

**PROCEEDINGS OF THE
BOARD OF COMMISSIONERS**

May 4, 2017

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, May 4, 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. Reynolds, Smith, Frisbie, King, Potter and Tompkins

Excused: Comr. Dunn

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. Reynolds to approve the agenda of the May 4, 2017 Regular Session of the Calhoun County Board of Commissioners."

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

5. APPROVAL OF MINUTES

A. Minutes of the April 11, 2017 Equalization Session

"Moved Comr. Tompkins, second by Comr. Frisbie to approve the minutes of the April 11, 2017 Equalization Session as presented."

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

6. CITIZENS' TIME

Robert Erwin presented a resume to each of the Commissioners and stated he would like to be considered for appointment to the Veterans Affairs Committee.

Mike Bearman, Albion, stated the new Heritage Commons Senior Enrichment Center is working with the Area Agency on Aging/CareWell Services and applications for membership are out in the community.

Keegan Leach expressed concerns over the condition of the roads in Tekonsha.

7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

Sheriff Matt Saxton introduced K9 Deputy Burpee and K9 Rizzo, a fifteen month old Malinois. He stated Rizzo was purchased through a fundraiser that brought in over \$21,000 for his purchase and ongoing expenses. He stated Deputy Burpee and Rizzo have recently completed extensive training and are now on duty.

8. SPECIAL ORDER OF BUSINESS

A. Tribute to Nancy Reincke

Comr. Reynolds read the tribute into the record.

WHEREAS, Nancy E. Reincke, Deputy Court Clerk for the Tenth District Court , retired from her position on April 27, 2017; and

WHEREAS, Nancy was hired by the Tenth District Court on April 22, 2003 as a Warrant Clerk. Nancy has been a steadfast figure of knowledge, support and commitment for all of those with whom she has worked. Nancy has served the citizens of Calhoun County consistently for the past 14 years;

WHEREAS, Nancy is tenacious, skilled and compassionate; and

WHEREAS, Nancy's 14 years of employment have been marked by loyalty and commitment; and

WHEREAS, Nancy will be greatly missed by the Judges and employees of the Tenth District Court, as well as many others;

NOW, THEREFORE, BE IT RESOLVED by the Calhoun County Board of Commissioners that Nancy E. Reincke is hereby honored and thanked for her many years of dedicated service to the Tenth District Court, Calhoun County and its citizens. We offer her our best wishes for a healthy, happy and well-deserved retirement.

Res. 96-2017

"Moved Comr. Potter, second by Comr. Reynolds to approve the Tribute to Nancy Reincke as presented."

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

B. Update on the Kalamazoo River by Environmental Health Manager Paul Makoski

Environmental Health Manager Paul Makoski stated there was a lot learned after the oil spill and new oversight is in place because of our spill. He stated there was no more cleanup work taking place on the river after the over \$2 billion already spent. He stated safety procedures have been reviewed and will be in place until 2019. He stated there will be ongoing control over invasive species to try to restore river to its original state. He stated the Health Department has been involved since day one of the spill. He stated the Environmental Health Department will perform long term groundwater testing to make sure there is no detrimental effect from the oil. He stated sampling will go on for a couple more years.

C. Tribute to Paul Makoski

Comr. Frisbie read the tribute into the record.

WHEREAS, Paul Makoski, Environmental Health Manager for the Calhoun County Public Health Department, will retire from his position on May 12, 2017; and

WHEREAS, Paul was hired by the Calhoun County Public Health Department on November 5, 1979 as a Sanitarian I. Paul resigned for a short period of time and returned to his position as Sanitarian I on March 28, 1988. He was promoted to Sanitarian II on November 29, 1990, Sanitarian III on November 29, 1997, Program Coordinator on April 5, 2002, then, finally, Environmental Health Manager on May 11, 2009. Paul has been noted to have made significant contributions to Calhoun County through his involvement with the Enbridge Oil Spill, Hepatitis A outbreak related to strawberries, H1N1, Hurricane Katrina, and his valuable dedication as a member of CERT. Paul has served the citizens of Calhoun County consistently for the past 31 years;

WHEREAS, Paul is dedicated to and a good ambassador of public health; and

WHEREAS, Paul's 31 years of employment have been marked by loyalty and commitment to public service; and

WHEREAS, Paul will be greatly missed by the Calhoun County Public Health Department staff and County Officials, as well as many others;

NOW, THEREFORE, BE IT RESOLVED by the Calhoun County Board of Commissioners that Paul Makoski is hereby honored and thanked for his many years of dedicated service to the Calhoun County Public Health Department, Calhoun County, and its citizens. We offer him our best wishes for a healthy, happy, and well-deserved retirement.

