

**PROCEEDINGS OF THE  
BOARD OF COMMISSIONERS**

February 16, 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 16, 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 (arrived 7:04), King, Potter and Tompkins

Staff Present: Administrator/Controller Kelli Scott, 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

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

4. APPROVAL OF AGENDA

“Moved Comr. Potter, second by Comr. Dunn to approve the agenda of the February 16, 2017 Regular Session of the Calhoun County Board of Commissioners.”

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

5. APPROVAL OF MINUTES

A. Minutes of the February 2, 2017 Regular Session

“Moved Comr. Tompkins, second by Comr. Reynolds to approve the minutes of the February 2, 2017 Regular Session of the Calhoun County Board of Commissioners as presented.”

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

6. CITIZENS' TIME

Leroy Taylor, Tekonsha Township, stated there were many large potholes in his area and wondered when something would be done.

7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

Sheriff Matt Saxton stated the amount of the Community Corrections grant was cut and while they were able to find funding to cover the shortfall last year, they are making changes this year to eliminate the budget deficit. He stated that for budget, prison management and security reasons, they will be moving the Community Corrections staff into the Justice Center. He stated that even with the move they were still over budget by \$74,000 and the only way cut that much out of the budget was to lay off the Manager of the Community Corrections Division. He stated they now have a cost savings of over \$90,000. Saxton also provided statistics on the Corrections Division from 2016.

Saxton stated they started a new Courthouse Security Team at the Justice Center and provided statistics of the security issues faced at the main entrance of the Justice Center.

Saxton stated he promoted Detective Steve Hinkley to Detective Sergeant. He stated the Marshall Exchange Club recognized Deputy Dave Homminga for 2017 Deputy of the Year. He stated he will choose an internal Deputy of the Year in Corrections and Law Enforcement soon.

8. SPECIAL ORDER OF BUSINESS

There was none.

9. CONSENT AGENDA

A. Petitions, Communications, Reports

1. Bay County Resolution Regarding the Revision to Medicare Prescription Drug Bill of 2003

B. Resolutions

1. Elimination of Road Department Policies 507,510 and 515
2. Senior Millage Allocation Committee Chairperson Appointment  
(Terms to Expire December 31, 2018)

{a} Commissioner Vic Potter

Res. 26-2017

“Moved Comr. Potter, second by Comr. Reynolds to approve the Consent Agenda of the February 16, 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 he attended the Senior Millage Allocation Committee (SMAC) meeting on February 10 where they continued discussion on the replacement of Senior Services Manager Carl Gibson. He stated they also discussed recommendations for board member renewals.

Comr. Dunn stated she chaired the Convention and Visitors Bureau and Administrator/Controller Scott is the Treasurer. She stated that Executive Director Freybler announced their budget came in just over \$1 million for the first time. She stated much of their funding comes from hotel tax revenue. She stated this is a big deal for the organization and allows them to help with incremental projects in the community.

## 11. UNFINISHED AND OLD BUSINESS

There was none.

## 12. NEW BUSINESS AND COUNTY ADMINISTRATOR'S REPORT

### A. County Administrator/Controller's Report

Administrator/Controller Kelli Scott stated the Veterans' Affairs Committee met and is in the process of selecting two committee members. She stated they are meeting again on the 22<sup>nd</sup> and will have a recommendation for the Board to approve.

Scott stated she will be sending the Commissioners information she received from the Road Department for a New Commissioner Workshop through the County Road Association in March.

Scott stated she will speak on Thursday, February 23 at 7:00 am at the Marshall Economic Outlook along with Mayor Jack Reed, key City of Marshall staff and Jim Robey from Upjohn, to give a few county updates that relate to Marshall, which will include plans to build out parking and landscaping at the Marshall County Building.

### B. New Business

#### 1. Calhoun County Public Health Department Staffing Allocation Change Request

Administrator/Controller Scott introduced Acting Health Officer Michelle Datema. She stated this allocation change is presented because authorized staffing changes require Board approval.

Human Resources Director Kim Archambault stated this is request is to increase a position that was grandfathered in with lowered qualifications that it needs to be. She stated they are asking to remove the Environmental Protection Specialist and add a Sanitarian 1 position.

