

CALHOUN COUNTY
PROCEEDINGS OF THE
BOARD OF COMMISSIONERS

October 18, 2012

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, October 18, 2012 in the Commissioners' Meeting Room, County Building, Marshall, MI.

Chairman Kale called the meeting to order and requested the Deputy Clerk call the roll.

Present: Comrs. Dunn, Todd, Haadsma, Camp Seifke, Frisbie, VanSickle and Kale

Staff Present: County Administrator/Controller Kelli Scott, Assistant County Administrator Brad Wilcox, Corporation Counsel Richard Lindsey, Human Resources Director Kim Archambault and Deputy Clerk Chris McComb

2 and 3. INVOCATION AND PLEDGE OF ALLEGIANCE

The Board held a moment of silence followed by the Pledge of Allegiance led by Comr. Kale.

4. APPROVAL OF AGENDA

"Moved Comr. Haadsma, supported by Comr. Frisbie to approve the agenda of the October 18, 2012 Regular Session of the Calhoun County Board of Commissioners amended with the addition of the Proclamation to Honor the Salvation Army on their 125th Anniversary as Agenda Item 8A."

On a voice vote, Motion CARRIED

5. APPROVAL OF MINUTES

A. Minutes of the October 4, 2012 Regular Session

"Moved Comr. VanSickle, supported by Comr. Haadsma to approve the minutes of the October 4, 2012 Regular Session of the Calhoun County Board of Commissioners as presented."

On a voice vote, Motion CARRIED

B. Minutes of the October 4, 2012 Committee of the Whole Session

“Moved Comr. VanSickle, supported by Comr. Camp Seifke to approve the minutes of the October 4, 2012 Committee of the Whole Session of the Calhoun County Board of Commissioners as presented.”

On a voice vote, Motion CARRIED

6. CITIZENS' TIME

Willie Branham, Clarence Township, stated his complaint to the Road Commission about the condition of his road wasn't sufficiently addressed and he hoped the county would do a better job.

7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

There were none.

8. SPECIAL ORDER OF BUSINESS

A. Proclamation to Honor the Salvation Army

Comr. Haadsma read the Proclamation to Honor the Salvation Army into the record.

Whereas the Battle Creek Corps of the Salvation Army began its service to the City of Battle Creek in November, 1887, and since then has steadfastly continued its mission of stewardship to meet basic human needs in Battle Creek and in Calhoun County; and

Whereas the Battle Creek Corps, one of more than 10,000 local corps units in over 115 different countries, serves more than 45,000 meals each year to needy, hungry people through its Monday-Saturday "Sally's Kitchen" feeding program; and

Whereas the Battle Creek Corps provides assistance to many hundreds of other people by way of rental assistance; utilities payments; prescribed medications help; clothing; personal hygiene donations; haircuts; and provision of food pantry items; and

Whereas the Battle Creek Corps too assists the needy in Battle Creek and Calhoun County with holiday baskets, holiday toys, back-to-school supplies, outdoor educational day camp programming, and after-school tutoring programming; and

Whereas the Battle Creek Corps of the Salvation Army is celebrating the 125th Anniversary of its ministry in Battle Creek and Calhoun County by a Sunday, October 21, 2012 2:00-5:00 pm Open House at its NE Capital and S. McKinley facility; and

Whereas the Battle Creek Corps is looking ahead to its continuing mission by planning a major addition to its Battle Creek facility, one adding a new Corps auditorium; and

Whereas the Calhoun County Board of Commissioners wishes to recognize the Battle Creek Corps of the Salvation Army for its 125 years of service to Battle Creek and Calhoun County by naming October 21, 2012, as "Salvation Army Day" in Calhoun County, and wishes to exhort Captains Mike and Kathy Wolfe and all members of the Battle Creek Corps to continue their determined service in Battle Creek and Calhoun County;

Now, therefore, the Calhoun County Board of Commissioners names October 21, 2012, as "Salvation Army Day" in Calhoun County, and encourages Calhoun County citizens to honor the contributions of the Battle Creek Corps to the City of Battle Creek and to our County of Calhoun.

