

CALHOUN COUNTY
PROCEEDINGS OF THE
BOARD OF COMMISSIONERS

June 20, 2013

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, June 20, 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, Frisbie, King, VanSickle and Kale

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

2 and 3. INVOCATION AND PLEDGE OF ALLEGIANCE

The Board held a moment of silence followed by Comr. VanSickle leading the Pledge of Allegiance.

4. APPROVAL OF AGENDA

“Moved Comr. Frisbie, supported by Comr. Haadsma to approve the agenda of the June 20, 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 June 6, 2013 Regular Session

“Moved Comr. VanSickle, supported by Comr. Dunn to approve the minutes of the June 6, 2013 Regular Session of the Calhoun County Board of Commissioners as presented.”

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

6. CITIZENS' TIME

Pat Dougherty, Wattles Road, stated everyone was interested in what was happening with the roads. He stated that when he was the Supervisor of Emmett Township, he attended many Road Commission meetings where they talked about turning many roads back to gravel. He claimed the Road Commission said that was to be the first step toward repaving but the people who made the commitments were no longer there and no one was being held accountable for the paving not happening. He cautioned the Board about making commitments then not following through. He stated the residents should be informed, the Board should have a consistent long term plan, and that it is imperative for a dust control program to be in place so that people are more willing to consider gravel roads.

7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

Chief Assistant Prosecutor Matt Smith stated that to celebrate the first day of summer and the Prosecutor's six months in office, they would be having a staff cookout on Friday, June 22. He stated they were working on the Metals Resale Program and getting pawn shop dealers to join. He stated they had issued 1857 warrants as part of 3300 service requests in the office to date. He stated they were still short staffed, one day he was tripled booked and late to all of his cases.

8. SPECIAL ORDER OF BUSINESS

A. 2014 Annual Implementation Plan for Region 3B Area Agency on Aging

Karla Fales, Director of the Region 3B Area Agency on Aging, stated their Annual Implementation Plan was a three year plan that is updated annually. She stated they had done a Community Needs Assessment with the Calhoun County Office of Senior Services so they were all working with the same information. She explained they had a list of six goals they would work on, including a resource consortium and elder abuse prevention work. She stated they had about \$2.65 million that goes into services for Calhoun and Barry counties, with the biggest share going to the "My Choice" program. She stated all together they were serving about 1900 people with \$2 million staying in Calhoun County. Fales stated one area of change was they had previously done transportation as a direct service but they determined it was no longer economically efficient and there were plenty of providers in the community so they would be able to distribute dollars from savings into the community. She noted we are seeing a significant change in demographics with a 25% increase in the 85 and older population from the 2000 to 2010 census. She stated people are living longer but not necessarily healthier so they focus on prevention programs. Fales explained that cuts from sequestration have left them with \$200,000 less service dollars this year. She stated they were forced to take dollars from congregate to home delivered meals because they served the people that are more frail, the services were more critical and they needed to prioritize dollars as much as possible.

Comr. Kale clarified that Region 3B serves Barry and Calhoun Counties.

Fales described the Veterans Caregiver Partnership and the work the Agency is doing with the Veterans Administration to share the information of services that are available in the community for veterans.

Comr. Haadsma asked Ms. Fales to elaborate on Project Fresh.

Fales explained Project Fresh was a program the Agency took over from MSU Extension that provides coupons for low income seniors to receive free fresh produce at Farmer's Markets in the region. She stated the funding had been dramatically cut by the sequestration so there were not as many coupons for fresh produce available as there had been in the past. She stated to get the coupons, people just needed to call their office for distribution locations.

Comr. Frisbie stated he appreciated the agency looking internally and realizing there was a better way to do business and applauded them for finding a better way to spend dollars.

Res. 104-2013

"Moved Comr. Haadsma, supported by Comr. Todd to approve the following: Resolved the Calhoun County Board of Commissioners do hereby approve the 2014 Annual Implementation Plan (AIP) from the Region 3B Area Agency on Aging."

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

9. CONSENT AGENDA

A. Petitions, Communications, Reports

1. Human Resources Personnel Report for May 2013

Human Resources Director Archambault stated the number of people on Short Term Disability was the lowest it had been since she had been here at the County.

B. Resolutions

1. Summit Pointe Board Appointment
(Term to Expire March 31, 2016)

{a} Anne Hacker (Replacing JoAnne Miller)

Res. 105-2013

"Moved Comr. Dunn, supported by Comr. VanSickle to approve the following: Resolved the Calhoun County Board of Commissioners do hereby approve the consent agenda of the June 20, 2013 Regular meeting."

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

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. VanSickle stated he attended a pretty standard meeting of the Calhoun Conservation District and they discussed the sale of the property on Rice Creek.

