

Kalkaska County Board of Commissioners  
Regular Meeting Minutes  
March 9, 2016  
(UNAPPROVED)

Meeting called to order at 6:00 PM by Chair McKinnon, Commissioners Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael Buchanan, Patty Cox, Craig Crambell, Kohn Fisher, Stuart McKinnon, Kevin Stein and County Clerk Deborah Hill. Commissioner Hart absent. Pledge of Allegiance by all. Invocation by Commissioner Cox.

**Call for Conflict:** None

**Approval of Agenda:**

**Motion** by Fisher to approve Agenda with additions of: #9, added appointment County Treasurer; #17, addition of SBA (tower) contract and COA appointment resignation; #13, AT&T contracts. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

**Approval of Minutes:**

**Motion** by Fisher to approve February 10, 2016 Regular Meeting Minutes with corrections: add Kevin Stein to roll call; correct date under Committee Appointments, 2<sup>nd</sup> line from bottom to 2015; under Budget/Bills, correction of Budget 'Resolutions' 2016-0002 and 0003 to read 'Budget Amendments'. Supported by Stein. 6 yeas. 0 nays. 1 absent. **Carried.**

**Motion** by Fisher to approve Closed Session Meeting Minutes of 2-10-16. Supported by Buchanan. 6 yeas. 0 nays. 1 absent. **Carried.**

**Motion** by Fisher to approve Committee Meeting Minutes from 3-2-2016 with corrections: DPW, page 2, spelling under COA Director, 4 sentences from bottom, media (singular) and table (rather than tabled); bottom of page 2 under COA Director, correction 'hard wired IT at COA (rather than CAO). Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

**Motion** by Fisher to approve Special Meeting Minutes of 3-2-2016 with correction of 'PAOM' to read 'POAM', in first sentence of Purpose of Meeting. Supported by Buchanan. 6 yeas. 0 nays. 1 absent. **Carried.**

**Motion** by Fisher to approve County Affairs Special Meeting Minutes of 3-8-2016 with correction of "(approximately 2 months)" to be moved to after "business case". Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

**Public Input:**

Drain Commissioner Seth Phillips: Phillips introduced to the Board as newly appointed Drain Commissioner; Phillips noted his desire to serve the County of Kalkaska in this position.

Kalkaska Emergency Medical Services, Joe Dupuie: Dupuie addressed the Board and public noting EMS record year for 2015 and 2016 continues to be high level of service requests,

Community Para Medicine program (EMS home visits) to reduce ER visits, new Green Homes are in operation and successful quarterly medical 'sharps' waste drop-off.

Francis Kelly: Kelly advised of concern with COA Director treatment, noted he was asked to leave the facility, claim employees are threatened.

Tonya Middaugh: Middaugh addressed committee requesting her complaint against the COA Director be addressed, claiming intimidation and mistreatment. (Copy of letters filed with Clerk.)

Debra Kimball: Kimball addressed Board noting allegations of her disbursement of inappropriate material regarding COA are false.

### **Appointments:**

Sheriff Pat Whiteford: Whiteford addressed Board, copy of KSO Monthly Report #2-2016 filed with Clerk. **Motion** by Crambell to approve Agreement For Law Enforcement Services as presented with Townships of Bear Lake, Blue Lake, Boardman, Clearwater, Coldsprings and Kalkaska and allow Chair to sign. Supported by Stein. Roll call vote: Crambell, yes; Stein, yes; Buchanan, yes; Cox, yes; Fisher, yes; Hart, absent; McKinnon, yes. 6 yeas. 0 nays. 1 absent.

**Carried. Motion** by Buchanan to authorize the sale of the K-9 Unit Police Dog for \$1.00 with the Bill of Sale as presented, with attachments filed including the grant closure, release of liability from the County and letter of facts supporting sale to handler Kevin Schaub. Supported by Crambell. Roll call vote: Buchanan, yes; Crambell, yes; Cox, yes; Fisher, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Buchanan to approve Budget Amendment 2016-0006 (snowmobile grant wage). Supported by Cox. Roll call vote: Buchanan, yes; Cox, yes; Crambell, yes; Fisher, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

County Treasurer Valerie Thornburg: Thornburg noted to Board follow-up with County's opt-in and preparation for property tax sales for Kalkaska County, requesting possible dates for August and September. Consensus to refer to County Affairs and Thornburg to verify dates available at Civic Center, review for rental fee waiver.

**Motion** by Fisher to enter into Closed Session to discuss attorney client privileged letter under MCL 15.268 (h) and to discuss strategy and negotiation of a collective bargaining agreement under MCL 15.268 (c). Supported by Buchanan. Roll call vote: Fisher, yes; Buchanan, yes; Cox, yes; Crambell, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Meeting entered into Closed Session at 6:34 PM.

