

Kalkaska County Board of Commissioners  
Committee Meeting Minutes  
March 8, 2017  
(UNAPPROVED)

Committee Meetings are held in Commissioner Chambers, Admin Bldg, 605 N Birch Street, Kalkaska, MI  
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**Judiciary & Public Safety: 9:00 AM**

Meeting called to order by Commissioner Chair Sweet at 9:00 AM. Present Commissioners James Sweet, Michael Buchanan, David Comai and County Clerk Deborah Hill.

**Public Input:** None

**Appointments:**

Emergency Services Manager, Mike Thompson: Thompson addressed Committee noting status of Emergency Management Services in Kalkaska County, communication with Townships and quarterly meetings. Discussion.

**Public Input:** None

Meeting adjourned at 9:27 AM.

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**Health and Welfare: 10:00 AM**

Meeting called to order by Commissioner Chair Comai at 10:00 AM. Present Commissioners Dave Comai, Patty Cox, James Sweet and County Clerk Deborah Hill.

**Public Input:** None

**Appointments:**

COA Director Jodi Willison: Willison addressed Committee (copy of February Directors Report filed with Clerk) noting upcoming events and status of COA building project, cost analysis was over expected; possible two phases to assist with project but complete this year. Discussion.

**Consensus to Motion to move \$387,000 from 2016 COA budget to the Capital Outlay fund, not to exceed \$1.2 million, for the purpose of the Commission on Aging building remodeling project, as discussed with the accountant (Accountant Hervey to provide Budget Amendment numbers).**

Library Chair, Lynette Cervone: Cervone addressed Committee and presented Power Point of the history and status of the new Library building project. Discussion, Cervone noted the next Planning Committee meeting for the Library is 3-21-2017.

**Public Input:** None

Meeting adjourned at 10:50 AM.

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**DPW/Public Works: 11:00 AM**

Meeting called to order by Commissioner Chair Buchanan at 11:00 AM. Present Commissioners Michael Buchanan, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioner Craig Crambell.

**Public Input:** None

**Appointments:**

Recycle Manager, Josh Hoppe: Hoppe addressed Committee (copy of March report filed with Clerk), noting status of product shipping, possible in County locations for recycle pickup and request for DEQ grant for recycle trailers. Discussion. **Consensus to Motion to approve Recycle application for DEQ Grant of \$40,500.00 for purchase of recycling trailers with County match of 25%**. Hoppe noted unpaid bill for plastic shipping; Hoppe to give information to Clerk for collection.

Soil Conservation District: (Randolph absent)

Parks and Recreation Committee Chair Jack Tanner: Tanner addressed Committee noting Rotary 'Seeds' Grant was approved for \$8,000.00 (County share \$2,000.00). **Consensus to Motion to move \$2,000.00 to Parks and Recreation line item to cover the \$2,000.00 County share of Rotary Charities Seeds Grant, accountant to provide Budget Amendment with account numbers (provided 208-691-931.000)**. Tanner noted KART Trail lighting grant was not approved; status of fair grounds use agreements and need for review of grounds policies (Parks and Rec Board member Chuck Ardingo also reported); noted user groups of soccer and ball field are meeting to discuss summer scheduling.

Kaliseum Director Alan James: James addressed Committee noting upcoming events including removing ice from arena in preparation for use as exhibition hall for Gun Show; status of roof repairs. Discussion regarding Civic Center use, James noted Kaliseum has nothing scheduled until Trout Festival and assumed closed until then, noted county janitorial should not have to check unless scheduled use; discussion regarding Fair Board access; consensus no further use or keys out until determined where Fair Board office space may be located for future; use agreements pending; James noted soccer and baseball have scheduled with continued meetings. Buchanan noted possible office space at Annex; noted concern heat is left on at high temps at Civic Center causing unnecessary expense. Buchanan noted a Special Parks and Rec meeting on 3-21-2017 to review all. (COA Director noted Fair Board could use COA Building for meetings if needed.) Discussion, noted no use at Civic Center scheduled now until Trout Festival.

DPW Supervisor Mayjor Bole: Bole addressed status of COA building remodeling. COA Director Jodi Willison noted building project cost analysis came in higher than projected, requested 2016 funds to be transferred to Capital Outlay in Health and Welfare; noted bids will be received soon and project should be complete by end of September 2017.