Res. 135-2012

"Moved Comr. Haadsma, supported by Comr. Todd to approve the following: Resolved the Calhoun County Board of Commissioners do hereby approve the Proclamation to Honor the Salvation Army as presented."

On a roll call vote, Yes – 7. Motion CARRIED.

9. CONSENT AGENDA

A. Petitions, Communications, Reports

1. Human Resources Personnel Report for September 2012
2. Art Kale Letter of Appreciation
3. Cequent Performance Products' Notice of Layoff
4. City of Battle Creek Notice of Public Hearing Regarding an Industrial Facilities Exemption Certificate for Denso Manufacturing Michigan, Inc.

Res. 136-2012

"Moved Comr. Dunn, supported by Comr. Todd to approve the following: Resolved the Calhoun County Board of Commissioners do hereby approve the consent agenda of the October 18, 2012 meeting as presented."

On a voice vote, Motion CARRIED.

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. Todd stated he attended a Solid Waste Committee meeting where they announced the results of household hazardous waste drive collected over 23,000 pounds of waste.

Comr. Dunn stated she had attended the newly reorganized Region Three South Central Michigan Planning Commission (SCMPC) meeting that included MDOT representatives. She stated the group included the five counties of Calhoun, Kalamazoo, Branch, St. Joseph and Barry. She then asked Administrator/Controller Scott, who also attended the meeting, to add to the report.

Administrator/Controller Scott stated the meeting was the first one following the Board of Commissioners' resolution expressing formal disassociation of the previous group. She stated there was one member from each of the five counties and the Kalamazoo County Planning Department was providing support. She stated they had discussed expanding the council to include more members, including those from the private sector, to meet Federal Economic Development Administration requirements in order to be positioned to accept Federal transportation planning and project funds. She stated the SCMPC could receive up to \$106,000 from MDOT for state transportation planning. Scott stated they had set future meeting dates in November and December and would like the expanded board complying with Federal EDA Standards to be in place by January, and that they would be asking the Boards of Commissioners from each county for suggested appointees. She reminded the Board that this region is the only federally recognized Economic Development region in the State that didn't have one. She also noted Comr. Dunn was elected Chair of the newly reorganized Commission.

Comor. Haadsma stated he had coffee at Cherry Hill Manor, a congregate meal site through Community Action, and heard a lot of feedback on food quality. He stated the Senior Millage Allocation Committee (SMAC) and Senior Services was merging the Tekonsha and Homer meal sites.

11. UNFINISHED AND OLD BUSINESS

There was none.

12. NEW BUSINESS AND COUNTY ADMINISTRATOR'S REPORT

A. County Administrator/Controller's Report

1. Michigan Energy Award

Honeywell International submitted the Calhoun County's recent facilities improvement project to the state and they awarded us a Michigan Energy Award. The County will be presented the award in Lansing on November 8, recognizing the County for the success in partnering with Honeywell on our 2010 guaranteed energy performance contract.

2. Road Commission Transition Update

Administrator/Controller Scott reported that she and Corporation Counsel Lindsey attended the October 8 Solid Waste Advisory Committee and gave an update on the Road Commission Transition and related proposal of separating Environmental Services from the new county Road Department. She recommended and it was accepted that the group not schedule meetings for the next year. There were three members who have terms expiring in December and if they are willing to be reappointed, their names will be brought forward to the County Board before the end of December. She emphasized that the County is not intending to reduce levels of solid waste management or environmental services, but rather that the intent is to better leverage these services by combining them with other community development related functions.

