

CALHOUN COUNTY
PROCEEDINGS OF THE
BOARD OF COMMISSIONERS

December 5, 2013

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, December 5, 2013 in the Commissioners' Meeting Room, County Building, Marshall, MI.

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

Present: Comrs. Dunn, Todd, Haadsma (arrived at 7:15), King, 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 Comr. King leading the Pledge of Allegiance.

4. APPROVAL OF AGENDA

"Moved Comr. Dunn, supported by Comr. Todd to approve the agenda of the December 5, 2013 Regular Session of the Calhoun County Board of Commissioners as presented."

On a voice vote, Motion **CARRIED**.

5. APPROVAL OF MINUTES

A. Minutes of the November 21, 2013 Regular Session

"Moved Comr. VanSickle, supported by Comr. Todd to approve the minutes of the November 21, 2013 Regular Session of the Calhoun County Board of Commissioners as presented."

On a voice vote, Motion **CARRIED**.

6. CITIZENS' TIME

Mehmet Ismailoglu, Calhoun County Medical Examiner, stated he was a long time resident of Calhoun County, had served as the Health Department Medical Director for seven years, Medical Director at the Correctional Facility for five years and the Medical Examiner for the last twenty. He stated Calhoun County had requested bids for the Medical Examiner duties, asking for a Forensic Pathologist. He stated he is not a Forensic Pathologist, he's an Internist, and so he did not bid until he was urged to do so by his supporters. He stated he put in a bid at the last minute while vacationing out of the country and he was told afterward it was unprofessional and non-conforming. He stated he was very proud of the services he had provided during his twenty years as Medical Examiner, he had modeled his program after other counties and had done so within strict budget constraints. He noted that in the past 15 years there had been virtually no pay increases for he or his investigator. He stated they had partnered and strengthened relationships with funeral homes, Oakhill Cemetary and Brutsche Crematory for cold storage of bodies at no charge to the county. He stated they had brokered services for transport of bodies that was significantly lower than any of the surrounding counties. Dr. Ismailoglu stated the Medical Examiner's office played a significant role in lowering the rate of infant mortality in Calhoun County. He stated it had come to his attention that the projected number of autopsies would go from 35 – 40 to 135 and that increase alone would be above the Medical Examiner budget. He thanked the citizens and the Commissioners for the last twenty years that he had served as Medical Examiner and he thanked his investigator Bob Demski for doing a tremendous job.

7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

Sheriff Saxton stated Road Patrol had completely moved out of the Marshall Law Enforcement Building and everyone was now working out of the Battle Creek office. He stated he had been working with command staff to have deputies work out of other offices, such as the townships, while the Road Patrol office was being repaired. He stated things were tight having everyone in Battle Creek but they were making it work. He noted the local jail population was down. Saxton stated the Michigan Township Association had a meeting at the Justice Center, he had given a tour, and all were impressed with the condition and operation of the twenty year old building.

Prosecutor Gilbert stated he realized the Board was doing the best they could with budget but as things got better, he hoped they would consider allowing him to hire more attorneys to help with the work load.

8. SPECIAL ORDER OF BUSINESS

A. Holiday Season Impaired Driving Prevention Proclamation

Comr. Dunn read the proclamation into the record.

WHEREAS, motor vehicle crashes involving alcohol (with at least one driver with a blood alcohol concentration of .08 grams per deciliter or above) accounted for 31% of all motor vehicle traffic fatalities in 2011 (killing 9,878 people) and injure hundreds of thousands more every year in the United States; and

WHEREAS, the mid' December through New Year's holiday season is traditionally one of the most deadly times of the year for alcohol-impaired driving; and

WHEREAS, according to the National Highway Traffic Safety Administration, one-third of the persons killed in alcohol related crashes are not the impaired persons themselves, but their passengers, occupants of other vehicles, pedestrians, or bicyclists; and

WHEREAS, organizations across the nation are joining together to promote the "*Drive Sober or Get Pulled Over*" national public awareness campaign and law enforcement initiatives during the December 13, 2013 to January 1, 2014 time period;

NOW, THEREFORE, the Calhoun County Board of Commissioners does hereby proclaim December 13, 2013 to January 1, 2014 as "Holiday Season Impaired Driving Prevention" in Calhoun County. We call upon all citizens, government agencies, business leaders, hospitals and health care providers, schools, and public and private institutions to promote awareness of the impaired driving problem, to promote safer and healthier behaviors regarding the use of alcohol and other drugs, and to promote the awareness campaign this holiday season and throughout the year.

