

Kalkaska County Board of Commissioners  
Finance Committee Meeting Minutes  
January 10, 2017  
(UNAPPROVED)

Meeting called to order at 5:02 PM by Committee Chair Cox, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

**Public Input:**

County Treasurer Val Thornburg addressed Committee noting options discussed for Equalization Office coverage by Treasurer given similar work. Thornburg noted review of options with Register of Deeds, Equalization Director, Clerk and Treasurer; advised with Board request to consider overlapping with existing office positions between the 3 main offices, and due to similar activities between the Treasurer and Equalization, she request her vacant position to be reviewed for 40 hours a week rather than 35, she could the assist with the Equalization clerical work with her two current staff and eliminate the expense of a new employee. Discussion. Treasurer noted employee Daniels was interested in EQ if it was a Level 5 with 40 hours. Clerk Hill advised she did not see where the Equalization office duties would coincide with the County Clerk office duties; she discussed with counsel who advised the BOC does not have to fill that position. Consensus to recommend the Treasurer's recommendation at Committee with review of Equalization Director and BOC. Committee noted request for Clerk and Treasurer to provide Board with outline/list of changes in duties from onset of reorganization of accounting, opting in/foreclosures, PRE's, etc. **Consensus to Motion to approve County Treasurer Clerk Level 3 vacancy increase of hours from 35 to 40 hours (due to added EQ duties to Treasurer office current staff). Consensus to Motion to request Sue Tanner to assist with training of Equalization clerk duties. Consensus to Motion to allow Treasurer to oversee duties of Equalization clerk duties with continued review by Equalization Director and BOC.** Consensus to develop process for Treasurer to obtain 911 and EQ mapping. Consensus for Treasurer to send a memo to township treasurer's with copy to township supervisors if any concerns with deed and address changes into the assure updates, to request EQ Director to advise on procedures. Treasurer will track time for work in each office to debit correct services.

Chair Cox called for review of bills for Board approval. Clerk Hill noted no Budget Amendments at this time, accountant Hervey to present to Board with 2016 final amendment information. Committee noted with bill approval review, the need for department head initials with account number, explanation for bills that are presented late, bills need date stamp of when received, need for contracts and information necessary for taxes. **Consensus to Motion to pay bills as presented pending explanation for several bills that the Committee questions.** (Committee members to inquire at Standing Committee meetings 1-11-2017.) Discussion regarding necessity for deadlines for submission of bills and budget amendments for Committee review and Accountant attendance.

**Consensus to Motion to require bills and Budget Amendments to the Clerks office by noon on the Friday before Committee Meetings and Clerk to send memo to be sent to all departments.**

**Public Input:** None

Meeting adjourned at 8:38 PM.

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.