Administrator/Controller Scott reported that the county's benefit consultant, AON, has been working with County administration on determining the best way to proceed with Road Commission employee health insurance plans as of January 1, 2013, which is the start of the benefits plan year. She stated that meetings were ongoing with Road Commission employee union representatives and it seems so far that they are willing to have discussions about switching insurance benefits. The Executive team and Comr. Kale met with the Road Commission at an all-employee meeting and let them know we were supportive and on the same team but everyone will be held accountable. She added that coverage for property and liability insurance for the Road Department would be in place by November 1. She stated that a resolution before the Board today proposes that Tiffany Eichorst, Road Commission Environmental Services Coordinator, would be a direct report to the Administrator/Controller instead of the Road Department after November 1. Administration would be meeting with the three union stewards and with the Battle Creek Roads Department, among other upcoming meetings. She stated she spoke with the Jackson County Administrator and he indicated that their Board of Commissioners are currently considering the possibility of taking over their Road Commission as well. Scott indicated that there will need to be forthcoming a resolution to assume and honor certain contracts the Road Commission had in place. She also indicated the County has two seats on the Battle Creek Area Transportation Study (BCATS) policy board, one of which was held by a Road Commissioner. She stated the County Board will be asked to appoint a replacement for this Board as well in the next month or so. There was still a lot of work and discussions on operations and communications that needed to take place.

3. CareHere! Project Overview

Human Resources/Labor Relations Director Archambault stated they were trying to schedule a meeting with Toyota Tsusho regarding due diligence on the proposed on-site employee health clinic project. Corporation Counsel Lindsey and the City Attorney were working on draft agreements.

B. New Business

1. Prosecutor's Office Cooperative Reimbursement Program

Prosecutor Mladenoff stated this was a grant agreement with the State for cooperative reimbursement concerning paternity and orders of support, which are mandated services. She stated it was a three year contract with a 1/3 county required cost share, and that the County's increased share was \$3000 over the current year's funding requirement.

Administrator/Controller Scott stated the three year grant was for a little over \$1million and that the Fy13 budget amount is estimated at \$340,000, subject to budget appropriations by the County Commissioners.

Res. 137-2012

"Moved Comr. Dunn, Supported Comr. Todd to approve the following: The Calhoun County Board of Commissioners does hereby approve the fiscal year 2012 – 2015 Cooperative Reimbursement Program (IV-D Child Support Enforcement) as presented, and further authorizes the Board Chair to sign the agreement on behalf of the Board of Commissioners."

On a roll call vote, Yes –7. Motion CARRIED.

2. Department of Human Services and Prosecutor's Office Contract Amendment

Prosecutor Mladenoff stated this amendment allowed the Prosecutor's Office to bill for an increased number of units when they represent the Department of Human Services in abuse and neglect cases. She stated they would be allowed to recoup a greater portion of expenses than when the contract was first approved.

Res. 138-2012

"Moved Comr. VanSickle, Supported Comr. Dunn to approve the following: The Calhoun County Board of Commissioners does hereby approve the fiscal year 2012 – 2013 amendment to the contract for legal services between the Department of Human Services and the Calhoun County Prosecutor's Office (Contract No. PROF-11-13001) as presented, and further authorizes the Board Chair to sign the agreement on behalf of the Board of Commissioners."

On a roll call vote, Yes –7. Motion CARRIED.

3. Highway Safety – Safe Communities Grant Submission Approval

Administrator/Controller Scott stated this was a federally funded highway safety grant that involves the “click it or ticket” safety belt campaign and involves the cities of Albion and Marshall.

Sheriff Byam added that it was a cooperative grant with the cities of Albion and Marshall awarded at no cost to the county, city or state. He stated the Board approval would authorize Administrator/Controller Scott to submit the grant application electronically. He stated the County was the coordinating agency for the grant.

Res. 139-2012

“Moved Comr. Haadsma, Supported Comr. Todd to approve the following: The Calhoun County Board of Commissioners does hereby authorize the County Administrator/Controller to electronically submit the Highway Safety – Safe Communities Grant application.”

On a roll call vote, Yes –7. Motion CARRIED.

