

**PROCEEDINGS OF THE
BOARD OF COMMISSIONERS**

February 2, 2017

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, February 2, 2017 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, Smith, Frisbie, King, Potter and Tompkins

Staff Present: Assistant County Administrator Brad Wilcox, Human Resources Director Kim Archambault, Finance Director Michele Johnson, Corporation Counsel Jim Dyer and Deputy Clerk Chris McComb

2 and 3. INVOCATION AND PLEDGE OF ALLEGIANCE

Chair King asked everyone to remember former County Commissioner Blaine VanSickle, who passed away January 28, 2017 and moment of silence was held followed by Comr. Frisbie leading the Pledge of Allegiance.

4. APPROVAL OF AGENDA

"Moved Comr. Potter, second by Comr. Tompkins to approve the agenda of the February 2, 2017 Regular Session of the Calhoun County Board of Commissioners."

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

5. APPROVAL OF MINUTES

A. Minutes of the January 19, 2017 Regular Session

"Moved Comr. Potter, second by Comr. Dunn to approve the minutes of the January 19, 2017 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

Prosecutor Dave Gilbert announced that Matthew Paul Smith retired and thanked him for his years of service.

Sheriff Matt Saxton thanked the Board for their support of agenda items. He announced that they had the close out meeting for the ICE inspection on the jail. He stated they had one finding, that ICE wants mail opened in front of detainees, but our procedures will not change and mail will be opened and reviewed before given to a detainee. He stated that despite the finding this was the best inspection they've had in eight years.

8. SPECIAL ORDER OF BUSINESS

There was none.

9. CONSENT AGENDA

A. Petitions, Communications, Reports

B. Resolutions

1. Calhoun County Planning Commission Reappointments
(Terms to Expire May 30, 2019)

{a} Sarah Kelly, Environmental Health, Housing and Human Services Representative
{b} Angie Kline, Transportation and Communication Representative

Res. 15-2017

"Moved Comr. Frisbie, second by Comr. Dunn to approve the Consent Agenda of the February 2, 2017 Regular Session of the Calhoun County Board of Commissioners as presented."

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

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. Tompkins stated the Senior Millage Allocation Committee (SMAC) met on January 20, and approved funding for CentraCare, Community Action, sponsorship of a MDOT grant for a county wide transit study, and the Marshall Friendship Center.

Comr. Frisbie stated Community Action met and is working on their new governance model.

Comr. Dunn stated the Summit Pointe Governance Committee met to review policy. She stated Terence Lunger did a great job leading the committee that has worked fifteen hours so far, with another four ahead. She thanked everyone on the committee for the time commitment.

Comr. Dunn honored the Calhoun County Employee of the Month, Darnetta Dickinson. She stated she is a Document Specialist in the Courts and a wonderful lady.

Comr. Reynolds also congratulated Ms. Dickinson.

11. UNFINISHED AND OLD BUSINESS

There was none.

12. NEW BUSINESS AND COUNTY ADMINISTRATOR'S REPORT

A. County Administrator/Controller's Report

B. New Business

1. ImageSoft Project Change Request

Assistant County Administrator Brad Wilcox stated this is a change request to a software system previously approved by the Board and change orders in excess of \$20,000 require Board approval. He explained we are requesting approval for a request from the Chief Judge to provide Court staff with a tool to interact with the ImageSoft software to help them be more effective. He noted there will be no General Fund impact for this change request, as it will be a part of the Capital Improvement Plan.

Res. 16-2017

"Motion by Comr. Tompkins, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the ImageSoft Project Change Agreement in the amount of \$5,000 and accept the Mentis Technology Solutions Pricing Proposal for aiSmartBench system in the amount of \$124,640 with an annual maintenance agreement of \$18,000 as presented."

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

2. Sheriff's Office Position Reclassifications

Assistant County Administrator Wilcox stated this is a request from the Sheriff to reclassify a Detective and a Sergeant position to a Detective Sergeant. He stated the Board approves the staffing allocation so policy requires Board approval to change. He stated there is no fiscal impact in making this change.

