

**PROCEEDINGS OF THE
BOARD OF COMMISSIONERS**

February 18, 2016

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, February 18, 2016 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, and VanSickle

Excused: Comr. Bearman

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

2 and 3. INVOCATION AND PLEDGE OF ALLEGIANCE

A moment of silence was held was followed by Comr. VanSickle leading the Pledge of Allegiance.

4. APPROVAL OF AGENDA

"Moved Comr. VanSickle, second by Comr. Reynolds to approve the agenda of the February 18, 2016 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 February 4, 2016 Regular Session

"Moved Comr. Dunn, second by Comr. Frisbie to approve the minutes of the February 4, 2016 Regular Session of the Calhoun County Board of Commissioners as presented."

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

6. CITIZENS' TIME

There was none.

7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

Clerk and Register of Deeds Anne Norlander stated she had listened to the interview with Comr. Frisbie on station WBCN and addressed issues questions brought up by Comr. Frisbie regarding processes in her office. She read a prepared statement giving what she said were corrections from statements she heard on the radio, including information about Register of Deeds software contracts and renewals, the Court Connect system that previously provided Circuit Court records online to the public, the exploration of Image Soft's document imaging system within her offices, campaign contributions, the election ballot bidding process, and the Register of Deeds Automation Fund. She stated her belief that allegations against her were from three men—Steve Frisbie, Matt Davis, and Richard Lindsey—trying to oust her from holding her office for the past several years, and that the allegations were inaccurate.

8. SPECIAL ORDER OF BUSINESS

A. Road Department Progress Report

Administrator/Controller Kelli Scott presented a Road Department progress report in a joint presentation with Road Department Managing Director Christopher Bolt, Assistant County Administrator Brad Wilcox, and Human Resources Director Kim Archambault. They reviewed a PowerPoint presentation outlining the process of transitioning from a Road Commission to a Road Department, increased capacity in IT and computer technology, joint purchasing, cost savings in benefits, recruitment and labor relations as well as operational improvements over the past three years. Bolt then reviewed proposed changes in the Road Department organizational chart that he said he would be bringing forward for approval in order to increase capacity to serve the public. Scott then discussed communication and operational issues that are recognized and being addressed further.

9. CONSENT AGENDA

A. Petitions, Communications, Reports

1. Muskegon County Ordinance 2015-487
2. Battle Creek Public Hearing – Establishment of an Obsolete Property Rehab District

B. Resolutions

There were none.

Res. 23-2016

“Moved Comr. VanSickle, second by Comr. Reynolds to approve the Consent Agenda of the February 18, 2016 Regular Session of the Calhoun County Board of Commissioners as presented.”

Comr. Haadsma encouraged the Board to consider a resolution such as the one Muskegon sent as he believed there needed to be more regulation on e-cigarettes and vaping.

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

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. VanSickle stated he will be attending a Planning Commission meeting on Monday and there are several PA 116 approvals on the agenda. He explained a PA116 is a partial tax refund for farmers that agree the land will remain in agricultural use for anywhere from seven to ninety-nine years.

Comr. King stated the Workforce Development Board decided to use Upjohn as their fiduciary a couple years ago to administer grants. He stated and he and Administrator/Controller Scott met with Ben Damerow from Upjohn to get an oversight of their work and how Upjohn is handling contract management, and particularly the Youth Program that will soon be competitively bid out for next year. He stated there is great oversight on Upjohn’s part.

11. UNFINISHED AND OLD BUSINESS

There were none.

12. NEW BUSINESS AND COUNTY ADMINISTRATOR’S REPORT

A. County Administrator/Controller’s Report

Administrator/Controller Kelli Scott stated Senior Services Manager Carl Gibson asked her to mention that the Senior Millage Allocation Committee (SMAC) was looking for a new member--possibly from the central part of the county, after the resignation of Shirley Clutter.

She stated the Veterans Affairs Committee met and Assistant Administrator Wilcox attended. She stated they are working with Corporation Counsel Lindsey to find a way to revise the rules on the Veterans Relief Fund that comes from millage funds so more veterans would be able to qualify.

She stated there was a heightened interest in revisiting the opportunities for recycling and household hazardous waste drop off and the subject will be on the agenda of the February 24 Township Supervisor’s meeting at the Road Department.

B. New Business

1. Equalization Services Agreement Amendment

Administrator/Controller Kelli Scott stated Administration was recommending an extended agreement with Equalization Consultant Roger McEvers, who oversees the county assessing process, to compensate him for his oversight of contracted appraisal services. She stated we would continue with similar terms to his previous agreements. She stated Roger does a wonderful job, we could not do such quality work without him and she fully supports the agreement.

Res. 24-2016

“Motion by Comr. Haadsma, second by Comr. Reynolds to approve the following:
Resolved the Calhoun County Board of Commissioners does hereby approve the Agreement Amendment with Roger McEvers as presented.”

On a roll call vote, Yes – 6, Excused – 1 (Bearman). Motion **CARRIED**.

2. Appraisal Services Agreement to Assist the Equalization Department

Administrator/Controller Kelli Scott stated we have had a contract with Appraisals Plus for two years and this extended the contract through 2016. She explained they primarily handle our commercial appraisals.

Res. 25-2016

“Moved Comr. VanSickle, second by Comr. Reynolds to approve the following:
Resolved the Calhoun County Board of Commissioners does hereby approve the Services Agreement with Appraisals Plus Group, Inc., as presented.”

On a roll call vote, Yes – 5, Excused - 1 (Bearman). Motion **CARRIED**.

3. Resolution Honeywell Phase 3 Energy Savings Contract Approval

Administrator/Controller Scott stated this agreement with Honeywell was to provide for energy efficiencies and other facilities improvements, including low volume flush toilets in the county jail. She explained this was what Administration is calling Phase 3 with Honeywell and the first two phases have resulted in millions of dollars in savings under guaranteed savings contracts. She stated we are combining the financing for this \$2 million project with the \$6.5 million Road Department bond approved in December.