4. Resolution Establishing the Calhoun County Road Department

Administrator/Controller Scott explained this resolution was the formal establishment of the Road Department as follow up to September 20 when the Road Commission was dissolved. She stated we need proper governing authorities in place to create the department.

Corporation Counsel Lindsey stated the resolution sets up the department and deals with Act 51 money. He stated the resolution stated the Managing Director of the Road Department would report to the Administrator/Controller, there would be a transfer of employees from the Road Commission to the Road Department and they would maintain existing reporting as of November 1. He stated there will be a new Board of Public Works appointed after the first of the 2013 year and they were looking at different options for the new Board. He stated the Parks Trustee Board does not require action before the end of the year so they would be looking at options for them as well. The Environmental Services Coordinator would begin reporting directly to the County Administrator/Controller and the Road Department would deal with roads and nothing else.

Res. 140-2012

“Moved Comr. VanSickle, Supported Comr. Frisbie to approve the following: The Calhoun County Board of Commissioners does hereby adopt the following resolution as presented.”

WHEREAS the Calhoun County Board of Commissioners did, on September 20, 2012, authorize by resolution the dissolution of the Calhoun County Board of Road Commissioners and the transfer of its powers, duties, and functions provided by law to the Calhoun County Board of Commissioners, effective November 1, 2012, and

WHEREAS the Calhoun County Board of Commissioners wishes to set forth the powers, duties, and functions of the successor to the Calhoun County Road Commission as of November 1, 2012;

NOW THEREFORE, it is hereby resolved that the functions of the Calhoun County Road Commission are hereby absorbed into Calhoun County government operations by establishing the Calhoun County Road Department (herein "Road Department") effective November 1, 2012;

IT IS FURTHER RESOLVED that the Road Department will utilize the funding available to Calhoun County under Public Act 51 of 1951, MCL §247.651 to §247.675 or under any successor Act for the purposes allowed under Public Act 51 of 1951, MCL §247.651 to §247.675, or any successor Act;

IT IS FURTHER RESOLVED that the Road Department Special Revenue Fund is hereby established to account for the activity of the Road Department;

IT IS FURTHER RESOLVED that effective November 1, 2012, the Managing Director of the former Calhoun County Road Commission will transfer to the new Road Department and will report to the County Administrator/Controller;

IT IS FURTHER RESOLVED that all employees and positions transferred from the former Calhoun County Road Commission to the Road Department, with the exception of the Environmental Services Coordinator (as set forth below), will report to the Managing Director and all other reporting relationships in place as of October 31, 2012, will be maintained on and after November 1, 2012;

IT IS FURTHER RESOLVED that the duties and functions of the Board of Public Works, which were transferred to the Calhoun County Board of Road Commissioners by Resolution 656 -1992, shall be reassigned to a Board of Public Works to be appointed, with the first meeting to be held after January 1, 2013 (the two meetings scheduled for 2012 for the Board of Public Works are hereby cancelled); and

IT IS FURTHER RESOLVED that the duties and functions of the Board of Parks Trustees, which were transferred to the Calhoun County Board of Road Commissioners by Resolution 171-1995, shall be transferred to a new board to be formed which shall govern the County's parks and which shall meet after January 1, 2013 (the two meetings scheduled for 2012 for the Board of Parks Trustees are hereby cancelled); and

IT IS FURTHER RESOLVED that the Environmental Services Coordinator shall report directly to the County Administrator/Controller as of November 1, 2012.

On a roll call vote, Yes –7. Motion CARRIED.

5. Resolution Regarding Calhoun County Road Department Policies

Administrator/Controller Scott stated the Executive Team was recommending to adopt 18 of 45 or so Road Commission policies, most of which pertained to road management operations. She stated they were trying to streamline policies, and would have the Road Department follow certain County policies not specific to roads.

Corporation Counsel Lindsey suggested the Board adopt the policies as a separate section of the current County policies. He stated the policies could be reviewed and changed at any time.

