

**PROCEEDINGS OF THE  
BOARD OF COMMISSIONERS**

November 17, 2016

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, November 17, 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 (arrived at 7:08), Frisbie, King, VanSickle and Bearman

Staff Present: Administrator/Controller Kelli Scott, Assistant County Administrator Brad Wilcox, HR Director Kim Archambault, Corporation Counsel Jim Dyer and Deputy Clerk Chris McComb

2 and 3. INVOCATION AND PLEDGE OF ALLEGIANCE

A moment of silence was held followed by Comr. King's son, Mack, leading the Pledge of Allegiance.

4. APPROVAL OF AGENDA

"Moved Comr. Bearman, second by Comr. Reynolds to approve the agenda of the November 17, 2016 Regular Session of the Calhoun County Board of Commissioners."

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

5. APPROVAL OF MINUTES

A. Minutes of the November 3, 2016 Regular Session

"Moved Comr. VanSickle, second by Comr. Frisbie to approve the minutes of the November 3, 2016 Regular Session of the Calhoun County Board of Commissioners as presented."

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

6. CITIZENS' TIME

Bob Coward, Golden Ave, commented on the county's borrowing policy and asked about the Road Department planting trees after cutting them down.

7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

There was none.

8. SPECIAL ORDER OF BUSINESS

A. National Drunk and Drugged Driving Prevention Month Resolution

Comr. Frisbie read the resolution 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 approximately one-third of all motor vehicle traffic fatalities in 2014 (killing 9,967 people – as compared to 10,076 persons in 2013) 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**, one person is killed in a drunk-driving crash every 53 minutes in the United States and 20% of children under the age of 14 killed in traffic crashes were passengers in drunk driving crashes; and

**WHEREAS**, according to the National Highway Traffic Safety Administration, in addition to the human toll, the financial impact of drunk driving is dramatic, with as estimated economic impact on the United States of \$44 billion annually (based on the most recent year for which cost data is available, 2010); and

**WHEREAS**, organizations across the nation are joining together to promote National Drunk and Drugged Driving Prevention Month in December 2016 and the "*Drive Sober or Get Pulled Over*" national public awareness campaign and law enforcement initiatives during the December 18, 2016 to January 3, 2017 time period;

**NOW, THEREFORE**, the Calhoun County Board of Commissioners does hereby proclaim December 2016 as National Drunk and Drugged Driving Prevention Month and recognize the December 18, 2016 to January 3, 2017 "*Drive Sober or Get Pulled Over*" National Mobilization campaign in Calhoun County. We call upon everyone 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. 160-2016

"Moved Comr. Bearman, second by Comr. Reynolds to approve the Holiday Season Impaired Driving Prevention Resolution as presented."

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

Pat Karr of BCATS accepted the resolution, stating this is a problem that continues and they draw awareness in hopes of reducing the numbers.

B. Presentation of the Administrator/Controller's Fiscal Year 2017 Budget Recommendation and Public Hearing on the Proposed Fiscal Year Budget

Res. 161-2016

"Motion by Comr. Frisbie, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby open the public hearing on the Proposed Fiscal Year 2017 Budget Recommendation."

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

Administrator/Controller Kelli Scott stated that per statute, a notice was posted in the newspaper to notify the public that they could view the proposed budget; it is available in our Administrative office and on the County's website. She stated that we are conducting the required public hearing that includes what property taxes will be levied and then on December 1 the proposed budget will be presented for adoption. She presented a review of what was included in the recommendation. She stated we are balancing to \$40.9 million in estimated revenues and we still have some unresolved areas that need adjustment. She stated the courts, Prosecutor and Sheriff have noted difficulties in meeting the recommended budget targets. She thanked our new Finance staff, Assistant Administrator Brad Wilcox, HR Director Kim Archambault, our Judges, Elected Officials, and the Board Budget Committee, for working through this difficult process.

Bob Coward, Golden Avenue, thanked Administrator/Controller Scott for her hard work and asked for funding to plant trees in a future budget.

Res. 162-2016

"Motion by Comr. Bearman, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby close the public hearing on the Proposed Fiscal Year 2017 Budget Recommendation."