Res. 97-2017

"Moved Comr. Frisbie, second by Comr. Reynolds to approve the Tribute to Paul Makoski as presented."

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

D. Older Americans Month Proclamation

Comr. Tompkins read the proclamation into the record.

Whereas, Calhoun County includes a thriving community that counts **nearly 20% of its citizens aged 60 and more** who deserve recognition for their contributions and sacrifices to our country and community; and

Whereas, Calhoun County recognizes that older adults are trailblazers—advocating for themselves, their peers, and their communities—paving the way for future generations; and

Whereas, Calhoun County Office of Senior Services and CareWell Services SouthWest (Region 3B Area Agency on Aging) are committed to raising awareness about issues facing older Americans and help all individuals to thrive in communities of their choice; and

Whereas, Calhoun County can provide opportunities to enrich the lives of individuals of all ages by:

- involving older adults in the redefinition of aging in our community;
- promoting home- and community-based services that support independent living;
- encouraging older adults to speak up for themselves and others; and
- providing opportunities for older adults to share their experiences.

Now Therefore, We, the Commissioners of Calhoun County, Michigan, do recognize this national initiative and hereby proclaim May 2017 to be Older Americans Month, declare May 17 as Older Michiganians Day—rallying at the State Capitol in Lansing, and designate May 16 as Calhoun County Centenarians’ Day in a celebration at Schuler’s in Marshall. We urge every resident to take time this month to acknowledge older adults and the people who serve as influential and vital parts of our County.

Res. 98-2017

“Moved Comr. Tompkins, second by Comr. Reynolds to approve the Older Americans Month Proclamation as presented.”

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

E. Tribute to Julie Barnebee

Comr. Potter read the tribute into the record.

WHEREAS, Julie L. Barnebee, Deputy Court Clerk Supervisor for the Tenth District Court , will retire from her position on June 1, 2017; and

WHEREAS, Julie was hired by the Tenth District Court on May 16, 1988 as a Deputy Court Clerk at the “Marshall Court” and transferred to the “Battle Creek Court” Criminal Division on April 26, 1989. On February 18, 1992, Julie was promoted to the Criminal Division Lead Worker and her position was reclassified to Deputy Court Clerk Supervisor on January 18, 2001. Julie has served the citizens of Calhoun County consistently for the past 29 years;

WHEREAS, Julie has been resolute, contributive and innovative; and

WHEREAS, Julie’s 29 years of employment have been marked by loyalty and commitment to public service; and

WHEREAS, Julie will be greatly missed by the Judges and employees of the Tenth District Court, as well as many others;

NOW, THEREFORE, BE IT RESOLVED by the Calhoun County Board of Commissioners that Julie L. Barnebee is hereby honored and thanked for her many years of dedicated service to the Tenth District Court, Calhoun County and its citizens. We offer her our best wishes for a healthy, happy and well-deserved retirement.

Res. 99-2017

“Moved Comr. Potter, second by Comr. Reynolds to approve the Tribute to Julie Barnebee as presented.”

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

F. Tribute to Cheryl McDonagh

Comr. King read the tribute into the record.

WHEREAS, Cheryl L. McDonagh, Court Recorder for the Tenth District Court , will retire from her position on June 16, 2017; and

WHEREAS, Cheryl was hired by the Tenth District Court on December 12, 1982 as a temporary Traffic Clerk at the “Marshall Court.” Cheryl transferred to the “Battle Creek Court” on May 16, 1983 and became a permanent employee on December 1, 1983. Cheryl has been noted to have made significant contributions to District Court through her outstanding performance. Cheryl has served the citizens of Calhoun County consistently for the past 34 years;

WHEREAS, Cheryl has been dependable, dedicated and a good ambassador of public service; and

WHEREAS, Cheryl's 34 years of employment have been marked by loyalty and commitment to public service; and

WHEREAS, Cheryl will be greatly missed by the Judges and employees of the Tenth District Court, as well as many others;

NOW, THEREFORE, BE IT RESOLVED by the Calhoun County Board of Commissioners that Cheryl L. McDonagh is hereby honored and thanked for her many years of dedicated service to the Tenth District Court, Calhoun County and its citizens. We offer her our best wishes for a healthy, happy and well-deserved retirement.