Res. 141-2012

“Moved Comr. Dunn, Supported Comr. Haadsma to approve the following: The Calhoun County Board of Commissioners does hereby adopt the following resolution as presented.”

WHEREAS the Calhoun County Board of Commissioners did on September 20, 2012, resolve to dissolve the Calhoun County Board of Road Commissioners and transfer the powers, duties and functions provided by law for that Board to the Calhoun County Board of Commissioners, effective November 1, 2012; and

WHEREAS the Calhoun County Board of Road Commissioners has adopted a number of policies which the Calhoun County Board of Commissioners desires to continue in effect on and after November 1, 2012; and

WHEREAS the Calhoun County Road Department (“Road Department”) has been created by prior resolution,

NOW THEREFORE, IT IS HEREBY RESOLVED that, other than as set forth herein, the Road Department as of November 1, 2012, shall be subject to all County policies in effect as of that date (and as may be added from time to time);

IT IS FURTHER RESOLVED that County Policy #335 – Payroll shall not apply to the Road Department which shall continue to its existing internal operating procedure for payroll;

IT IS FURTHER RESOLVED as follows in regard to the following policies of the Calhoun County Road Commission in effect on October 31, 2012:

- a) The policies set forth below, subject to any limitations set forth below, are hereby adopted by the Calhoun County Board of Commissioners, effective November 1, 2012;
- b) If not adopted by this Resolution, policies of the Calhoun County Road Commission shall cease to be of any force or effect as of midnight on October 31, 2012,

- c) The Policies as adopted by this Resolution shall be set forth with the existing Calhoun County Policies as “Road Department Policies – 500” and renumbered as set forth below;
- d) All references contained in the policies set forth below to either the Calhoun County Road Commission or to the Board of the Calhoun County Road Commission shall be construed to refer to the Calhoun County Board of Commissioners;
- e) All references to the Managing Director of the Calhoun County Road Commission shall be construed to refer to the Calhoun County Administrator/Controller or her/his designee; and
- f) As of November 1, 2012, the Calhoun County Road Department and its employees shall be subject to Calhoun County policies then in effect, together with those policies set below:

Policy #2 – Traffic Control Devices - Renumbered Policy #501;

Policy #3 – Right of Way Acquisition (ROW) Procedures on Federal Aid Routes – Renumbered Policy #502;

Policy #5 – Winter Construction – Renumbered Policy #503;

Policy #8 – Installation of Requested Signs – Renumbered Policy #504;

Policy #12 – Purchasing – Renumbered Policy #505 and shall be applicable solely to purchases by the Calhoun County Road Department which are subject to the restrictions set forth in MCL §224.10(3). References to the Managing Director in Policy #12 shall be construed to mean the Calhoun County Purchasing Agent as authorized by MCL §46.13a under the direct supervision of the Calhoun County Administrator/Controller. All other purchasing by the Calhoun County Road Department shall be subject to the general Calhoun County Purchasing Policy, #405;

Policy #16 – Employee Assistance Program – Renumbered Policy #506 and shall apply solely to unionized Calhoun County Road Department employees;

Policy #17 – Credit Cards and Fuel Cards – Renumbered Policy #507

Policy #18 – Road Closures for Traffic Emergencies – Renumbered Policy #508;

Policy #20 – Local Road Cost Sharing Program – Renumbered Policy #509;

Policy #25 – Use of Cellular Telephones – Renumbered Policy #510 and shall be solely applicable to Calhoun County Road Department employees operating a commercial motor vehicle/equipment (Calhoun County Policy #425 shall be applicable to all other Road Department employees);

Policy #28 – Driveway Culvert Installation Requirements – Renumbered Policy #511;

Policy #29 – Permit Guidelines for Governmental Units – Renumbered Policy #512;

Policy #31 – DOT Substance Abuse – Renumbered Policy #513 and shall be applicable only to employees of the Calhoun County Road Department;