Res. 212-2013

"Motion by Comr. Haadsma, supported by Comr. Frisbie to support the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Holiday Season Impaired Driving Prevention Proclamation as presented."

On a voice vote, Motion **CARRIED**.

Pat Karr of the Battle Creek Area Transportation Study accepted the proclamation and thanked the Board.

B. Presentation of MSU Extension – Calhoun County Annual Report

Ginger Hentz, District Coordinator for Southwest MSU Extension reviewed highlights of their Legislative Report, such as 4H, agricultural programs, the Safe Food Program, and Connecting Entrepreneurial Communities.

Comr. Todd stated he thought 4H was a wonderful program that his daughters were a part of. He stated he had supported them at the county fair.

Comr. Haadsma congratulated Hentz on the excellent coordination of MSU Extension Advisory Board members around the region. He stated he had not heard about financial literacy program complications or trees with which to make referrals

C. Tribute to Retiring Facilities Manager Steve Charron

Comr. King read the tribute into the record.

WHEREAS Steve Charron, Facilities Manager for Calhoun County, will retire from his position with the County on December 12, 2013; and

WHEREAS Steve was hired by the Calhoun County Parks Department in July of 1975 as a Groundsman Aide, serving the citizens of Calhoun County consistently for the past 38 years; and

WHEREAS On July 16, 1986, Steve was appointed the position of Building Supervisor then became Facilities Manager on November 8, 1996; and

WHEREAS Steve has been instrumental in the development and maintenance of Calhoun County Facilities, embracing each new responsibility with a positive attitude; and

WHEREAS Steve's 38 years of employment have been marked by loyalty and commitment to public service; and

WHEREAS Steve will be greatly missed by his fellow Calhoun County employees as well as the public he served.

NOW, THEREFORE, BE IT RESOLVED by the Calhoun County Board of Commissioners that Steve Charron is hereby honored and thanked for his many years of dedicated service to Calhoun County and its citizens. We offer him our best wishes for a healthy, happy and well-deserved retirement.

Res. 213-2013

"Motion by Comr. Frisbie, supported by Comr. VanSickle to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the tribute to Steve Charron as presented."

On a voice vote, Motion **CARRIED**.

9. CONSENT AGENDA

A. Petitions, Communications, Reports

1. Notice of Public Hearing from the City of Battle Creek Regarding Granting an Industrial Facilities Exemption Certificate to TRMI, Inc.
2. Notice of Public Hearing from the City of Battle Creek Regarding Granting an Industrial Facilities Exemption Certificate to PCPC, Inc.

B. Resolutions

1. Elimination of the Kalamazoo Mental Health and Substance Abuse Services Advisory Board to be replaced by the Southwest Michigan Behavioral Health Substance Use Disorder Policy Board.
2. Southwest Michigan Behavioral Health Substance Use Disorder Policy Board Appointments
(Terms to Expire December 31, 2014)
 - {a} Jim Haadsma
 - {b} Kathy-Sue Dunn

Res. 214-2013

“Motion by Comr. King, supported by Comr. Dunn to approve the Consent Agenda of the December 5, 2013 Regular Session of the Calhoun County Board of Commissioners as amended.”

On a voice vote, Motion **CARRIED**.

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. Todd stated he had attended the Land Bank workshop and they had discussed the purpose and business of the Land Bank. Corporation Counsel Lindsey added the Land Bank held a strategic planning session and noted the Land Bank was a separate entity from the county. He stated Krista Trout Edwards had been named the Executive Director of the Land Bank. He explained the Land Bank held the unique powers to hold property and could redevelop property to put it back on the tax rolls. Comr. Todd added they had done a lot of great work over the years and it had been a very good and productive workshop.

