

**CALHOUN COUNTY**  
**PROCEEDINGS OF THE**  
**BOARD OF COMMISSIONERS**

April 30, 2015

1. CALL TO ORDER/ROLL CALL

The Orientation Session of the Calhoun County Board of Commissioners convened at 9:00 a.m., Thursday, April 30, 2015 in the Commissioners' Meeting Room, County Building, Marshall, MI.

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

Present: Comrs. Dunn, Reynolds, Haadsma, Frisbie, King, VanSickle and Bearman

Staff Present: Administrator/Controller Kelli Scott, Assistant County Administrator Brad Wilcox, Corporation Counsel Richard Lindsey, Human Resources Director Kim Archambault, and Administrative Assistant Lora Stevens, Treasurer Christine Schauer

2. PRESENTATIONS BY CALHOUN COUNTY ADMINISTRATION AND ELECTED OFFICIALS

A. Administration

Administrator/Controller Kelli Scott gave an overview of Calhoun County government operations.

Human Resources Director Kim Archambault discussed Human Resources' functions, benefits, union bargaining and Wellness Programs.

Corporation Counsel Richard Lindsey reviewed the Freedom of Information Act and Open Meetings Act.

Assistant County Administrator Brad Wilcox gave an overview of facilities, administrative services, Community Development and Capital Improvement.

B. Treasurer's Office

Treasurer Christine Schauer gave an overview of the requirements of the Treasurer's Office.

C. Sheriff's Office

Sheriff Matt Saxton introduced Undersheriff Tim Hurtt and Chief Deputy Jim McDonough and reviewed the duties of the Office of the Sheriff, jail bed rentals, records management system, facility upgrades, body cams and the new law enforcement center.

D. District Court

District Court Administrator Kate Ambrose and Deputy District Court Administrator Shannon Keopke gave an overview of District Court, Veterans Court and Sobriety Court.

E. Probate Court

Probate Judge Mike Jaconette, Administrator Jeff Albaugh, and Probate Court Administrator Cindy Rude gave an overview of Probate Court and mental health court.

E. Prosecutor’s Office

Prosecutor David Gilbert, Assistant Prosecutor Dan Buscher, Prosecutor’s Office Manager Melissa Jelinek, and Victim’s Advocate Nora Gieger gave an overview of the Prosecutor’s Office.

F. Road Department

Road Department Managing Director Christopher Bolt gave an overview of the Road Department and their collaboration with Jackson County.

G. Water Resources

Water Resources Assessment Assistant Brittany Clifton gave an overview of the County drains upcoming projects.

H. Circuit Court

Circuit Court Judge Kirkham and Administrator Jeff Albaugh gave an overview of Circuit Court.

I. Administration

Corporation Counsel Lindsey facilitated a discussion on the board rules.

Administrator/Controller Scott discussed the Property Assessed Clean Energy (PACE) program that was being presented at the next Board meeting

3. ADJOURNMENT

The meeting was adjourned at 3:47 p.m. at the call of the Chair.

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Chairman  
Board of Commissioners

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Clerk  
Calhoun County