Res. 100-2017

"Moved Comr. Frisbie, second by Comr. Reynolds to approve the Tribute to Cheryl McDonagh as presented."

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

G. Tribute to Sherry Taylor

Comr. Smith read the tribute into the record.

WHEREAS, Sherry R. Taylor, Accounting Manager for the Tenth District Court , retired from her position on March 30 2017; and

WHEREAS, Sherry was hired by the Tenth District Court on September 12, 1980 as a Clerk Typist in the Violations Bureau. On June 29, 1981, Sherry was promoted to Judicial Account Clerk I and was again promoted in September 1985 to Chief Account Clerk. Sherry's position was reclassified on January 18, 2001 to Accounting Manager. Sherry has served the citizens of Calhoun County consistently for the past 36 years;

WHEREAS, Sherry has been dependable, innovative and comprehensive. Sherry and her department have been commended by Michigan Supreme Court auditors, as well as others, for their practices and records; and

WHEREAS, Sherry's 36 years of employment have been marked by loyalty and commitment to public service; and

WHEREAS, Sherry will be greatly missed by the Judges and employees of the Tenth District Court, as well as many others;

NOW, THEREFORE, BE IT RESOLVED by the Calhoun County Board of Commissioners that Sherry R. Taylor is hereby honored and thanked for her many years of dedicated service to the Tenth District Court, Calhoun County and its citizens. We offer her our best wishes for a healthy, happy and well-deserved retirement.

Res. 101-2017

“Moved Comr. Smith, second by Comr. Reynolds to approve the Tribute to Sherry Taylor as presented.”

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

9. CONSENT AGENDA

- A. Petitions, Communications, Reports
- B. Resolutions

- 1. Extension of the Election Period for 2017 Court ERI Program

Res. 102-2017

“Moved Comr. Tompkins, second by Comr. Dunn to approve the Consent Agenda of the March 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. Potter stated he went to the University of Michigan Bicentennial Commencement as a representative of Calhoun County. He stated most counties had representatives there and it was a great event.

Comr. Potter stated he went to the Fire Hub grand opening and thought it will be a good thing for the community of Battle Creek.

Comr. Tompkins stated the Area Agency on Aging Region 3B Board met, held a public hearing and presented their Annual Implementation Plan. He stated they will align with the Senior Millage Allocation Committee to reduce the duplication of services and reduce costs.

Comr. King stated the Parks and Recreation Commission met and announced that on June 3 will be the Volunteer Recognition Celebration at Bridge Park. He stated the bathrooms are open at both parks and the dock will be put in the river on May 17. He stated they expect a great turn out for Recognition Day.

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 she and Comr. Dunn attended the Summit Pointe Board meeting. She stated they reelected officers and Comr. Dunn is continuing as Chair, she as Secretary/Treasurer and Chief Blocker as Vice Chair. She stated Summit Pointe received a clean audit report for the first time since their former CEO left.

Scott stated the County has several leadership positions currently open. She stated they held the second round of interviews for the Health Officer and will be taking the final step for recommendation. She stated we hope to have someone on board by the end of May or early June. She stated we have held interviews for Senior Services Manager and have unanimously selected a candidate, who we hope to have on board soon.

B. New Business

1. Grant Application Submission for New Voting System

Administrator/Controller Scott stated that under the county grants policy, this request comes from Clerk and Register of Deeds Anne Norlander for approval of a grant application to the state for new voting equipment. She stated the letter submitted to the Board did a wonderful job explaining how the funding will be used. She stated the Clerk did a lot of due diligence in working with all of the local clerks to choose a vendor.

Clerk and Register of Deeds Anne Norlander stated that there were three vendors presented to the counties and they had numerous meetings reviewing them. She stated her office included all of the local clerks in the review process. She stated the unanimous decision was Dominion. Norlander expressed appreciation of Elections Coordinator Teri Loew for her hard work during the review process. She stated she was pleased with selection, which will offer them new innovations and the ability to receive results easier and quicker.

Res. 103-2017

"Moved Comr. Potter, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby authorize the Calhoun County Clerk to submit a grant application to the State of Michigan for a new voting system as presented."