Comr. VanSickle stated the Planning Commission met and reviewed the bylaws. He stated they had received several PA116 applications from farmers in several townships. He explained a PA116 was property tax relief for farmers who promised to keep their land for agriculture and if you broke the contract, you paid back the taxes. He stated it was a way to keep green space and keep our land in agriculture.

Comr. Frisbie stated the Consolidated Dispatch Authority Board met in November and approved their budget. He stated the total dollars to be spent would be less than in 2007. He stated consolidated dispatch continued to be a good product offering quality services. He stated they were ahead of schedule in implementing a new Computer Aided Dispatch system and the updates would save operating dollars.

11. UNFINISHED AND OLD BUSINESS

There was none.

12. NEW BUSINESS AND COUNTY ADMINISTRATOR'S REPORT

A. County Administrator/Controller's Report

Administrator/Controller Scott stated gave a preview of several items upcoming for the December 19 agenda. She stated the 2014 meeting schedule would be adopted at the Organizational Meeting in January but they would need to schedule the first meeting in January . She noted the first meeting of the year would be January 9 instead of January 2. She stated we were proposing one board meeting in April because the Equalization Session had to be on Tuesday. She asked the Comrs. to review the proposed schedule and report back with any questions.

Scott listed other items expected to be on the December 19 agenda, stating we were still bargaining with the POAM union and the Assistant Prosecutors Association and we hoped to have agreements for both. She stated we have received bids for auditing services and have one or two bids completed from the Road Department. She stated the annual work plan for MSU Extension, an agreement for the Big Marsh Drain, and a proposal for the Medical Examiner Program were expected to be on the agenda. She stated they were also working with the City of Battle Creek on an amendment to the jail beds for dispatch agreement.

B. New Business

1. Legal Services Contracts for Juvenile Delinquency and Child Protective Proceedings

Administrator/Controller Scott stated this agenda item came from the courts and was a proposal to accept legal services contracts for Juvenile Delinquency and Child Protective Proceedings.

District/Probate Court Coordinator Albaugh stated that in the past seven years we have had a three part agreement between the county, the court and various attorneys to represent juveniles and their parents/guardians in delinquency and neglect/abuse cases as required by law. He stated for the past five years we have provided that representation through contracts with twelve attorneys. He stated we put out a Request for Quote and all current providers responded plus two more. He stated we had the funds for twelve and will not expand, the services would cost the same for the next three years and each attorney would handle up to 80 cases.

Comr. Haadsma inquired why the two new bidders were not chosen.

Albaugh stated the current twelve had provided good service over the last five years, would require no additional funds and the twelve had already taken a cut from the last three years. He noted that to add two more would have reduced their funding even further.

Res. 215-2013

"Moved Comr. Frisbie, Supported by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Legal Services Contracts Juvenile Delinquency and Child Protective Proceedings."

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

2. 2014 Early Retirement Incentive Program

Administrator/Controller Scott stated this item came as a result of requests from Elected Officials and Department Heads to help them with budget savings through attrition because of the savings between top and bottom step and in some cases not filling positions. She stated this program has gotten the a lot of interest.

Human Resources Director Archambault stated she had spent a lot of time with the Department Heads and Elected Officials to try to figure out what would be the best program. She stated the main concern was clearly health insurance and the credits people receive. She stated with this plan reduced the lump sum cash payout that was in the prior program from \$500 to \$350 per year with a maximum of \$10,500 but allows for a ten dollar per month per year of service credit off their insurance cost. She stated there was also a one time deferral of enrollment, and so they could retire now, stay on another plan for a while then opt back in to our plan in the future. She stated the financial review had shown there would be about 115 people eligible and so there could be significant savings.

Res. 216-2013

“Moved Comr. Frisbie, supported by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the 2014 Early Retirement Incentive Program and related documents as presented.”

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

3. Legal Services Agreement Between Calhoun County and the Calhoun County Land Bank Authority

Administrator/Controller Scott stated this proposal was so Corporation Counsel provide legal services to the Land Bank Authority and they would reimburse the county for his services.

Corporation Counsel Lindsey stated the agreement was similar to his agreement with the Calhoun County Consolidated Dispatch Authority. He stated he had provided services to the Land Bank for years but they needed a formal agreement.

