:59 PM, to reconvene at 5:30 PM.

Reconvene of County Affairs 3-2-2016 @ 5:35 PM.

Equalization Director Brad Heikkila: Committee inquired of Heikkila the purpose of his staff attending County Affairs when a county property matter was being reviewed. Heikkila reported: he was aware of a property/deed issue and needed to know status; he/his staff had determined that elected official (s) were involved in fraudulent activity; EQ staff had privately obtained a title search regarding the property in question to verify and called the Attorney General to obtain knowledge of how to handle the matter and advised of an ongoing investigation. Discussion, Committee noted concern that matter was not brought to the Board's attention given Heikkila's report of seriousness of matter; Committee requested documents supporting

EQ Director's accusations. Heikkila displayed extreme aggression/anger concerning the accused Elected Official and noted ill feelings for other elected official(s). Consensus of Committee for Heikkila to obtain documentation from employee Sheneman, whom he spoke with in the accused Elected Official's office and advise Committee. Discussion, consensus of Committee to forward recording and minutes to counsel and request recommendation.

Chair Fisher called for recess at 7:05 PM. Chair called for reconvene at 7:20 PM.

Discussion regarding from previous session. Consensus EQ Director is to obtain information from EQ employee Sheneman to support accusations and time line of his communications with ROD reported by Heikkila. Committee noted concerns for employee safety resulting from Heikkila's aggression. Discussion regarding follow up of Housing Commission deed preparation for Creighton property; referral to counsel/law enforcement for review of fraud accusations and investigation. (Continued review of misc documents)

BOC Appointment process; noted prior opinions by counsel for Appointment process. Consensus for Clerk to prepare a binder and index of "legal opinions" to refrain from making duplicate requests.

Loss Prevention Workman's Comp report: Recommendations for active safety committee, regular safety awareness and implementation of enhanced hiring practices. Discussion. To be reviewed further in County Affairs and Personnel prior to April meeting. Clerk to check with MAC and counsel for hiring policies.

MERS memo meeting to be scheduled with staff.

County Polices to continue review. Clerk noted all departments and BOC were provided current Policy Manual.

Telephone accounts, noted meeting 3-4-2016.

Consensus to Motion to approve the Law Enforcement Agreements presented for Bear Lake, Blue Lake, Boardman, Clearwater, Coldsprings and Kalkaska as presented and allow Chair to sign.

Memo regarding grant option through ECIVIS. Discussion. Consensus to table at this time.

Memo regarding Brownfield Workshop 3-30-2016 in Cadillac.

IT memo from Empiric regarding recent 'database corruption' regarding communication issues in February. Discussion. Discussion regarding COA necessities.

Morgan Stanley recommendations for co-Fiduciary obligations, Clerk to follow-up with Accountant.

Negotiation status reviewed, 2 contracts ratified, 1 set for mediation date 3-22 and 1 pending meeting date.

Resolutions from other counties reviewed. Consensus to Motion to approve Resolutions for EPA, MDOT and MTA mutual notice; other Resolutions no action.

Misc Minutes (DH#10, DHS, NW Community Action, Community Connections) Discussion, forward to BOC by email in the future rather than copying.

McKinnon noted report from EQ regarding residential building inventory for Kalkaska County. (Copy filed with Clerk). Discussion, noted residential statistics for county wide dwellings and optional information.

Clerk noted continued review of county contracts/leases/agreements, expiring and renewals.

Meeting adjourned at 8:55 PM.

PERSONNEL: 3:00 PM

Meeting called to order at 3:05 by Commissioner Cox. Present Commissioners Patty Cox, Craig Crambell, Kohn Fisher and County Clerk Deborah Hill.

Appointments:

COA Director Julia Rzepecki: Rzepecki noted Activities position filled, Public Relations position pending, Custodian position filled; request for lifting of hiring freeze for In-Town Driver. **Consensus to Motion to lift the hiring freeze and approve Resolution 2016-09 to fill the COA In-Town Driver vacancy.** Rzepecki noted In-Home Service workers are in process of filling positions. Rzepecki noted continued review of COA wages with COA Advisory Board, with regional comparisons in sub-committee. Noted quarterly MDSA meeting upcoming and status of IT upgrades.