Comr. Dunn stated she attended a Board of Health Strategic Planning meeting. She stated the Board and employees discussed what they could improve on from what they have learned in the past.

Comr. Dunn stated she attended a Visitor and Convention Bureau meeting and they had placed ads on the Pure Michigan website. She believed it was a good choice of dollars, highlighting the zoo and county parks. She stated they were also working on an updated county parks brochure.

Comr. King stated they didn't have an organized Parks Commission meeting but instead had a tour of the Ott Preserve and Bridge Park. He stated he was very impressed with Community Development Director Jen Bomba and her knowledge of the parks. He stated the commission was looking forward to moving forward and making the parks an asset to the County.

Comr. Haadsma stated he attended the meeting of the Coordinating Agency in Kalamazoo and there was a lot of change going on in relation to the Substance Abuse Prevention and Treatment Programs in Calhoun and surrounding counties. He stated there would be more information after their meeting in July.

Comr. Kale stated the Budget Committee held their first 2014 planning meeting and did the preliminary set up for next year's budget. He stated from everything he has seen and heard the impact on budgets from the sequestration was nothing good.

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 the Budget Committee reviewed the budget calendar, which was pretty much the same as last year's. She stated they were targeting a December 5, 2013 adoption of the 2014 Fiscal Year Budget. She stated the Committee will be meeting in mid-July to discuss any budget variances presented by departments that would necessitate a mid-year adjustment for this year's budget. She noted the auditors were finishing up the Fiscal Year 2012 audit. Scott the budget preparation process would run the beginning of August to the beginning of September. She stated we had created a preliminary General Fund balance for 2014, we were expecting a 1% decrease in property taxes and flat funding from the state for revenue sharing. She stated the "charges for services" area had been revised, downward based on historical and actual trends for this year. She stated total revenue was expected to be down \$1.3 million, from \$39.8 million to \$38.5 million. She stated expenditures are presented for now as a roll over budget including inflation for non-salary items, a 1% assumption for pay increases and a 10% increase in fringe benefits based on health insurance trends, but we are seeing a shift in employee behavior and a drop in claims. Scott stated total expenditures including vacancies could be up \$2.2 million from \$39.6 million to \$41.8 million, leaving a \$3.4 million deficit to erase through the budget process. She noted taking out the vacant positions would leave about a \$2 million deficit. She stated we also updated the five year forecast. Scott stated the Public Safety budget had been updated and the Sheriff had been making positive changes and reductions on the expenditure side.

Administrator/Controller Scott stated the Board had approved the issuance of refunding bonds for the Medical Care Facility and it was finalized. She stated there were some fluctuations in the market so we ended up approving a bond purchase agreement with a net savings of \$314,000. She stated our financial advisor thought it was better to lock in and we came out with a 5% interest savings over the life of the bond. She stated it was positive savings for the Medical Care Facility and though it doesn't affect our budget it does help the taxpayers save money. She stated the County's bond rating was reaffirmed to an AA- with a solid, stable outlook.

Scott stated she, along with Comrs. Kale and Frisbie, met with the Battle Creek Enquirer, gave an update on the state of affairs with the roads from before the Road Commission was taken over to now and shared short and long term plans for the Road Department. She stressed how important it was to make foundational changes before we are in a position to receive more funding. She stated she received a call from Senator Nofs' office about extra money in revenue and asked Calhoun County to submit a request for a project. She stated the State anticipated making a decision within a couple weeks so we will make a submission and hopefully get some funding help for our roads.

Road Department Interim Managing Director Bob Griffis stated they had submitted three projects to the state for an earlier request so they already had some information gathered.

Griffis stated everyone would agree the potholes are terrible. He stated the crews were out working on them every day, trying to repair as many as possible. He stated there were four Durapatchers and 10 -12 crews out patching as well as two crews out doing prep work for dust control. He stated the requests for work were still coming in, the higher volume roads were mostly taken care of and they were working on getting the lower volume roads now.

Griffis stated they were doing paver patching with Lakeland Asphalt. He explained they had identified six places in the county where the roads need to be replaced, a total of about 3/4 miles in small sections and as money became available they would do the work.

Griffis noted the de berm work was on hold to cover patching.

Griffis stated they had a list of roads to be considered for pulverizing, converting to a gravel road with no long term plan to repave. He stated he would talk to the townships to get their buy in and would work with everyone to see what they wanted. He claimed the intent right now was to get roads into a drivable surface.

Griffis announced the 29 Mile Road Bridge would be worked on and B Drive North would be opened back up to traffic over the weekend. He noted any additional work can be done with traffic regulators. He stated the paving of Harper Village Drive would be done overnight, starting at 8pm on June 29 and 30.