Sheriff Matt Saxton stated they are looking at ways to get better supervision in the Detective Bureau to manage investigations and they need additional investigators. He stated they have working Sergeants and the reclassified Detective Sergeant will have a full caseload and will manage investigators and grants. He stated they budgeted \$13,000 for a new canine but donations were raised for the K9 so they can use those funds for any differences.

Res. 17-2017

“Moved Comr. Potter, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve adding a Detective/Sergeant position to the Authorized Staffing Allocation for the Sheriff’s Office, to move a Deputy position to Unfunded status, and to approve the budget amendment as presented.”

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

3. Village of Homer Law Enforcement Contract Amendment

Assistant Administrator Wilcox stated this is an amendment to the law enforcement contract with Homer and there is no fiscal impact, as Homer pays 100% of the expenses for services.

Sheriff Matt Saxton stated this is a cooperative exchange with the village and has no cost factor for the county.

Res. 18-2017

“Motion by Comr. Tompkins, second by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Contract Amendment for Law Enforcement Services with the Village of Homer as presented.”

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

4. 2017 Medical Marihuana Operation and Oversight Grant Acceptance

Assistant Administrator Wilcox stated the Sheriff’s Office is asking for acceptance of a grant to create a new Deputy position. He stated this would also require approval of an increase to the staffing allocation and a budget adjustment but there will be no General Fund impact.

Sheriff Matt Saxton stated they became aware of this grant after the 2017 County Budget was approved. He stated now they can anticipate the grant and he is comfortable with funds for the remainder of the year. He stated they will need to look at funding for the Deputy next year but this will enable them to get a person back in SWET, the local joint drug enforcement agency.

Res. 19-2017

“Motion by Comr. Tompkins, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve accept the 2017 Medical Marijuana Operation and Oversight Grant, and approves the addition of a new Deputy position to the Authorized Staffing Allocation for the Sheriff’s Office, along with the corresponding budget request as presented.”

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

5. Road Department Authorized Staffing Allocation

Assistant County Administrator Wilcox stated this is a request for an addition of four supervisory positions to assist the Road Department in better supervising workers.

Human Resources Director Kim Archambault stated they have tried making operational improvements for the last year and though they tried many initiatives, they haven't worked. She stated that after a review of issues it was decided front line supervision was needed. She stated they were asking for a staffing allocation increase and there will be no budget impact this year.

Road Department Managing Director Christopher Bolt stated they are continually evolving as an organization, trying to improve effectiveness and to be a premier agency. He stated that in 2001 the Road Department had ninety-six positions and in 2016 we were at 69. He stated the decline was from stagnant funding but now they are in growth mode and building capacity proactively. He stated their optimal size is about eighty-five positions. He stated their current Supervisors are in the work force and the format is not working. He stated their overtime has nearly doubled in the last two years and he worries about burn out of workforce. He noted one of the proposed Supervisor positions is covered by the MDOT contract.

Comr. Potter stated he agreed with some of the things Managing Director Bolt said but if we put money back in to the department, why not into workers instead of Supervisors. He stated he would like to have a workshop in the next six months to better understand the Road Department structure and what they are planning. He stated he was struggling to agree but would support the change.

Res. 20-2017

"Motion by Comr. Frisbie, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the addition of four Supervisor positions to the Authorized Staffing Allocation for the Road Department with a six month review and financial analysis from the County's Finance Director."

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

6. Community Development Authorized Staffing Allocation

Assistant County Administrator Wilcox stated this allocation change was to change the GIS Coordinator to Manager. He stated it is a procedural change to allow growth in the department and will require a change to the allocation plan. He noted there will be no budget impact.

Comr. King stated the GIS Coordinator Brent Thelen is invaluable and we are lucky to have him.

Res. 21-2017

“Motion by Comr. Frisbie, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve changing the position of GIS Coordinator to GIS Manager on the Authorized Staffing Allocation Report for Community Development.”

