

Kalkaska County Board of Commissioners
Regular and Reconvene of Annual Meeting
November 9, 2016
(UNAPPROVED)

Meeting called to order by Chair McKinnon at 6:03 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael Buchanan, Patty Cox, Craig Crambell, Kohn Fisher, Alan Hart, Stuart McKinnon, Kevin Stein and County Clerk Deborah Hill. Pledge of Allegiance by all. Invocation by Commissioner Cox.

Call for Conflict: None

Approval of Agenda:

Motion by Hart to approve Agenda with addition under #9, 7:00 PM appointment with County Clerk regarding FLSA. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Approval of Minutes:

Motion by Hart to approve Regular Meeting Minutes of 10-12-2016. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

Motion by Hart to approve Annual Meeting Minutes of 10-12-2016. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

Motion by Cox to approve Personnel Committee Special Meeting Minutes of 10-18-2016. Supported by Hart. 7 yeas. 0 nays. **Carried.**

Motion by Hart to approve Special Meeting Minutes of 10-19-2016. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Hart to approve Special Meeting Minutes of 10-26-2016. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

Motion by Cox to approve Personnel Committee Special Meeting Minutes of 10-31-2016. Supported by Hart. 7 yeas. 0 nays. **Carried.**

Motion by Hart to approve Committee Meeting Minutes of 11-2-2016. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

Motion by Cox to approve Personnel Committee Special Meeting Minutes of 11-7-2016. Supported by Hart. 7 yeas. 0 nays. **Carried.**

Public Input: None

Appointments:

Accountant Corinna Hervey: Hervey addressed the Board with review of Budget Amendments 2016-0087 thru 0096, noting change with 0089 and 0090. Hervey reviewed overage report (noted reminder to departments of legal use of public funds) and advised that Treasurer will disperse to the Department Heads on 11-15-2016; noted need for Department Heads to communicate requested adjustments as soon as possible; noted need for requests by 12-7 2016 Committee meeting. **Motion** by Hart to approve Budget Amendments 2016-0087 thru 0096

with noted changes on 0089 and 0090. Supported by Buchanan. 7 yeas. 0 nays. **Carried.** Hervey noted Clerk's office AP will be requested to communicate overages before payment for balance of year.

Sheriff Pat Whiteford: Whiteford noted review of Animal Control budget, request for Law Enforcement Agreement with Excelsior Township, review of added compensation for LEIN TAC and review of education support for law enforcement positions (to be reviewed with new policy and negotiations). (Copy of Report #10-2016 filed with Clerk.)

MSUE, Jennifer Berkey: Berkey addressed Board requesting approval of replacing the MSUE staff vacancy. Discussion. **Motion** to allow MSUE to post for the vacant position in the MSUE office. Supported by Crambell. 7 yeas. 0 nays. **Carried.** Consensus for Resolution 2016-43 to go to Personnel Committee Meeting 12-7-2016 for review.

County Clerk, Deborah Hill: Hill advised Board that following review of the FLSA with counsel and accountant, becoming effective 12-1-2016, that salaried county employees (as to whether they meet the exempt or non-exempt status) will be reviewed in conjunction with the FLSA and converted to hourly as determined, to be effective 12-1-2016, that the department head and employee will be notified accordingly; the employee will need to comply with the county payroll policy and the county will need to refrain from the use of comp time. Discussion regarding use of comp time liabilities at time and one-half, departments in question are based on 40 hours per week; Clerk to send memo following FLSA review. (Elected Officials may be exempt.)

Committee Appointments: None

Budget and Bills:

Motion by Hart to approve Post Approved Bills of \$3,133,088.26; General Fund Bills of \$87,481.17; Payroll #20 of \$175,689.74; Payroll #21 of \$174,606.57 and Commissioners Per-Diem (\$1,400.00) and Salary (\$3,248.00) of \$4,648.00. Supported by Buchanan. Roll call vote: Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Unfinished Business: None

Committee Reports:

DPW/Public Work's: Crambell reported. **Motion** to approve snow bid to The Pest Authority in the amount of \$21,850.00. Supported by Hart. Discussion regarding the Recycle and Kaliseum plowing; Recycle inquired of cost to add parking area, will review back at their committee; question as to Kaliseum's inclusion in snowplowing; noted Recycle has truck and plow available. Roll call vote: Crambell, yes; Hart, yes; Buchanan, yes; Cox, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Crambell noted discussion regarding trade-in of DPW vehicle, was tabled to next Committee meeting. Crambell noted consideration for emergency services request for RFP's was reviewed; McKinnon requested to table to 12-7 Committee for further review. **Motion** by Crambell to approve proposed contract language for

SBA Tower Contract with \$200.00 per antenna per month and 3% increase each year as recommended by counsel and request counsel to forward to SBA for review. Supported by Buchanan. Discussion. 7 yeas. 0 nays. **Carried. Motion** by Crambell to affirm Letter of Appreciation to Manistee Lake Improvement Board from the Board of Commissioners dated 11-2-2016. Supported by Hart. 7 yeas. 0 nays. **Carried.**