Bole noted accountant to set up separate fund for DHS building expenses. Committee requested Bole to set up cleaning of duct systems in county buildings; pending water bill review with new meters (Bole to check with Clerk's office to compare last billings).

Bole noted that any user group of fairgrounds area will need to call Miss Dig before any setup where ground is penetrated due to new gas lines to Civic Center.

Bole noted upcoming repair of generator at the annex. Discussion including scheduling of Boiler inspections of county buildings. Discussion regarding sale of 2003 county pickup; Bole to provide info to Clerk to do Ad for bids.

Construction Codes Supervisor Bill Hiller: Hiller addressed Committee noting inquiry regarding county policy if an employee does not have a driver's license when employment

includes travel. Discussion, Hiller advised by McKinnon to contact counsel for recommendations.

Hiller noted he received communication requesting Construction Codes for a statement that they were unable to provide regarding a landlord/tenant complaint. Discussion.

**Public Input:** None

Discussion regarding Soil Conservation District proposed agreements, copies to all Board for review.

Discussion regarding pending Log Lake agreement; consensus Buchanan to call Ramsey to see if she is still interested in position for this season. **Consensus to Motion to adopt Log Lake Caretaker Agreement at March 15, 2017 meeting following communication with past seasonal worker and contract review by counsel.**

Discussion regarding contractual service advertising, consensus to table.

**Public Input:**

Meeting adjourned at 12:32 PM.

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**Personnel: 1:00 PM**

Meeting called to order by Commissioner Cox at 1:05 PM. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill. Commissioner Craig Crambell absent.

**Public Input:** None

**Appointments:**

Sheriff Patrick Whiteford: Whiteford addressed Committee noting proposed 'Kalkaska County Sheriff's Office Personnel Policy and Work Rules for Union and Non-Union Employees'. Discussion, Whiteford noted manual was forwarded to counsel for review. Whiteford reminded Committee of Elected Official wage requests from 2016.

Court Administrator Mark Holston: Holston addressed Committee noting prior request for non-union employee Vergote to receive lump-sum payment that union employees received. Committee noted Non-Union Employee Manual addresses similar payment and need to be consistent. Discussion, Committee noted the need for a written policy from Judge Buday and Judge Mertz to dictate that the court non-union employee falls outside of the County Non-Union policy and request to follow MAPE. **Consensus to Motion to approve a lump sum payment to Judicial Secretary for Judge Buday for \$300.00 (not to be added to the wage), with written statement from Judge Buday/Mertz.**

COA Director Jodi Willison: Willison requested approval for an added In-Home Service Worker due to increased clients. Discussion. **Consensus to Motion to increase the Commissioner on Aging In-Home Service Workers to 12 if client needs increase, Budget Amendment to be provided and approve Resolution 2017-15 to lift the hiring freeze to allow COA to hire an In-Home Health Care Worker.**

Willison noted continued review of approval for paid time for vacation, etc., following the approval of the Non-Union Employee Manual. Discussion, question as to hire date or approval date of policy. Consensus to review with Clerk's office, payroll and counsel as to what the start

date should be (not to be confused with the hire date vs. benefit date, and concern not to be retroactive). **(Following recommendation/review from counsel), consensus to Motion (see correspondence from counsel/motion sheet)** Clerk to notify payroll and counsel for recommendations.

Willison noted the COA did receive the \$20,000 grant for the sidewalks. Discussion regarding road between school and Senior Center.

Discussion regarding review of part-time employees accruing paid time off that are not eligible. Consensus accrual needs to decrease, allow accrued time to be used. **Consensus to Motion to decrease the part-time accrual of sick time unless consistent with manual or contracts, (with review of proper language by counsel for notification)**. Employees affected by action to follow contracts to be notified.

Prosecutor Michael Perreault: Perreault addressed Committee noting continued request for filling the second Assistant Prosecutor position, noted pending applications. Perreault noted need for 3<sup>rd</sup> position due to revenue, 1<sup>st</sup> offender's program, DHS contract and PPO's; noted his office performs more services than Crawford County, noting Attorney General's office communication to assist Crawford County due to their inability to handle caseload there; noted counties assist each other. Committee noted concerns if necessity of 3<sup>rd</sup> position following review of case load comparisons with court; population which denotes a part-time prosecutor and allows for County Prosecutor to retain other employments; Boards review in prior years of eliminating 3<sup>rd</sup> position and Boards budgetary obligations. Discussion Committee noted need for documentation reported by Perreault, consensus to recess and reconvene.