Res. 27-2017

“Moved Comr. Dunn, second by Comr. Smith to approve changing the Health Department staffing allocation to include the removal of the Environmental Protection Specialist position and to add a Sanitarian I position as presented.”

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

2. Approval of the School Wellness Program Evaluation Contracts

Administrator/Controller Scott stated the School Wellness Grants we have require a program evaluation. She stated the recommended consultants have done reviews before and Corporation Counsel has reviewed the contracts. She stated she supports putting these contracts in place and part of the cost is covered by the Battle Creek Community Foundation. She stated this is an important and impactful program that is in place in most of our school districts.

Res. 28-2017

“Moved Comr. Potter, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approves the contracts with Millenia, limited to a total of \$24,000.00 and with VTL Consultants, paid at \$85.00 per hour, and limited to \$6,000.00 total, to complete the School Wellness Program Evaluation required by the W. K. Kellogg Foundation, subject to minor modifications acceptable to the Corporation Counsel and County Administrator, authorizes the necessary budget adjustments to complete the Evaluation and authorize the County Administrator to sign the contracts as presented.”

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

3. Approval of Policy Certification for Federal Grant Compliance

Administrator/Controller Scott stated this item was entered by Corporation Counsel Jim Dyer. She stated the County has several grants and each agency has different certifications and requirements. She stated that we previously asked for an amendment to the grants policy to allow departments to have specific policies for grants and this request is specific for the Brembo grant.

Corporation Counsel Jim Dyer stated the Federal Government requires Community Block Grant recipients to adopt policy stating they will not use excessive force against peaceful demonstrators. He stated the Excessive Force Policy of the Sheriff is not acceptable for the grant requirements and the Department of Housing and Urban Development (HUD) presented this alternative. He clarified that the Board, as the County’s Legislative Body does not make legislative policy for the Sheriff but they offer this statement that the Sheriff’s policy is in compliance with the requirements and certifies to HUD and the Michigan Department of Economic Development that we are in compliance.

Res. 29-2017

“Motion by Comr. Tompkins, second by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby certify, as indicated, that Calhoun County, the Calhoun County Sheriff and the local law enforcement officers subject to the plenary control and policy making authority of the Sheriff are, in all respects, in compliance with the Armstrong/Walker “Excessive Force” Amendment as presented.”

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

4. Senior Services Budget and Contract Amendment

Administrator/Controller Scott stated this is a budget and contract amendment that relates to senior transportation. She stated the changes have been vetted through the Senior Millage Allocation Committee (SMAC), which Commissioners Potter and Tompkins serve on, Potter serving as Chair. She stated this request is in line with the county’s budget policy that requires Board approval for larger amendments.

Senior Services Manager Carl Gibson stated that Community Action informed them there are a lot of people on a waiting list for rides this year so they requested an increased budget to help increase services.

Res. 30-2017

“Motion by Comr. Tompkins, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the budget adjustment recommendation for the remainder of the contract with Community Action and also authorizes Board Chair to sign the contract amendment as presented.”

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

5. Tree Service RFB #103J-17

Assistant County Administrator Brad Wilcox stated this was a formal bid to provide tree service for the Road Department. He explained this is the second round of bids and the previous contract had two vendors. He stated the bids this year were down over 30% and so the bidding process is working to save us money. He stated they are recommending two vendors again this year and will establish a primary and a secondary for high demand. He stated it is a four year contract for \$150,000 per year for both counties, with Calhoun being 40% of that.

Res. 31-2017

“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. Amendment to County Purchasing Policy

Assistant County Administrator Brad Wilcox stated that while we tried to blend County and Road Department policies when we dissolved the Road Commission, MDOT and Act 51 require specific bidding processes. He stated we are requesting a modification that fits in the guidelines but gives us the ability to be flexibility to work with contractors. He stated this change allows us to use a list of prequalified candidates when we are using consultants.

Res. 32-2017

“Motion by Comr. Dunn, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the amendment to Board Policy 405, as recommended, to permit the use of a list of vendors prequalified by the Michigan Department of Transportation or Calhoun County, when soliciting sealed bids for consulting, services and materials in the construction and maintenance of roads.”

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

7. Pavement Marking RFB #103J-17 Bid Award

Administrator/Controller Scott stated this is a request for bid award for pavement marking in both Calhoun and Jackson counties.