IT/County Affairs: Fisher reported. **Motion** by Fisher to approve Law Enforcement Agreement with Excelsior Township as proposed. Supported by Crambell. Roll call vote: Fisher, yes; Crambell, yes; Buchanan, yes; Cox, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Fisher to approve Resolution 2016-39 to Adopt Ordinance #150, Amendment #171 (2016-147) Rezone Request. Supported by Hart. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Hart to increase Log Lake campsites to 50 from 31. Supported by Buchanan. Roll call vote: Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Fisher to approve Astra Campground Management Software, for \$3520.00, not to exceed \$4,000.00 (including any training, up to 50 campsites and to be reduced if site number is not increased) to be paid from the Tax Revolving Fund 516 account. Supported by Hart. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** to support Prosecutors DHS agreement, allow Chair to sign, additional signature to be provided. Supported by Hart. Discussion, (noted 3rd prosecutor position contingent upon 2 grant fundings including DHS, to be identified in the line item from that revenue, (noted if revenue ends third position ends) Fisher noted communication with counsel that elected's cannot enter into agreements without Board authority, and reminded that all agreements or contracts must be approved by the Board. Consensus to have counsel add signature for department head and Board. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** (Forward to counsel for correction.) **Motion** by Fisher to approve extending the auditing agreement with Rehmann for 5 years as proposed with added corrections to three requests. Supported by Hart. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Fisher to approve the Equalization Director Agreement with Robert Englebrecht to include added scope of working and added bonding/insurance at 1 million (for errors and omissions). Supported by Hart. Discussion, Chair to sign when amended. Roll call vote: Fisher, yes; Hart, yes; Buchanan, yes; Cox, yes; Crambell, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Fisher for the Clerk to advertise for all vacancies on Boards or Committees for 2017 year. Supported by Hart. 7 yeas. 0 nays. **Carried.** Fisher noted review of transfer of fund balances to be tabled, to be reviewed by accountant before the end of the year as needed for transfer to unfunded liabilities.

Personnel: Cox reported. Cox noted request for Housekeeping staff increase; Daniels present and noted request for added staff rescinded and she would request her hours move to 40 a week to cover absence of current staff. Discussion including where added funds come from. **Motion** by Cox to approve Resolution 2016-40 to lift the hiring freeze to fill the vacancy for County Treasurer Clerk Level 3. Supported by Hart. Roll call vote: Cox, yes; Hart, yes; Buchanan,

yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Cox noted request to change COA Bookkeeper to hourly. Discussion, noted change to be made per FLSA , no motion needed. **Motion** by Cox to move the COA Director to a salary of \$47,675.00 per the FLSA. Supported by Crambell. Discussion regarding the COA Director position; noted position based on 40 hour a week position; FLSA exemption; overtime/budget. Roll call vote: Cox, yes; Crambell, yes; Buchanan, no; Fisher, no; Hart, no; Stein, no; McKinnon, no. 2 yeas. 5 nays.

Motion failed.

Finance: Hart reported, matters addressed previously in meeting (BA and Bills).

Health and Welfare: Stein reported no action items.

Judiciary/Public Safety: Buchanan reported. **Motion** by Buchanan to approve Resolution 2016-42 for Hazard Mitigation Plan. Supported by Hart. Roll call vote: Buchanan, yes; Hart, yes; Cox, yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** for Chair to sign Emergency Action Guidelines. Supported by Hart. Roll call vote: Buchanan, yes; Hart, yes; Cox, yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Accountant Hervey reviewed the budget effects from overtime or replacement staff expenses noting over budgeting could occur. **Motion** by Cox to increase janitorial supervisor from 35 to 40 hours per week for 3 weeks due to the absence of other staff (for FMLA 11-20-16 thru 12-10-2016). Supported by Fisher. Discussion, Hervey to make a budget amendment to cover the added expense. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Crambell, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Sub-Committee Reports:

Soil Conservation District: Hart reported they will be seeking other office space due to county costs. Buchanan noted review of funds from county forest harvests discussed at Parks and Recreation/DPW.

Correspondence and Resolutions:

Motion by Hart to approve Resolution 2016-41 to lift the hiring freeze to fill the vacancy of the Child Support Coordinator (Prosecutors Office). Supported by Cox. Discussion, PA requested overlap of position; consensus funding must be covered by grant. Roll call vote: Hart, yes; Cox, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion to approve Log Lake Caretaker Agreement as seasonal employee. Supported by Hart. Discussion, noted Kalkaska County is a seasonal employer. Discussion. **Motion and support withdrawn and return to DPW for review.**

New Business:

Clerk Hill noted Retention Policy/Shredding scheduled for 11-17-2016, Sheriff Whiteford advised shredding is quoted at .24 cents per pound with work crew assistance. (Clerk to do a memo reminding the departments to be prepared and any items not accounted for will be reviewed by Board.)

Other Business:

McKinnon requested opinion of table re-arrangement in Commissioner Chambers, discussion; consensus to leave as is.

Public Input: None

Crambell requested review of COA Director hours; noted position is 40 hours a week; Director/employee hours may need adjusting to cover responsibilities, overtime not budgeted. Discussion regarding committee member per-diems (VA request of per-diem). Discussion regarding multiple salaried positions that could request over 40 hours. Discussion regarding budget and FLSA. Consensus salaried position to be reviewed, comp time use to be noted.

Motion to adjourn/recess by Hart at 7:58 PM. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

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.