Meeting returned to Open Session at 7:37 PM.

**Motion** by Crambell to return to Open Session at 7:37 PM. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Fisher to affirm the investigation initiated by the Michigan State Police of the complaint discussed at the County Affairs Committee Meeting on 3-2-2016. Supported by Crambell. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Fisher to ratify the tentative agreement reached with the COAM Union effective 1-1-2016 and adjust the wage

increase for this unit accordingly. Supported by Buchanan. Roll call vote: Fisher, yes; Buchanan, yes; Cox, yes; Crambell, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent.

**Carried.**

Chair McKinnon called for recess at 7:40 PM.

Meeting reconvened at 7:47 PM.

**Committee Appointments:** None

**Budget and Bills:**

**Motion** by Buchanan to approve Budget Amendments 2016-0005 (Prosecutor office supplies) and 2016-0007 (Recycle waste expense). Supported by Cox. Roll call vote: Buchanan, yes; Cox, yes; Crambell, yes; Fisher, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent.

**Carried.**

**Motion** by Buchanan to approve Post Approved Bills of \$389,667.99, General Fund Bills of \$74,246.09, Payroll #3 of \$173,025.10, Payroll #4 of \$173,853.82, and Commissioners Per-Diem (\$700.00) and Salary (\$3200.00) of \$3900.00. Supported by Fisher. Roll call vote: Buchanan, yes; Fisher, yes; Cox, yes; Crambell, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

**Unfinished Business:**

Commissioner Fisher reported on status of AT&T services/accounts from 3-8-2016 meeting; noting lack of communication from AT&T for months, review of accounts and lines, to receive an inventory from AT&T in 1 week, the county will then advise as to what accounts need to continue and AT&T to offer resolve to account concerns within 2 months.

**Committee Reports:**

**DPW:** Crambell reported: **Motion** by Crambell to authorize DPW Supervisor to change office space at the annex from Emergency Services to the School Liaison office, Drain Commissioner office to the old Housing office and the old Emergency Services to a conference room. Supported by Buchanan. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Crambell to approve DPW to modify the old Drain Commissioner room for DPW, not to exceed \$1500.00 in expenses, to use building maintenance line item for annex. Supported by Buchanan. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Crambell to authorize the Clerk to advertise for the Log Lake Caretaker position (park to commence opening 4-18-2016). Supported by Buchanan. 6 yeas. 0 nays. 1 absent. **Carried.** McKinnon reported Soil Conservation request for review of millage language for August 2016 ballot. Discussion regarding 50 mill limit, EQ Director reported avg mills currently at 40. Discussion including Commissioners concern with level of current millages. **Motion** by Crambell to send Soil Conservation ballot language to counsel for review. (To put on April 12 agenda for review/approval.) 6 yeas. 0 nays. 1 absent. **Carried.** Discussion regarding effects of 50 mill limit; noted COA also has millage renewal pending the August 2016 ballot. Discussion, noted request to Equalization Director Heikkila for L4029 itemized millage report, to review at April 4-6-2016 County Affairs and Regular Meeting 4-12-2016. Discussion

regarding millage policy. **Motion** by Fisher to request itemized L4029 millage report by end of week from Equalization Director for review. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.** McKinnon noted proposed millage request should be reviewed by Commissioners at Townships, review back at Finance and County Affairs Committees, put on BOC agenda for 4-12-2016.

**County Affairs:** Fisher reported, inquiry if BOC had reviewed proposed bylaw amendment to address Parks and Recreation Committee. **Motion** by Fisher to adopt amended BOC By-Laws as proposed, effective 3-9-2016. Supported by Buchanan. Discussion. Roll call vote: Fisher, yes; Buchanan, yes; Cox, yes; Crambell, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

**Motion** by Fisher to authorize the COA Director to continue forward with the quote for the IT improvements at the COA to be compliant with county policies. Supported by Cox. Discussion, consensus to complete as quoted. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Crambell, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

McKinnon asked for report of DPW review Draft #6 of Parks and Rec By-Laws following the approval of the Amended BOC By-Laws. Discussion. **Motion** by Crambell to adopt Draft #6 of the Kalkaska County Parks and Recreation Committee By-Laws as presented. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Buchanan, yes; Cox, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Fisher to authorize the Clerk to advertise for the newly formed Parks and Recreation Committee vacancies. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

**Personnel:** Cox reported, **Motion** by Cox to approve Resolution 2016-09 to lift the hiring freeze to fill the COA In-Town Delivery Driver vacancy. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Crambell, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