Assistant County Administrator Brad Wilcox stated this is the second round of bidding markings. He stated in the first round we selected a less experienced low bidder and had mixed results. He stated that this year we are planning many local road projects and are choosing a more experienced bidder this round.

Res. 33-2017

“Motion by Comr. Dunn, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby award a one year contract to PK Contracting, Inc. for the provision of pavement markings for Calhoun County Road Department and Jackson County Department of Transportation in an amount estimated at \$285,000 as presented.”

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

8. Culvert RFB #102J-17 Contract Award

Administrator/Controller Scott stated this is another bid award for the Road Department and we will see many more as construction season gets in gear. She stated the Purchasing Department used to do about twenty bids a year and now with the Road Department we do more than sixty.

Assistant County Administrator Brad Wilcox stated we have had three bid cycles for culverts and awarded to three different vendors. He stated we are again selecting a new vendor. He stated that we have found through the supply chain that prices fluctuate and all of the bids were higher. He stated we avoided a very high increase by going from galvanized to aluminized. He stated that with all the culvert work Calhoun County has to do, we are expecting a 25% savings going to the better product. He stated it is a two year contract and Calhoun is 70% of the work in the bid.

Res. 34-2017

“Motion by Comr. Dunn, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the two year contact with Cadillac Culvert, Inc. to provide culverts and related hardware to the Calhoun County Road Department and the Jackson Department of Transportation as presented.”

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

9. Approve Submission of a Grant to MDOT for a County Wide Transit Study

Administrator/Controller Kelli Scott stated she and Chair King have been working with City Managers and Mayors to look into a County-Wide Transit Authority to replace the transportation initiatives of the City of Marshall and Battle Creek and compliment the smaller communities. She stated this grant will assist in funding for a consultant to develop a plan. She stated the County Community Development Department took the lead to help identify a consultant. She stated the grant requires a local match and the total funding amount will cover the cost to get a study done. She stated the grant would be available this coming October and it will take up to a year for the consultant to get their work done. She stressed that this is only committing the county to submit the grant. She stated the match is being supplied by local communities with support from various community groups. She stated she is excited the community is eager to explore new initiatives and noted that all other counties in our region have county-wide transit.

Res. 35-2017

“Motion by Comr. Potter, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby authorizes the submission of a grant application in the amount of \$140,000.00 to the Michigan Department of Transportation to study the feasibility of providing County wide transit.”

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

13. CITIZEN’S TIME

There was none.

14. COMMISSIONERS TIME

Comr. Dunn stated the Board and staff are dressed in red in celebration and awareness of “Go Red”, a project of American Heart Association. She stated heart disease is the leading killer of women; this is an important project and thanked everyone for participating.

Comr. Reynolds invited everyone to the Albion Chamber's Dinner Party at Duck Lake Country Club on March 28 from 6-9 p.m.

15. CLAIMS PAYABLE

- A. County Claims Payable for January 27 - February 9, 2017 in the amount of \$1,770,636.87 and Road Department Payables for January 20 - 27, 2017 in the amount of \$1,445,548.55

Res. 36-2017

"Moved Comr. Dunn, 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 27 - February 9, 2017 in the amount of \$1,770,636.87 and Road Department Payables for January 20 - 27, 2017 in the amount of \$1,445,548.55 as presented."

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

16. ANNOUNCEMENTS

There were none.

17. CLOSED SESSION TO DISCUSS WRITTEN OPINION OF COUNSEL

Res. 37-2017

"Motion by Comr. Potter, second by Comr. Frisbie to approve the following: Resolved the Calhoun County Board of Commissioners does hereby retire to closed session at 8:03 p.m. during the Regular Session at the February 16, 2017."

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

The Board of Commissioners returned to open session at 8:24 p.m.

18. ACTION ON COUNSEL OPINION DISCUSSED IN CLOSED SESSION

Res. 38-2017

"Motion by Potter, second by Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby support the agreement between Convis Township and C&C Expanded Sanitary Landfill as presented."

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



Res. 39-2017

“Motion by Potter, second by Frisbie to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the agreement between Calhoun County and C&C Expanded Sanitary Landfill as presented.”

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

19. ADJOURNMENT

The meeting was adjourned at 8:31 p.m. at the call of the Chair.

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Chairman

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Clerk to the Board