Policy #34 – Proper Installation of Mail and Newspaper Boxes – Renumbered Policy #514;

Policy #39 – Electronic Transactions and Substitute Checks – Renumbered Policy #515

Policy #42 – Right of Way – Renumbered Policy #516;

Policy #44 – Traffic Safety Requirements – Renumbered Policy #517;

Policy #45 – Sign Retroreflectivity Inspection – Renumbered Policy #518;

IT IS FURTHER RESOLVED that, in regard to Calhoun County Road Commissioners Policy, #27:

a) As to all Calhoun County Road Commission retirees who were eligible for the benefits set forth in Policy #27 as of October 31, 2012, Calhoun County shall honor the provisions of that policy solely to the extent required by applicable law;

b) As to all Calhoun County Road Commission union employees who were entitled to benefits pursuant to Policy #27 solely as incorporated by the terms of a collective bargaining agreement in place as of November 1, 2012, Calhoun County shall honor the provisions of that policy solely to the extent required by the applicable law;

c) All non-union employees of the Calhoun County Road Department as of November 1, 2012, shall no longer be subject to the terms of Calhoun County Road Commission Policy #27 and shall instead be subject, as of November 1, 2012, to Calhoun County Policy #361; and

d) As to Policy #27, the County reserves the right in its sole discretion and to the fullest extent allowed by law, to amend or terminate any provision of this policy, or completely terminate this policy, at any time, with respect to some or all former employees of the Calhoun County Road Commission or spouses or both, including (but not limited to) former employees and spouses who are already continuing their coverage under the provisions of this policy at the time of the amendment or termination.

IT IS FURTHER RESOLVED that all Calhoun County Road Commission internal operating procedures in place as of October 31, 2012, to the extent they do not contradict the Calhoun County Policies as set forth herein, are hereby adopted by the Calhoun County Board of Commissioners and shall continue in full force and effect on and after November 1, 2012.

On a roll call vote, Yes –6, No – 1 (Camp Seifke). Motion CARRIED.

6. Budget Resolution – Road Department

Administrator/Controller Scott stated the Road Department budget resolution would adopt the same budget already in place for the Road Commission for the remainder of 2012, and that it included the same budgetary controls that were in place for the county. She stated they couldn't make staffing additions or transfers without County approval. She stated the Road Department budget totals \$9,478,000.

Corporation Counsel Lindsey stated this was not a co-employer relationship, but rather that the Road Department was under the Administrator/Controller's full authority and the Board of Commissioners had full control of their budget.

Res. 142-2012

"Moved Comr. VanSickle, Supported Comr. Dunn to approve the following: The Calhoun County Board of Commissioners does hereby adopt the following resolution as presented."

WHEREAS The Calhoun County Board of Commissioners did, on September 20, 2012, authorize by resolution the dissolution of the Calhoun County Board of Road Commissioners and the transfer of its powers, duties, and functions provided by law to the Calhoun County Board of Commissioners, effective November 1, 2012; and

WHEREAS the Calhoun County Board of Commissioners has created the Calhoun County Road Department ("Road Department") as a department of Calhoun County and has created a Road Department Special fund to account for the activity of the newly formed Road Department; and

WHEREAS the provisions of the Uniform Budgeting and Accounting Act for Local Government, MCLA §141.121, et seq., require that each unit of local government adopt a balanced budget for all required funds; and

WHEREAS the Calhoun County Board of Commissioners wishes to adopt the existing Calhoun County Road Commission budget to serve as the budget for the Road Department for the months of November and December of 2012; and

WHEREAS the Calhoun County Board of Commissioners has reviewed the 2012 Calhoun County Road Commission Budget for November and December of 2012, as recommended by the Administrator/Controller;

NOW, THEREFORE, BE IT RESOLVED that the 2012 Calhoun County Budget, dated December 1, 2011 and as set forth in the attached Exhibit A is hereby amended to provide that the Road Commission Budget is adopted on a line item level for the Road Department Special Fund, subject to all County policies regarding the expenditure of funds and the conditions set forth in this Resolution. The County Administrator/Controller shall monitor this fund on an activity and an account group basis and also provide appropriate interim financial reports.