**Public Input:** None

Meeting recessed at 2:10 PM; to reconvene at 6:00 PM.

Meeting reconvened at 6:00 PM.

Present Commissioners Kohn Fisher, Patty Cox, Stuart McKinnon and County Clerk Deborah Hill, Commissioner Crambell absent.

Commissioner Fisher called for continued review of Personnel Agenda.

Prosecutor Michael Perreault: Perreault noted comparables with Crawford County would not be consistent with wages or services; noted District Court cases and revenue generated with 3<sup>rd</sup> position; noted his office would not be able to process many complaints; noted regardless of wage, his office needs to retain 3 prosecutors; that if a position was eliminated it would be best to eliminate his own; noted time preparing for trials, pre-lims, traffic hearing; noted his community involvement in children sports and fire department. Committee noted Kankaska County exceeds staffing with case load comparisons; concern with Prosecutor's other employments that are legal based on the county population as a part-time Prosecutor. Consensus of Committee for Perreault to provide statistics on first offender program; report of law enforcement complaints that are processed/charged/not charged; statistics of other counties for Committee to review, noted the Committee would schedule a meeting when received.

Commissioner Cox called for review of request from Construction Codes and Veterans Affairs for extension of 90 days for use of vacation time. **Consensus to Motion to approve 90 day extension for vacation hours as requested by Construction Codes Supervisor William Hiller**

**per Non-Union Policy 11.1 (d), page 32. Consensus to Motion to approve 90 day extension for vacation hours as requested by Veterans Affairs Director Melanie Pauch per Non-Union Policy 11.1 (d), page 32.**

Continued discussion regarding 'approval date' for non-union benefits; consensus those that have accrued should be able to use time accrued up to policy approval date; question if there should be a statement within the non-union policy to address all concerns. Clerk to contact counsel for proper **Motion language for credit date adoption as hire date or date of policy approval, and how to address those employees who have already accrued contrary to policy; concern that two 'dates' (hire vs policy approval) may not be available. (See Motions for Personnel in Correspondence.)**

**Public Input:** None

Meeting adjourned at 7:46 PM.

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### **Finance: 2:00 PM**

Meeting called to order by Committee Chair Cox at 2:16 PM. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

**Public Input:** None

#### **Appointments:**

Accountant Corinna Hervey: Memo reviewed in 3-7-2017 meeting regarding budget amendments.

Sheriff Patrick Whiteford: Whiteford address two Budget Amendments 2017-0007 and 0008. Consensus to table 2017-0008. Discussion regarding jail repairs.

County Treasurer Valerie Thornburg: Thornburg requested approval of Policy for mail-in payments Over/Short to retain \$4.99 or under, return if \$5.00 or more. Discussion. **Consensus to Motion to approve County Treasurer request for proposed Mail-In Payments for Over or Short Adjustments.**

Thornburg also noted she wanted to provide her accountability with a 2016 report for County Treasurer foreclosures, noting information available if any inquiries. Discussion, noted funds retained in the event there are any legal issues, then will be reviewed to transfer to General Fund.

County Clerk: Clerk requested approval for training for BS&A (new accounting system) with Accounting Clerk and Treasurer's office; Clerk noted funds were not budgeted. **Consensus to Motion to approve BS&A training as proposed \$1,215.00 (\$900.00 from 101-253-827.000 and \$315.00 from 101-215-802.100.**

Noted Budget Amendments 2017-0006, 0007 and 0009 (as amended) approved from 3-7-2017 meeting. (Budget Amendment 2017-0008 tabled.) Noted Pre and Post approved bills recommended for approval with inquiry about Kaliseum credit card receipt, Workman's Comp payment and requested change of wording with 'salary' and 'wage' with COA and Zoning.

Discussion regarding blue print copies; to communicate with architect.

Fisher noted to continue discussion regarding non-union employee benefit date when Personnel reconvenes.

Discussion regarding continue review of Tri-County Court Shared Costs Agreement. Discussion, review of proposed Draft 5 from Crawford County Court Administrator with counsel's draft from 2-16-2017; to continue review in County Affairs.