**Finance:** Buchanan reported, **Motion** by Buchanan to allow Kaliseum Director James to sign natural gas contract when deemed appropriate with best pricing for county. Supported by Fisher. Roll call vote: Buchanan, yes; Fisher, yes; Cox, yes; Crambell, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** Clerk noted correction of 3-2-2016 Finance Committee Minutes needed. **Motion** by Fisher to correct the Finance Committee Meeting Minutes of 3-2-2016 to read Budget Amendments 2016-0005, 0006 & 0007, rather than 0006, 0007 & 0008. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

**Health and Welfare:** Stein noted no action items, COA Director reported.

**Judiciary/Public Safety:** Buchanan report canceled no appointments.

**Sub-Committee Reports:** None

**Correspondence and Resolutions:**

Chair McKinnon noted Rehmann Agreement for review. Clerk advised auditing firm of Rehmann to commence 2015 audit in May, County approval needed. **Motion** by Crambell to authorize the Chair to sign the Rehmann Letter of Understanding, Engagement Letter and Change Orders as presented. Supported by Cox. Discussion, terms in context with contract. Roll

call vote: Crambell, yes; Cox, yes; Buchanan, yes; Fisher, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

**Motion** by Fisher to approve Resolution 2016-10 EPA and Army Corp of Engineers Implement A Regulation for the Defined Waters of the US under the Clean Water Act. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Fisher to approve Resolution 2016-11 Opposing HB 5016 Regulation of Public Right-of-Ways requiring MDOT to provide one year Notice to Licensees under MTA. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

McKinnon reported numerous meetings held with parties involved regarding Emergency Management Services, noted several options reviewed, requested action to enter into contract with Frederick Twp. Discussion, noted contract reviewed by MSP, time constraints and would satisfy counties obligations; noted budgeted for \$13,100.00 plus office supplies and telephone. **Motion** by Fisher to enter into contract with Frederick Township for Emergency Management Services Contract for Kankaska County as proposed and allow Chair to sign with the affirmative review by counsel. Supported by Buchanan. Discussion regarding services for Kankaska County covered, question regarding in-county options, review at Finance Committee, time constraints, noted 1 year contract. Roll call vote: Fisher, yes; Buchanan, yes; Cox, yes; Crambell, yes; Hart, absent; Stein, no; McKinnon, yes. 5 yeas. 1 nay. 1 absent. **Carried.** **Motion** by Fisher to attach the Planning Commission's concerns to the 5 Year Hazard Mitigation Plan prior to proposing to the new Emergency Management Services Manager. Supported by Cox. Discussion, noted no concerns requested by BOC members. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Crambell, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

#### **New Business:**

McKinnon noted resignation from COA Advisory Board appointment Peggy Nichols. Discussion, Cox to obtain a copy of letter from Nichols. **Motion** by Cox for Chair to accept resignation of Peggy Nichols upon receipt of letter. Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried.**

**Motion** by Fisher to accept resignation letter of Zoning Board of Appeals William Ingels. Supported by Buchanan. 6 yeas. 0 nays. 1 absent. **Carried.**

**Motion** by Fisher to authorize the Clerk to advertise for the vacancies for the COA Advisory Board and the Zoning Board of Appeals. Supported by Crambell. 6 yeas. 0 nays. 1 absent. **Carried.**

McKinnon noted county counsel contract reviewed, concern all department expenses are attributed to Board, should be by individual departments as needed. **Motion** by Crambell to create a new line item called County Government Legal (#101-262-831.000). Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.** Discussion, noted additional funding account is needed when legal work is outside contractual services due to legal matters independent of base contract with the BOC. **Motion** by Fisher for funds to cover the costs for County Government Legal line item incurred by each department will come from that department's budget when utilized by that department, or from the contingency line item (101-960-999.000) as approved by the BOC. Supported by Crambell. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Crambell concerning the Housing Commission legal only, the BOC affirm that the legal work being performed by counsel

is outside of the normal scope of work and request that the payment for this cost to the county be charged to the Housing Commission, and/or the County Government Legal line item as determined by the BOC. Supported by Fisher. Discussion. 6 yeas. 0 nays. 1 absent. **Carried.**

McKinnon noted SBA Tower contract review, noting 8 years left before expires, advising review needed, SBA was the most beneficial to the county that has been received. Noted prior lease funds went to Parks and Rec grounds and funding was reported to DNR allowing compliance with DNR requirements; McKinnon requested BOC to review, return tower contract to DPW and counsel for review.

McKinnon Noted monthly report from Zoning Administrator and Kaliseum. (Copy filed with Clerk)

**Other Business:** None

**Public Input:**

Dick Malott: Malott addressed Board noting the '50 mills is a limit not a goal'.

**Motion** by Crambell to adjourn at 9:05 PM. Supported by Buchanan. 6 yeas. 0 nays. 1 absent. **Carried.**

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

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