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

9. CONSENT AGENDA

A. Petitions, Communications, Reports

B. Resolutions

1. Amended 2016 Calhoun County Apportionment Report

Res. 163-2016

"Moved Comr. Frisbie, second by Comr. Bearman to approve the Consent Agenda of the November 17, 2016 Regular Session of the Calhoun County Board of Commissioners as presented."

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

## 10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. Bearman stated the Solid Waste Committee met and started their strategic planning process. He stated he went to the Township Supervisors' meeting at the Road Department, it was very good and people were very positive. He stated he also went to an Albion Township meeting, where he learned a local business is looking to expand.

## 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 she attended the November Calhoun Visitors' Bureau Board (CVB) meeting and they approved their 2017 proposed budget. She stated Comr. Dunn is the Chair of the CVB Board and the hotel accommodations tax funds are passed through to the CVB to promote tourism in Battle Creek and County-wide.

Scott stated she attended a task force meeting held by BC Vision and gave an update on county wide transportation efforts. She stated we hope to have a draft RFQ for a feasibility study consultant finalized soon to go to the City Managers and Mayors group and then to the Board of Commissioners.

### B. New Business

#### 1. Cognitive Interventions Contract

Administrator/Controller Kelli Scott stated this is an annual contract that provides for group services in the jail. She stated that excess costs are included in the County's General Fund budget but no match is required.

Community Corrections Director Jerry Lambert stated this contract was awarded through the PA511 grants in the state.

#### Res. 164-2016

"Motion by Comr. VanSickle, second by Comr. Reynolds to approve the following:  
Resolved the Calhoun County Board of Commissioners does hereby approve the agreement with Cognitive Interventions for the period of October 1, 2016 through September 30, 2017 as presented."

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

## 2. 2017 Blue Cross Blue Shield of Michigan Renewal Agreements

Administrator/Controller Kelli Scott stated this is the annual administrative renewal with Blue Cross Blue Shield. She stated that each year we bring the fee structure to Board and this is just the administrative fee agreement.

HR Director Kim Archambault stated the Schedule A sets the fee schedule for the 2017 calendar year. She explained that the administrative fee is a zero increase but the stop loss increased 15.5%, a \$65,000 increase. She stated the Schedule B is the blue card disclosures. She stated the plans were bid out this year and Blue Cross Blue Shield was the best option.

### Res. 165-2016

“Moved Comr. Frisbie, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the 2017 Blue Cross Blue Shield Agreements as presented and authorizes the Board Chair to sign the attached documents.”

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

## 3. Amended Policy #239 Claims Against the County

Administrator/Controller Kelli Scott stated our policy amendment reviewing has been going through HR, the policies are on the HR website, and they are sent to all Department Heads and Elected Officials. She stated this is a financial policy and it has not been updated since 2000. She explained that with these changes, the policy now references appropriate statutes and updates automated processes followed and strengthens internal controls.

### Res. 166-2016

Motion by Comr. Bearman, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve changes to Policy #239 - Claims Against the County as presented.”

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

## 4. MDEQ Office Space Rental Agreement

Administrator/Controller Kelli Scott stated this is a new lease agreement and provides new revenue generated with vacant space to offset county facility costs.

Assistant County Administrator Brad Wilcox stated this is the result of a successful negotiation with the state to rent the old offices of the Treasurer. He stated it is a fair and competitive lease of \$16,800 per year. He stated that with this lease, we now generate over \$1 million in annual gross rental revenue from buildings.

Res. 167-2016

“Motion by Comr. VanSickle, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the 12 month rental agreement with the State of Michigan for 1,200 square feet of MDEQ office space in the County Building in Marshall in the amount of \$16,800.”

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

5. Jail Food Service Amendment

Administrator/Controller Kelli Scott stated this is an amendment to the contract with the jail food services provider, Canteen. She stated we had a one year agreement and this is a one year extension of that for \$1.02 per meal or a 4% cost increase.

Assistant County Administrator Brad Wilcox stated there were options available and in negotiating, this is a fair and equitable agreement.

Sheriff Matt Saxton stated Canteen has been very responsive in the contract and stepped in when there were issues with the prior vendor. He asked the Board to support this contract amendment.

Res. 168-2016

“Motion by Comr. Reynolds, second by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the amendment to the jail food services agreement with Canteen and the Administrator/Controller's execution of the agreement as ratified.”

