

Kalkaska County Board of Commissioners
Special Meeting Minutes
November 28, 2016
(UNAPPROVED)

Meeting called to order by Chair McKinnon at 5:00 PM, Commissioner 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. Absent, Alan Hart. Pledge of Allegiance by all.

Public Input: None

Purpose of Meeting:

GIS Mapping Needs: Present Equalization Director Robert Englebrecht; Englebrecht addressed the Board providing short and long term solutions and/or recommendations for the Equalization Office needs; noted short term cost not to exceed \$1,000. **Motion** by Fisher to authorize Equalization Director Englebrecht to provide GIS mapping services as proposed for Kalkaska County at \$49.00 per hour, not to exceed \$1,000.000 to be paid out of the contract appraisal line item for the immediate needs of the Equalization department for GIS mapping. Supported by Cox. Discussion. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Crambell, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays 1 absent. **Carried.** Englebrecht addressed Board with intermediate concerns of 911 maintenance and parcel data maintenance, noting the primary necessity of 911 property identification; provided proposal for GIS Needs-Medium terms (copies filed with Clerk). Discussion, including ability for Kalkaska to still print maps here if requested; (noted similar agreement in Crawford County) Englebrecht noted addresses current for Zoning and building permits. **Motion** by Crambell to move forward with proposed contract with TopComp for 6 month period at \$8450, for GIS mapping, contingent upon review by counsel. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Buchanan, yes; Cox, yes; Hart, absent; Stein, no; McKinnon, yes. 5 yeas. 1 nays. 1 absent. **Carried.** (Copies filed with Clerk)

Equalization Office Temporary Staffing: Sue Tanner provided proposal (copy filed with Clerk) to the Board to assist with the temporary staffing of the Equalization office. Discussion, noted Tanner was previous Equalization Director, 32 years of experience and interest in assisting with Equalization services temporarily pending the replacement of office staffing. Discussion, Tanner noted proposed dates of availability for December with consideration for January etc if needed. Chair McKinnon noted need for Tanner's knowledge and assistance with recommendations for future. **Motion** by Cox to accept and enter into an agreement with Sue Tanner as Equalization temporary part-time employee as proposed at \$20.00 hour with withholdings, for dates as provided. Supported by Fisher. Discussion. (Public noted questions about office hours.) Fisher noted State review indicated part time hours were sufficient and consistent with prior staffing duties. Sally Bell-Mathis, Realtor, advised services were of concern for realtors including address labels, concern with minimal presence of Equalization

Director and questions fees being paid. Continued discussion, Chair noted required services will be met and current decisions intended to cover needs. Englebrecht noted up to date information will now be with the assessors and township level. Discussion, Englebrecht noted he is available every Tuesday at office and other days by telephone, email and appointments. Consensus GIS mapping will be provided but not in-house at this time. Register of Deeds DeGraaf noted the mapping that is requested most often is the tax maps that are available in the EQ office or Treasurers office. Mathis and Gunning noted communication concerns. Clerk Hill advised that emails and telephone were forwarded to the Clerk's office and being addressed; unaware of any deficiencies in communication; discussion regarding duties and replacement of staff. Board noted experience of Tanner as former Appraiser and EQ Director. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Crambell, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Buchanan to authorize the Chair to sign an agreement with Sue Tanner as reviewed by counsel. Supported by Fisher. Roll call vote: Buchanan, yes; Fisher, yes; Buchanan, yes; Cox, yes; Crambell, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays 1 absent. **Carried.**

Resolution 2016-46, Chief Deputy Register of Deeds: Register of Deeds Jo Ann DeGraaf requested review of Chief Deputy position for ROD office similar to Clerk, Treasurer and Sheriff. DeGraaf noted necessity of non-union confidential position for office functions in her absence, provide job description as review by counsel. Discussion. **Motion** by Fisher to accept the job description for Chief Deputy Register of Deeds (copy filed with Clerk). Supported by Cox. Discussion, description Level 4 to be stricken given the new duties. Roll call vote: Fisher, yes; Cox, yes; Crambell, yes; Hart, absent; Stein, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Fisher to approve Resolution 2016-46 to lift the hiring freeze to approve filling the vacancy of the position of Chief Deputy Register of Deeds. 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.**

Public Input:

Al Jordan: Jordan noted concern obtaining tax maps. Board noted maps are available as discussed.

Motion by Fisher to adjourn at 5:54 PM. Supported by Cox. 6 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.