Comr. King clarified the payments offset budget and were not paid directly to Counsel Lindsey.

Res. 217-2013

“Moved Comr. VanSickle, Supported by Comr. Todd to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Legal Services Agreement between Calhoun County and the Calhoun County Land Bank Authority and authorize the Board Chair to sign the agreement on behalf of the Board.”

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

4. Lease for Office Space Between Calhoun County and the Calhoun County Consolidated Dispatch Authority (CCDA)

Administrator/Controller Scott stated this was a lease agreement between the county and Calhoun County Consolidated Dispatch Authority. She stated Assistant Administrator Wilcox did a fine job working with Corporation Counsel and dispatch to give them more leased space in our building.

Assistant Administrator Wilcox stated dispatch needed more space and we were able to fill the need and customize the space for them. He explained dispatch was paying for the cost of the buildout and they would pay rent for the space. He stated it was a great collaboration.

Comr. Frisbie stated the lease was included in the Dispatch Authority's budget but the lease itself would be approved at the next CCDA meeting.

Res. 218-2013

"Moved Comr. Frisbie, Supported by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the lease for office space between Calhoun County and the Calhoun County Consolidated Dispatch Authority as presented and authorize the Board Chair to sign the agreement on behalf of the Board."

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

5. Calhoun County Fiscal Year 2014 Budget and Appropriations

Administrator/Controller Scott stated the budget was balanced at \$40.3 million and had not changed since the budget recommendation was presented at the last meeting. She explained the cover memo presented went into more detail than the recommendation and they were also given the budget resolution, which shows the statutory responsibilities and budget controls. She stated there was no change to the Board of Commissioners' salaries, as recommended by the Budget Committee, and that the Elected Officials salaries were included as well as the fee schedule. She stated the Road Department budget was included with quite a bit of detail and also a list of projects they were planning. She thanked the Elected Officials, the Board of Commissioners Budget Committee, the budget team, Department Heads, the Judges, and everyone for another successful year in balancing the budget. She stated the Sheriff secured a new law enforcement cost reimbursement agreement with the City of Springfield and so the General Fund budget included \$800,000 in new revenue and corresponding expenses. She explained we were operating with over \$2 million less than we had in the budget just a few years ago, about \$1 million less in property taxes, several hundred thousand dollars less in state revenue sharing and over thirty fewer staff positions. Scott stated the budget included very minimal contractual pay increases, and added that the Early Retirement Incentive Program could potentially add further savings along with strategies to lower health insurance costs. She stated we had a positive long term outlook and it would take several years for taxes to rebound but the gap was starting to narrow. She noted the cost to the taxpayers essentially remained the same, as millage rates had stayed the same other than the new Veterans Affairs millage. She reminded everyone the budget was available to the public and it was posted on the county website.

Comr. Todd commended the county leadership, Department Heads and Administration. He stated this process was never easy, especially when you have to talk about making cuts, but we were doing a pretty good job overall.

Comr. Kale stated this was a very tough year and thanked Comrs. Frisbie and Haadsma for serving on the Budget Committee with him. He stated we were really blessed to have the Commission, Administration, Elected Officials, and Department Heads we do. He stated it was incredible that we had been able to balance this budget and maintain our general fund balance. He gave hats off to everyone involved in the process and stated he was proud of the whole group that made it happen.

Res. 219-2013

“Moved Comr. Todd, Supported by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve amended 2014 Budget and Appropriations as presented.”

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

6. Contract to Provide Statutory Planning Functions for the County

Administrator/Controller Scott stated this agenda item was a recommended Planning Services bid award to J. Bomba Land Planning.

Assistant Administrator Wilcox stated a Request for Quote was issued because our planning agreement was expiring at the end of 2013. He stated we received three bids and evaluated the responses. He stated Jen Bomba had been providing our planning services for the last seven years and we were recommending awarding her a contract for another five years.

Comr. Haadsma stated Jennifer Bomba not only had experience but had always provided exemplary services.

Res. 220-2013

“Moved Comr. Haadsma, Supported by Comr. VanSickle to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Contract to Provide Statutory Planning Functions for the County to J Bomba Land Planning, LLC and authorize the Board Chair to sign the agreement on behalf of the Board.”