Comr. Todd inquired if it was possible to get the list of roads they were working on, the time frames for work and what work they are doing at each location.

Griffis stated he would forward the information to the Commissioners.

Comr. Frisbie thanked Griffis and all the men and women working so hard to get all the potholes filled. He acknowledged the Road Department had made positive changes in their reception area and telephone service. He encouraged people to use the “see-click-fix” app and calhouncountyroads.com.

Comr. Dunn also encouraged people to use the “see-click-fix” app and calhouncountyroads.com.

Comr. Kale stated he attended the Lee Township meeting and Director Griffis and Engineer Angie Kline did a good job explaining the road situation to the township.

Comr. Kale inquired if the repaving projects were federally funded projects.

Griffis confirmed the big repaving projects, like B Drive, were federal projects.

Comr. Kale thanked Griffis for his work.

B. New Business

1. Levy of the 2013 Calhoun County Summer Property Taxes

Administrator Controller Scott stated the taxable value was down slightly from 2012 to 2013, from \$3.53 billion to \$3.50 billion. She noted there was a positive inflation factor applied of 2.4%. She explained the reason there were two resolutions was that the summer property tax millage was only the County’s operating millage, to which there was no change, as we have had the same operating millage for several years. She explained the winter property taxes we were required by law to levy all of our special voted millages in the winter and included Senior Services, the Medical Care Facility and the new Veterans millage. She stated property taxes accounted for almost half of the County’s operating revenue.

Res. 106-2013

“Moved Comr. Haadsma, Supported by Comr. Todd to approve the following: Resolved, the Calhoun County Board of Commissioners does hereby approve the levy of the 2013 summer millage and authorize the Board Chair to sign the Resolution to Levy 2013 Calhoun County Summer Property Taxes.”

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

2. Levy of the 2013 Calhoun County Winter Property Taxes

Res. 107-2013

“Moved Comr. Frisbie, Supported by Comr. King to approve the following: Resolved, the Calhoun County Board of Commissioners does hereby approve the levy of the 2013 winter millage and does authorize the Board Chair to sign the Resolution to Levy Calhoun County 2013 Winter Taxes.”

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

2. Authorization to Sign Form 2044 for Reimbursement for Employing a Licensed Professional Engineer

Administrator/Controller Scott explained the agenda item asked for the Board to accept the State's offer to reimburse the County \$10,000 for having a licensed engineer on staff.

Res. 108-2013

"Moved Comr. VanSickle, Supported by Comr. Dunn to approve the following: Resolved, the Calhoun County Board of Commissioners do hereby authorize the Board Chair to sign Form 2044 for submission to the State of Michigan for a reimbursement of \$10,000 to employ a licensed professional engineer."

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

4. Approval of the 2014 Battle Creek Transportation Study (BCATS) Funding

Administrator/Controller Scott stated the Road Department participated in the funding of the Battle Creek Area Transportation Study (BCATS). She explained that we, along with other entities, contribute to their total operating budget of about \$50,000 and the county's Fiscal Year 2014 share would be \$19,604.

Res. 109-2013

"Moved Comr. King, Supported by Comr. Frisbie to approve the following: Resolved, the Calhoun County Board of Commissioners does hereby approve the 2014 Battle Creek Area Transportation Study (BCATS) Funding Resolution as presented."

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

5. Michigan Department of Transportation Contract Number 13-5325

Administrator/Controller Scott stated the agenda item was the approval of a contract with the Michigan Department of Transportation (MDOT) for federal aid funding. She explained the contract would provide for 95% of the total funding to replace the bridge on 23 Mile Road.

Comr. Frisbie inquired if there was any chance the federal funding would continue to be offered in the future.

Scott stated the County submits five bridge repair request each year and the funding was expected to continue.

Res. 110-2013

"Moved Comr. Dunn, Supported by Comr. Frisbie to approve the following: Resolved, the Calhoun County Board of Commissioners does hereby approve the Michigan Department of Transportation Contract Number 13-5325 as presented."

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

6. Agreement Transferring FCC Microwave Licenses to the Calhoun County Consolidated Dispatch Authority

Administrator/Controller Scott stated the agenda item was in relation to the Calhoun County Consolidated Dispatch Authority (CCDA) and was a loose end being tied up after creation of the CCDA. She stated there was no cost to the county; the transfer just required a formal approval. She stated the transfer was being made now because the license was about to expire so it could be renewed in the CCDA's name.

Res. 111-2013

"Moved Comr. Haadsma, Supported by Comr. Frisbie to approve the following: Resolved, the Calhoun County Board of Commissioners does hereby approve Agreement transferring FCC Microwave Licenses to the Calhoun County Consolidated Dispatch Authority is approved and that the County Administrator/Controller is authorized to sign the Agreement on behalf of Calhoun County."