BE IT FURTHER RESOLVED #1 that no budget transfer shall occur unless in accordance with the Board Policy #275 and only after approval by the County Administrator/Controller; and

BE IT FURTHER RESOLVED #2 that the existing job descriptions, salary ranges, and grade levels in place for the Calhoun County Road Commission in place on October 31, 2012, are hereby adopted by the Calhoun County Board of Commissioners for the Road Department, effective November 1, 2012; and

BE IT FURTHER RESOLVED #3 that effective November 1, 2012, the Calhoun County Board of Commissioners authorizes the transfer of all existing Calhoun County Road Commission employees into the above-referenced newly established Road Department positions, at the exact same pay and benefit levels that existed prior to the transfer, subject to changes permitted by law or as may be separately negotiated;

BE IT FURTHER RESOLVED #4 that it is the responsibility of the Managing Director of the Road Department, as a County Department Head on and after November 1, 2012, to ensure that spending within the Road Department fund does not exceed the amount appropriated. In turn, the County Administrator/Controller will oversee this operation and will expect to be informed by the Managing Director of any anticipated budget variances; and

BE IT FURTHER RESOLVED #5 that the Managing Director as a County Department Head shall abide by the Purchasing and Budget Policies, as adopted and amended from time to time by this Board, for all purchases made with funds appropriated by the Board of Commissioners and that these budgeted funds are appropriated contingent upon compliance with the Purchasing and Budget Policies, and the County Clerk shall not be authorized to make payment of any claims not in compliance with such Purchasing Policies and monies so budgeted; and

BE IT FURTHER RESOLVED #6 that the Managing Director of the Road Department, as a County Department Head will hold any position vacancy that occurs during the remaining two months of the 2012 fiscal year open for the appropriate duration of time to properly compensate for vacation and/or sick payouts in order to ensure budgetary savings are achieved; and

BE IT FURTHER RESOLVED #7 that unless otherwise directed by the Board of Commissioners, the Administrator/Controller is authorized to make reductions in any department including the Road Department, each time a substantial reduction is made or shortfall occurs in Federal, State or local funds. The Managing Director of the Road Department, as a Department Head shall submit a reduction plan to the Administrator/Controller within fourteen (14) days of receiving notice or learning of the need for such reductions, with the plan to include the expected impact on staff and on services to the public; and

BE IT FURTHER RESOLVED #8 that the attached Fee Schedule (Exhibit B) is hereby established for the Road Department, effective November 1, 2012.

On a roll call vote, Yes –7. Motion CARRIED.

7. Purchasing Card Agreement with Fifth Third Bank

Administrator/Controller Scott explained the agenda item was to accept a new purchasing card program. She stated the County had a purchasing card program through JP Morgan Chase but had determined we can get higher rebates through Fifth Third because they can offer us a consortium for group rebates. She stated they hadn't built in a budget impact yet but they looked into other banks and Fifth Third offered the best plan for the County .

Res. 143-2012

“Moved Comr. Haadsma, Supported Comr. Dunn to approve the following: The Calhoun County Board of Commissioners does hereby approve the Fifth Third Commercial Card Service Agreement as presented. It is further resolved that Administrator/Controller Kelli Scott is authorized to sign said Agreement on behalf of Calhoun County and is appointed to act as the “Authorized Person” for Calhoun County pursuant to said Agreement. It is further resolved that Kelli Scott is authorized to sign the Commercial Card Rebate Agreement on behalf of Calhoun County and to sign any other related documents to effectuate the new P-Card program. Further resolved that the Calhoun County Treasurer or her designee(s) are authorized to take any actions necessary to effectuate ACH transactions as part of the P-Card program.”

On a roll call vote, Yes –7. Motion CARRIED.