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

7. Approval of a 340B Memorandum of Understanding with Oaklawn Hospital

Corporation Counsel Dyer stated this is a Federal program for local medical providers that serve medicare or no pay medical patients. He stated the idea is that by certification to the Federal Government, the healthcare entity provides services and the Federal Government will provide medications at a significant reduction in cost. He stated there is no cost to the County to assist the hospital. He stated the only consequence is that this will obligate the county from year to year to determine if Oaklawn is doing what it is supposed to do to meet certification requirements.

Commissioner Smith asked if there were existing contracts with other healthcare entities and how we ensure they are following the guidelines of the certification.

Corporation Counsel Dyer stated that we had a certification with Bronson Hospital but it was not reconsidered after the initial certification. He stated Bronson provides us with financial statements and Oaklawn will file their 501C3 status to show they are meeting the standards of the certification.

Comr. Frisbie asked if there are any others pending and how long will it take staff to process these certifications if we receive more.

Corporation Counsel Dyer stated it is possible that more may look for certification but there is no way to determine how many. He stated it takes him less than an hour to review requests.

Res. 22-2017

“Motion by Comr. Tompkins, second by Comr. Smith to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve a Memorandum of Understanding with Oaklawn Hospital to certify that they qualify as a 340B Pharmacy, subject to minor modifications acceptable to the Corporation Counsel and County Administrator.”

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

13. CITIZEN’S TIME

There was none.

14. COMMISSIONERS TIME

Comr. Reynolds stated the Mental Health Treatment Court graduation will be Friday, February 3 at 2:30 with Judge Jaconette.

Comr. Frisbie thanked the members of the Local Jail Population Committee, stating they worked hard to identify issues in our jail population. He stated Chief Deputy McDonagh, Judge Line, and Circuit Court Administrator/Friend of Court Albaugh worked hard to keep our population under control. He also appreciated Sheriff Saxton's efforts.

Comr. Reynolds stated she was thankful for the time she served on the Senior Millage Allocation Committee (SMAC) and thanked them for all they do.

Comr. King stated we lost a special colleague and friend in Blaine VanSickle. He stated he was special to all of us and he will be sadly missed. He stated he regrets that when Blaine asked him to come over with his son to fish in his pond he never was able to make it, and he would give anything to have that time now.

15. CLAIMS PAYABLE

- A. County Claims Payable for January 13-16, 2017 in the amount of \$2,788,710.18 and Road Department Payables for December 22, 2016 through January 20, 2017 in the amount of \$1,253,070.80

Res. 23-2017

"Moved Comr. Smith, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the County Claims Payable for December 30, 2016 through January 12, 2017 in the amount of \$3,118,363.25 as presented."

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

16. ANNOUNCEMENTS

Comr. Potter stated that Friday, February 3 is the Fairgrounds Celebrity Luncheon. He stated Comr. Frisbie will be a server and he will be selling 50/50 tickets.

Comr. Tompkins stated that on February 11, the 27th Annual Cardboard Classic will be happening at Victory Park in Albion. He stated the rules were that no one could use more than cardboard, glue and tape.

Comr. Tompkins stated that the 25th Annual Homer Herb Workshop will be on Saturday, February 4. He stated it is the Homer Historical Society fundraiser and programs range from the quilt squares on barns to gardening to apple orchards. He stated the programs will be held at Homer United Methodist Church from at 9:30 to 2:30.

17. Closed Session to Discuss Pending Litigation and Discuss Written Opinion of Counsel

24-2017

“Motion by Smith, second by Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby retire to closed session at 7:44 p.m. during the Regular Session at the February 2, 2017.”

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

The Board of Commissioners returned to open at 8:06 p.m.

18. Action on Litigation Discussed in Closed Session

25-2017

“Motion by Potter, second by Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the written opinion of Counsel as presented in closed session.”

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

19. ADJOURNMENT

The meeting was adjourned at 8:11 p.m. at the call of the Chair.

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Chairman

Clerk to the Board