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

7. Construction Management Contract with Schweitzer

Administrator/Controller Scott stated the construction agreement with Schweitzer would allow us to move forward in making repairs to the lower level of the Marshall County Building.

Assistant Administrator Wilcox stated it had been a long journey and this would be the last event before starting construction. He stated we had brought in a number of people to work out how much it would cost to reconstruct the first floor. He explained Schweitzer came in at 5% of construction costs while the other contractor was at 10% overhead and 10% profit. He stated Schweitzer would oversee the project, line up the subcontractors and they were requiring local contractor bids, with an open bid process. He noted there was a \$25,000 contingency for overruns. Wilcox stated the County would have the final approval, there was no General Fund impact and costs would be paid for with insurance reimbursement. He stated we took advantage of the opportunity to do a lot of architectural planning, remodeling and redesign and there would be a brand new floor plan for the Community Development offices.

Res. 112-2013

"Moved Comr. Frisbie, Supported by Comr. Dunn 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 \$12,850 to repair water damage in the Marshall County Building."

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

8. Amendment to BOC Policy #355 – Personnel Payroll

Administrator/Controller Scott stated the three policy amendments on the agenda (#355, #240 and #310) came from Human Resources and were a continuation of the Administrative team revising and updating policies. She stated the amendments were reviewed by Department Heads and Union representation where appropriate.

Human Resources Director Archambault stated the Personnel Payroll hadn't been updated in a long time so the language needed to be updated to our new payroll system.

Res. 113-2013

“Moved Comr. Haadsma, Supported by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Employee Leasing Agreement between the City of Marshall and Calhoun County, as presented, and authorize the Board Chair to sign the Agreement on behalf of Calhoun County.”

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

9. Amendment to BOC Policy #340 – Employee Benefits

Human Resources Director Archambault stated updates to the Employee Benefits Policy were needed after the Michigan Nurses Association (MNA) union was decertified to develop a transition of the union contract into the county non-union policy. She recommended that some of the benefits they held as a union be honored. She noted their County funded long term disability plan would sunset this year and would not be available for new nurses. She stated the school nurses had schedules that lined up with the schools so their situation was unique to the County.

Administrator/Controller Scott stated the county used to pay for employee long term disability but that had been changed to an optional/supplemental benefit.

Res. 114-2013

“Moved Comr. VanSickle, Supported by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the changes to BOC Policy #340 - Employee Benefits as presented.”

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

10. Amendment to BOC Policy #310 – Employee Classification and Compensation

Res. 115-2013

“Moved Comr. Dunn, Supported by Comr. Todd to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the changes to BOC Policy #310 - Employee Classification and Compensation as presented.”

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

11. May 2013 Financial Statements

Res. 116-2013

“Moved Comr. Frisbie, Supported by Comr. Dunn to approve the following:
Resolved the Calhoun County Board of Commissioners does hereby accept the May 2013
Financial Statement for informational purposes as presented.”

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

13. CITIZEN’S TIME

There was none.

14. COMMISSIONERS TIME

Comr. Dunn commended the Prosecutor's office for doing a great job and showing their appreciation to their employees.

Comr. King credited Chair Kale and Administrator/Controller Scott for the information in the newspaper article he recently released regarding the roads. He stated a lot of people liked it and appreciated the information.

15. CLAIMS PAYABLE

- A. Calhoun County Claims Payable for May 31 - June 13, 2013 in the Amount of \$2,934,258.82 and Road Department Payables in the Amount of \$185,614.43.

Res. 117-2013

“Moved Comr. Dunn, Supported Comr. Frisbie to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Calhoun County Claims Payable for May 31 - June 13, 2013 in the Amount of \$2,934,258.82 and Road Department Payables in the Amount of \$185,614.43.”

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

16. ANNOUNCEMENTS

Comr. Haadsma stated on June 21, the Art Center of Battle Creek would be hosting a fundraiser at 265 East Emmett at 7:00. He invited everyone to stop by and participate.

Comr. King stated that after he read the “letter to the editor” about Jameson Street, he went with Bob Griffis to look at the problem. He stated the road needed more than patching so they are working on a solution. He stated the resident has started a fundraiser to raise money to fix the road. He was joining in a collaborative effort to help get the road repaired.

Comr. Kale announced the Comr. Frisbie's birthday was Saturday.

17. ADJOURNMENT

The meeting was adjourned at 8:15 p.m. at the call of the Chair.

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Chairman
Calhoun County Board of Commissioners

Clerk
Calhoun County