**Public Input:** None

Meeting adjourned at 3:01 PM.

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### **County Affairs/IT: 3:00 PM**

Meeting called to order by Committee Chair Fisher at 3:06 PM. Present Commissioners Kohn Fisher, Patty Cox, Stuart McKinnon and County Clerk Deborah Hill.

**Public Input:** None

#### **Appointments:**

IT Report: Sheriff Whiteford addressed Committee noting status of camera system, advising continued review of Annex with 911 Authority Board with an up charge of \$5,000.00, Whiteford to review with 911 Board, noting justifiable Dispatch expense; noted an additional AT&T representative communication, Whiteford will call to verify if new AT&T person is involved with bill dispute. **Consensus to Motion to approve the purchase of the camera and door locking system for the Annex Building in an amount not to exceed \$22,000 upon review of the 911 Authority Board.** Discussion regarding camera functions in Commissioner Chambers.

Sheriff Patrick Whiteford: Whiteford reported bids pending for Animal Control Building; (presented Boardman Township Law Enforcement Agreement for signature, noted previous approval in February meeting); LEMS Contract (software support) pending; Jail Steering Committee met with preliminary discussion regarding projected prints and costs within the first year of review (request to Committee members to communicate needs from entities involved). Discussion.

Whiteford requested review of County Policies #350 and #415. Discussion. **Consensus to Motion to amend Policy #350 Parking Policy to read "Responsibility: BOC" (rather than Sheriff).** Discussion regarding security cameras, locations/census; Whiteford to communicate with Empiric for proposed language. **Consensus to Motion to amend Policy #415 Security Camera Policy with review and recommended language from Sheriff/Empiric (in correspondence documents).**

Whiteford noted Animal Control millage to be addressed in 2018.

McKinnon noted inquiry regarding oversight of gas bills/purchases for Sheriff Dept, discussion. Zoning Administrator Karen Van Horn: Van Horn addressed Committee noting request for approval of Master Plan and Amended By-Laws. Van Horn noted all BOC were copied with revision, all hearings/communications were met and received printing quotes. **Consensus to Motion to approve Resolution 2015-13 Adopt Revised Zoning Master Plan.** Discussion. **Consensus to Motion to approve amended Kalkaska County Planning Commission By-Laws as presented.**

Discussion, Van Horn noted request for decision for retroactive 1.5% pay for Soil Erosion for 2016. Consensus to **Motion to rescind Motion from 2-15-2017 Regular Meeting regarding the**

**wage increase to Zoning Administrator Van Horn for Soil Erosion. Consensus to Motion to approve retroactive pay to Van Horn for Soil Erosion wage back to 1-1-2016.**

County Treasurer Valerie Thornburg: (Treasurer’s request addressed in Finance)

Discussion regarding research and language for the Resolution on the reverter clause request to the DNR (State of Michigan) for County property; noted recent Title Search with recommendations to release reverter to entire piece of property. **Consensus to Motion to approve Resolution 2017-14 Kalkaska County request to the State of Michigan DNR for Release of Reverter Option for County property as described in Resolution 2017-14.**

Discussion noting request for letters of support from state officials may be appropriate.

Chair Fisher noted items in packet include MAC info on House Bill regarding State Income Tax (advised did not pass); 2015-2016 MAC Legislative; Michigan Tree Farm Annual Report; Discussion regarding contractual services ad, noted concern with MMRMA and Recycle fire, to return to Committee; noted Morgan Stanley presentation for independent retirement funds oversight tabled; DHS January minutes emailed to Board for review.

Chair Fisher called for continued review of the Court Tri-County Shared Cost Agreement. Committee reviewed draft #2 from counsel 2-16-2017 and Crawford County draft #6 from 3-8-2017. Discussion and review, proposed changes noted with Clerk to forward to counsel for review prior to return to Crawford County; continued review.

Meeting recessed at 5:45 PM. Meeting reconvened at 7:55 PM.

Present Commissioners Kohn Fisher, Patty Cox, Stuart McKinnon and County Clerk Deborah Hill.

Committee continued to review Court Tri-County Shared Cost Agreement with noted changes; Clerk to forward to counsel for review prior to return to Crawford County.

Discussion, Soil Conservation Contract to be review in April.

**Public Input:** None

Meeting adjourned at 8:25 PM.

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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.