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

7. Agreement to Provide Uniforms to the Sheriff’s Office Personnel

Administrator/Controller Scott stated this was a bid award to provide uniforms for Sheriff’s Office personnel.

Assistant Administrator Wilcox stated this contract was put up for bid every three years years and we had received three bids. He stated Nye Uniforms had won the bids and provided uniforms for the last ten years. He stated we were recommending awarding Nye Uniforms a five year contract.

Comr. Haadsma confirmed this was the same duration contract as what had been used in the past.

Res. 221-2013

“Moved Comr. King, Supported by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Contract to Provide uniforms for the Sheriff’s Office personnel and authorize the Board Chair to sign the agreement on behalf of the Board.”

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

8. Contract to Provide Construction Management for a Remodel Project on the First Floor of the Marshall County Building

Administrator/Controller Scott stated this was a proposal to renovate a new space on the garden level for the Office of the Treasurer. She explained it was more cost effective to remodel the empty wing and move them downstairs than to displace them while the second floor offices were remodeled.

Assistant Administrator Wilcox stated we used a successful approach used on the east side of the garden level. He stated the Treasurer needed more space to incorporate the Land Bank staff into her office. He stated he had done an evaluation with the Treasurer to be sure the plans were acceptable. He stated we were recommending Schweitzer, as they were the engineer currently working on the other side of the garden level. He explained they were familiar with the building, as they had also done the Consolidated Dispatch Authority construction. He stated they came in on time and on budget and we had been happy with their work.

Res. 222-2013

“Moved Comr. VanSickle, Supported by Comr. King to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the contract with Schweitzer, Inc. to provide construction management in the amount of \$9,000 for a remodel project on the first floor of the Marshall Calhoun County Building..”

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

13. CITIZEN’S TIME

There was none.

14. COMMISSIONERS TIME

Comr. King announced he attended a ribbon cutting on a Land Bank property in Pennfield. He stated the Land Bank and Community Action rehabilitated the house and it was sold. He stated it was a great way of getting property back on to the tax roll. Comr. Frisbie added the house sold for twice as much as was put into it in repairs.

Comr. Kale thanked Comrs. Dunn and Haadsma for continuing their service on the Southwest Michigan Behavioral Health Substance Use Disorder Policy Board. He stated he knew the Kalamazoo Mental Health and Substance Abuse Services Advisory Board was an intense committee, because it was a difficult committee to be on and he appreciated their continuing service.

15. CLAIMS PAYABLE

- A. Calhoun County Claims Payable for November 18 - 27, 2013 in the Amount of \$644,713.31, Calhoun County P-Card Claims for October 2013 in the Amount of \$79,948.31 and Road Department Payables from November 25, 2013 in the Amount of \$51,611.89

Res. 223-2013

“Moved Comr. King, supported by Comr. VanSickle to approve the following: Resolved, the Calhoun County Board of Commissioners does hereby approve the Calhoun County Claims Payable for November 18 - 27, 2013 in the Amount of \$644,713.31, Calhoun County P-Card Claims for October 2013 in the Amount of \$79,948.31 and Road Department Payables from November 25, 2013 in the Amount of \$51,611.89 as presented.”

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

16. ANNOUNCEMENTS

Corporation Counsel Lindsey announced that Sheriff Saxton had started a new Facebook page for the Sheriff's Office and he encouraged everyone to like the county page as well as the Sheriff's page.

Comr. Kale announced that on Monday, December 9 there would be a Christmas dinner put on by the Republican Women for veterans at the Silver Star Apartments. He explained that roughly 3% of the homeless veterans in the state were in Calhoun County.

17. CLOSED SESSION TO DISCUSS PENDING LITIGATION

Res. 224-2013

“Moved Comr. Haadsma, supported by Comr. Todd to approve the following: Resolved, the Calhoun County Board of Commissioners does hereby retire to closed session to discuss pending litigation.”

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

18. ADJOURNMENT

The meeting was adjourned at 9:15 p.m. at the call of the Chair.

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Chairman
Calhoun County Board of Commissioners

Clerk
Calhoun County