Commissioner Fisher noted concern to Personnel Chair Cox with county employee communications to the public being discussed in a prior meeting.

Public Input:

Debra Kimball: Kimball noted her concerns with COA issues including inaccurate statements in COA Advisory Board meetings including voting necessities by COA Board, salary comparisons of COA staff, COA Advisory Board recording secretary interjecting her opinion in minutes, and inaccurate reporting of history and future of Loan Closet. Discussion, Committee noted concern with continued negative communications regarding COA, inappropriate with seniors. (Copy filed with Clerk) Discussion, committee noted COA Advisory Board minutes to be recorded and provided with accuracy; noted Kimball should not be communicator for COA business.

Meeting adjourned at 3:37 PM.

FINANCE COMMITTEE MEETING OF THE WHOLE: 4:00 PM

Meeting called to order at 4:00 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.

Public Input: None

Appointments:

BCB Accountant Corinna Hervey: Hervey noted meeting with Clerk and Treasurer regarding continued changes and participation by both; reviewed Overage Report for February and noted General Fund Budget report at 17%, favorable with budgeted for 12.4%; advised Department Head workshop was well attended with feedback relative to each budget; noted Budget Amendment 0007 for Recycle should be changed to be covered by Revenue Account # 263-000-692.000; noted MERS audit is complete with exception of one employee (MERS is sending letter to employees in question); noted drug testing for employees need to be debited to specified or restricted funds/budgets (COA to be adjusted). Discussion regarding bills for Log Lake phone and internet (Crambell to check on Log Lake billings).

Review of requested Budget Amendments. **Consensus to Motion to approve Budget Amendments 2016-0005, 0006 and 0007.**

Sheriff Pat Whiteford: Whiteford presented letter and supporting documents for sale of K-9 Police Dog to handler. **Consensus to Motion to authorize the sale of current K-9 Police Dog for \$1.00 to Kevin Schaub, payable to Kalkaska County with bill of sale attached and release of liability from the County.** Whiteford noted need for review of Emergency Manager expenses; discussion; consensus for Whiteford to request accountant Hervey to designate and review Emergency Services budget/fund using the current amount of \$16,000.00. Consensus to send the Frederick Township EM Services agreement to counsel for review.

Court Administrator Mark Holston: Holston requested Committee to authorize same wage increases for court non-union employees. Discussion, to address in Special Meeting. (Committee requested Fisher to request EQ Director Heikkila to attend Co Affairs reconvene.)

COA Director Julia Rzepecki: Rzepecki noted status of Empiric proposal for IT upgrade (looking at implementing in phases), COA wage review, Memorial Fund and check signing.

Kaliseum Director Alan James: James reported on upcoming events, natural gas contract up for renewal. Discussion. **Consensus to Motion to allow James to sign natural gas contract when deemed the best price is available to the county.** James reported on status of boiler repairs, noting repairs may be made rather than purchasing new, pending proposals from Harding Mechanical and Arms and Cole.

Chair Hart noted Zoning Administrator memo, noting need for car replacement. Consensus to send to Accountant Hervey for review and recommendation for 2017 Budget. **Consensus to Motion to pay pre and post approved bills as presented with correction of COA employee drug testing to be corrected by Hervey.** (Hart noted continued review of Log Lake bills.) Monthly Report from County Clerk filed.

Public Input: None

Meeting adjourned at 4:48 PM.

HEALTH AND WELFARE: 5:00 PM

Meeting called to order at 5:06 PM by Committee Chair Stein. Present Commissioners Kevin Stein, Michael Buchanan, Patty Cox and County Clerk Deborah Hill.

Appointments:

COA Director Julia Rzepecki: Rzepecki addressed Committee noting Meal Site closure, Loan Closet status (rental unit temporarily), COA wages comparisons, Empiric proposal for IT upgrade (concern with expense), Trout Festival planning, dining-out expansion, review of agreements with satellite sites, noted By-Laws may need to be revised due to In-Home Health Care workers, and continued agreement with People’s Church for garbage and snow removal. Discussion. (Copy of report, agreement with church and Advisory Board Meeting filed with Clerk.)

Meeting adjourned at 5:34 PM.

Respectfully submitted:

Deborah Hill, Kalkaska County Clerk and 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.