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

6. Revision to County Board Policy 241 – Grants

Administrator/Controller Kelli Scott stated this is a policy revision coming from our Corporation Counsel regarding our grants policy. She stated it is a simple amendment in response to requests to requirements from grant funders.

Corporation Counsel Jim Dyer stated that the additional language allows the flexibility to have an operational policy at the department level that would not be county wide but would meet grant requirements.

Res. 169-2016

“Motion by Comr. Frisbie, second by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve revised Board Policy 241 - Grants to include a provision that would permit County Departments to adopt, without specific Board approval, operational policies that are required by grant funders.”

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

7. Medical Director Contract Approval

Administrator/Controller Scott stated this is a request for approval of a new Medical Director contract with the Homer Stryker Medical School at Western Michigan University (WMU).

Health Officer Jim Rutherford stated this has been a work in progress for the last six months. He stated it is a partnership with the WMU School of Medicine and Kalamazoo County. He stated Calhoun County will have the first Medical Director in the state to be housed in a medical school and will be an employee of the medical school. He explained that a Health Department is required by the state to have a Medical Director. He stated he is excited about the model, and that it is a regional and cost saving approach, giving us just under an \$18,000 savings.

Res. 170-2016

“Motion by Comr. Bearman, second by Comr. Reynolds to approve the following:  
Resolved the Calhoun County Board of Commissioners does hereby approve the contract with the Western Michigan Homer Stryker School of Medicine to provide the services of a Medical Director for the Calhoun County Public Health Department, and authorize the County Board Chairperson and the Heath Officer to sign the Contract, subject to minor changes of language acceptable to the County Corporation Counsel.”

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

8. October 2016 Financial Statements

Administrator/Controller Kelli Scott stated this is the October year to date financials. She stated that with two months left in the fiscal year, expenditures are closely tracking budget. She noted the reimbursement from the state for personal property tax is due in November. She stated we are not anticipating any major problems if revenues continue and the variances are what we expected.

Res. 171-2016

“Moved Comr. Bearman, second by Comr. Reynolds to approve the following:  
Resolved the Calhoun County Board of Commissioners does hereby accept the October 2016 Financial Statements as presented for informational purposes.”

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

13. CITIZEN’S TIME

Bob Coward, Golden Avenue, stated he is happy to hear the Road Department replaced more trees than were cut down.

Matthew Hall, Sheridan Township, stated he is a Youth Pastor at First Baptist Church and is proud of his small congregation for raising funds to do exterior work. He stated he is also an employee of the Road Department and thanked HR Director Archambault, Administrator/Controller Scott and Comr. Bearman for coming to their safety day and open enrollment. He also thanked the Board for supporting Policy 351, as he received the educational reimbursement.

14. COMMISSIONERS TIME

Comr. Vansickle thanked Health Officer Rutherford for the good work and congratulated the returning Commissioners on their wins.

Comr. Bearman congratulated everyone who won their elections, acknowledged those that didn't win and expressed appreciation for all they have done.

Comr. Dunn stated she had throat surgery earlier in the day and thanked everyone for sticking with her, as it was hard to speak.

Comr. King thanked Health Officer Rutherford for everything he has done for Calhoun County.

15. CLAIMS PAYABLE

- A. County Claims Payable for October 28 through November 10, 2016 in the amount of \$2,402,357.61

Res. 172-16

“Moved Comr. Bearman, second by Comr. Reynolds to approve the following:  
Resolved the Calhoun County Board of Commissioners does hereby approve the Calhoun County Claims Payable for October 28 through November 10, 2016 in the amount of \$2,402,357.61 as presented.

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

16. ANNOUNCEMENTS

Comr. Bearman announced that Eggs and Issues on 11/18 would be at the Quality Inn in Albion at 7:20 a.m.

17. CLOSED SESSION FOR WRITTEN LEGAL OPINION

Res. 173-2016

“Moved Comr. Frisbie, second by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby retire to closed session for written legal opinion.”

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

The Board retired to closed session at 8:06 p.m.

The Board returned to open session at 8:32 p.m.



18. ADJOURNMENT

The meeting was adjourned at 8:32 p.m. at the call of the Chair.

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Chairman

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Clerk to the Board