Nelson Brikkho of Honeywell gave an overview of improvements of controls that were planned in this Phase 3.

Res. 26-2016

“Moved Comr. Haadsma, second by Comr. Frisbie to approve the following:

Resolved the Calhoun County Board of Commissioners does hereby approve the contract with Honeywell International Inc. to provide an Energy Savings Program including County facility improvements as presented.”

On a roll call vote, Yes – 6, Excused – 1 (Bearman). Motion **CARRIED**.

4. MMRMA Annual Renewal Agreement

Administrator/Controller Scott stated this was the renewal of the county’s property and liability insurance policy with Michigan Municipal Risk Management Association (MMRMA) this is an item that has been renewed administratively in the past and is now deemed better authorized through Board approval of the contract itself. She stated our premium is just under \$800,000, plus \$250,000 going into a member loss fund, and that the coverage includes the Road Department at lower rates than they previously paid for similar coverage. She stated we were in a pooled risk with all other members, which includes most counties in Michigan. She noted MMRMA provides in addition to insurance coverage many valuable risk management services, including grants, which have been very helpful for us.

Res. 27-2016

“Moved Comr. Haadsma, second by Comr. Reynolds to approve the following:

Resolved the Calhoun County Board of Commissioners does hereby approve the Michigan Municipal Risk Management Authority (MMRMA) annual renewal as presented and authorizes the County Administrator/Controller to sign the annual renewal on behalf of the county.”

On a roll call vote, Yes – 6, Excused – 1 (Bearman). Motion **CARRIED**.

5. FireKeepers Local Revenue Sharing Board Administrative Services Agreement

Administrator/Controller Scott stated we have had an Administrative Services Agreement with the FireKeepers Local Revenue Sharing Board (FLRSB) since its inception in 2010. She explained the revenue offsets county administrative costs, time and services provided by Corporation Counsel Richard Lindsey, Executive Secretary Chris McComb and her. She announced the check for the FireKeepers Casino 2015 net win was received by the FLRSB for just under \$5.3 million. She stated we completed the first step which was to ask the local municipalities to submit requests for cost reimbursement. She stated this agreement allows FLRSB to not have to hire staff and it’s a positive service we can provide that brings a little extra funding for the General Fund.

Res. 28-2016

“Moved Comr. Haadsma, second by Comr. Reynolds to approve the following:

Resolved the Calhoun County Board of Commissioners does hereby approve the Administrative Services Agreement with the FireKeepers Local Revenue Sharing Board as presented.”

On a roll call vote, Yes – 6, Excused – 1 (Bearman). Motion **CARRIED**.

6. Pre-qualified Contractors Eligible to Participate in the Bids for Road Milling and Pulverizing

Assistant County Administrator Brad Wilcox stated this Request for Qualification (RFQ) process allows the Road Department to be more flexible and have pre-approved vendors.

Res. 29-2016

“Moved Comr. Haadsma, second by Comr. Frisbie to approve the following:
Resolved the Calhoun County Board of Commissioners does hereby approve the list of pre-qualified contractors who will be eligible for selection by the Calhoun County Road Department and the Jackson County Department of Transportation to participate in the bids for road milling and pulverizing the 2016 road construction season as presented.”

On a roll call vote, Yes – 6, Excused – 1 (Bearman). Motion **CARRIED**.

7. Mineral Aggregate RFB#103J-16 Contract Award

Assistant Administrator Wilcox explained this bid was for the delivery of aggregate materials. He stated the contract was for two years with the option of another year.

Res. 30-2016

“Moved Comr. VanSickle, second by Comr. Reynolds to approve the following:
Resolved the Calhoun County Board of Commissioners does hereby approve the contracts with Carr Brothers & Sons Inc. and Stoneco of Michigan to provide aggregate materials to the Calhoun County Road Department and the Jackson County Department of Transportation as presented.”

On a roll call vote, Yes – 6, Excused – 1 (Bearman). Motion **CARRIED**.

13. CITIZEN’S TIME

Bruce Dowding stated his opinions on the Road Department.

Matthew Hall, Chief Steward of the Road Department Teamsters, stated he appreciated being recognized and believed a lot of Road Department employees should be thanked.

14. COMMISSIONERS TIME

Comr. Reynolds congratulated Comr. Haadsma on his candidacy for State Representative.

Comr. Haadsma announced the Share Center purchased a home with the intent to use it as a substance abuse recovery house for men. They will have a grand opening on February 29.

Comr. Dunn thanked the Road Department all the way around from top to bottom. She appreciated the honesty even as difficult as it was for part of the hourly crew to talk to them.

Comr. Frisbie responded to Clerk and Register of Deeds Anne Norlander’s comments about the Clerk’s bid process, the coding of financial documents, the online court documents, his meeting with the Clerk in June, and the recording of deeds.

15. CLAIMS PAYABLE

- A. Calhoun County Claims Payable for January 29 – February 12, 2016 in the amount of \$1,459,966.83 and Road Department Payables for February 9, 2016 in the amount of \$366,257.61

Res. 31-2016

“Moved Comr. Haadsma, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Calhoun County Claims Payable for January 29 – February 12, 2016 in the amount of \$1,459,966.83 and Road Department Payables for February 9, 2016 in the amount of \$366,257.61 as presented.”

On a roll call vote, Yes – 6, Excused – 1 (Bearman). Motion **CARRIED**.

16. ANNOUNCEMENTS

There were none.

17. ADJOURNMENT

The meeting was adjourned at 8:46 p.m. at the call of the Chair.

cam

Chairman

Clerk