8. Overnight Travel Policy and Expense Reimbursement Policy

Administrator/Controller Scott stated we made changes to the travel policy to clarify the IRS definition of travel being limited to overnight travel, and also to update per diem rates and other outdated terms of the policy. She stated the policy was separated into two—one that would now relate to overnight travel and one that would provide a normal expense reimbursement policy for daytime travel. She stated the revised policies added to the strength of internal and budgetary controls in that employees would need supervisory approval, including budget validation, before traveling. She also indicated it would eliminate some administrative burden by making the process easier for employees and staff doing the processing of travel reimbursements.

Human Resources Director Archambault added that the policy went through many revisions, included input from department heads, elected officials, and staff, and removed out outdated language. She stated that this proposed revision was a continuation of the administration’s strategic objective to review all Board policies and recommended updates as needed.

Res. 144-2012

“Moved Comr. Haadsma, Supported Comr. VanSickle to approve the following: The Calhoun County Board of Commissioners does hereby approve the adoption of the Overnight Travel Policy #354 and the Expense Reimbursement Policy #355 as presented.”

On a roll call vote, Yes –7. Motion CARRIED.

9. September 2012 Financial Report

Administrator/Controller Scott stated the September financial report showed we expect to end the year within budget, in spite of a few reported variances including inmate medical costs and property tax revenue receipts.

Res. 145-2012

“Moved Comr. VanSickle, Supported Comr. Dunn to approve the following: The Calhoun County Board of Commissioners does hereby accept the September 2012 Financial Report for informational purposes.”

On a voice vote, Motion CARRIED.

13. CITIZEN’S TIME

Matthew Hall, Sheridan Township, UAW Teamsters Steward at the Road Commission, thanked Administration and Comr. Kale for attending their employee day and answering questions.

14. COMMISSIONERS TIME

Comr. Todd congratulated the Salvation Army on their 125 year anniversary. He noted they would be having a celebration on Sunday, October 21.

Comr. Kale announced the Tigers won their baseball game 8-1 and would be moving on to the World Series.

Comr. Kale stated he attended the Road Commission employee lunch and presentation and acknowledged Road Commissioner Doug Wildt and Julie and Steve Swafford for providing lunch.

Comr. Kale announced that Charlie Frederick, husband of former County Commissioner Barb Frederick, had served Sheridan Township for approximately 30 years in different capacities, had announced his retirement from service. He stated their son was running unopposed and would be the third generation to serve the Township. He wished Charlie the best in his retirement.

Comr. Kale announced that Gerald “Bubba” McQueen would be retiring after 32 years with the Albion Public Safety Department. He wished him well in his retirement.

Comr. VanSickle announced that Superintendent William LeTarte was officially retiring on October 31. He stated there would be an open house in his honor at MarLee on November 1 at 4:30. He stated Bill was with them for 28 years.

Comr. Haadsma stated there would be a “Making Strides Against Breast Cancer” walk at Bailey Park at 10:00 on Saturday, October 20.

15. CLAIMS PAYABLE

A. Claims Payable for September 28 – October 11, 2012 in the Amount of \$4,237,713.63

Res. 146-2012

“Moved Comr. Frisbie, supported by Comr. VanSickle to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Claims Payable Listing for September 28 – October 11, 2012 in the Amount of \$4,237,713.63.”

On a roll call vote, Yes –7. Motion CARRIED

16. ANNOUNCEMENTS

Comr. Frisbie announced the Pennfield Exchange Club spaghetti dinner would be held from 4-7 on Friday, October 19.

Comr. Kale announced the Albion Public Safety chili cook off to be held Friday, October 19.

Comr. Kale wished Administrator/Controller Scott a Happy Birthday.

17. ADJOURNMENT

The meeting was adjourned at 8:10 p.m. at the call of the Chair.

cam

Chairman
Calhoun County Board of Commissioners

Clerk
Calhoun County Board of Commissioners.