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

2. Clerk Records Management System Recommendation

Administrator/Controller Scott stated this is a bid award for a new records management system in the Clerk's office for vital records, deeds and tracking payments. Assistant County Administrator Wilcox worked with clerk's office on this lengthy process. She stated the Clerk has allocated funds from the Technology Fund to go with some General Funds. She stated Administration is supportive of upgrading technology in all county departments.

Assistant County Administrator Brad Wilcox stated this was a long and involved process with input solicited from the Clerk's office, Purchasing, IT and Administration. He stated they did demonstrations of the software with the vendors and the process was compliant with the county procurement policy.

Res. 104-2017

"Moved Comr. Tompkins, second by Comr. Frisbie to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Software License and Services Agreement between Kofile Technologies, Inc. and Calhoun County as presented and the Board Chair is authorized to sign the Agreement on behalf of Calhoun County."

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

3. HBP Maintenance RFP #112-17 Recommendation

Administrator/Controller Scott stated that Bridge Park has a prescribed maintenance plan because of upgrades done by Enbridge. She stated that we try to incorporate that into broader plans for all of our parks to deliver quality parks to our residents. She stated the request is to award the bid to Summit Pointe. She stated that she and Comr. Dunn are on the Summit Pointe Board, but were not involved in the selection process and will abstain from the vote if it is presented to the Summit Pointe Board.

Assistant County Administrator Brad Wilcox stated we did our due diligence and had one bidder from Kalamazoo and Summit Pointe. He stated Summit Pointe has solid references. He noted this is the first time we have bid the maintenance on the parks and that's why it's a one year contract. He stated we will rebid next year and hopefully have a longer term. He stated it is a not to exceed contract and will be managed line by line. He stated we will also be adding in the two other parks that were not in the contract. He stated this will give us leverage with Enbridge for reimbursement in the endowment.

Res. 105-2017

"Motion by Comr. Frisbie, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the award of a one year contract to provide maintenance at the County Historic Bridge Park to Summit Pointe in an amount not to exceed \$52,826."

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

4. Amendment to the By-Laws of the Senior Millage Allocation Committee

Administrator/Controller Scott stated this request comes from Senior Services and the Senior Millage Allocation Committee (SMAC). She stated the request is for an amendment to the By-laws of SMAC to allow them to delete term limits for more flexibility in membership.

Corporation Counsel Dyer stated the amendments requested are to eliminate term limits and eliminate the language stating the first person appointed by the Board of Commissioners is automatically the Chair of SMAC. He stated the new language allows the Board to appoint a liaison if the Board member appointed to SMAC is not elected as Chair. He stated this allows the members of SMAC to choose a leader amongst all the members.

Comr. Potter is the current SMAC Chair and stated he would like to see the amendments approved.

Res. 106-2017

“Motion by Comr. Potter, second by Comr. Tompkins to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the adoption of the revised By-Laws of the Senior Millage Allocation Committee as presented.”

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

5. Amendment to the AAA Region 3B 2015-2017 Senior Services Contract

Administrator/Controller Scott stated this request is to approve amendments to the Senior Services contract with the Area Agency on Aging Region 3B. She stated it reduces the allocation by \$50,000 and expires at the end of their fiscal year to free up funds for other priorities SMAC has and the Agency are in agreement.

Corporation Counsel Dyer stated the contract amendment reduces and reallocates funds from the 2015 fiscal year. He stated the contract will be rebid for the next fiscal year.

Res. 107-2017

“Motion by Comr. Potter, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the amended 2015-2017 Senior Services Contract between Calhoun County and Area Agency on Aging Region 3B as presented.

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

6. RFP#110-17 Cost Allocation Plan Award Recommendation

Administrator/Controller Scott stated this is a request for approval of the bid award for a central cost allocation plan. She stated this is a document that is instrumental and required for reimbursements and grants. She stated we are recommending MGT, a company that has been doing our plan for the past several years. She noted the bid is for five years.

Finance Director Michele Johnson stated the cost allocation plan complies with principles for the Federal Government. She stated that in order for us to charge indirect administrative costs we are required to have cost allocation. She stated we spend a significant amount of time, energy and money supporting programs. She noted it is a dual allocation plan for the county and the courts and is supportive of the Child Care Fund. She stated she and Finance Analyst Jeryl Schoepke reviewed the two bidder proposals and passed their recommendation on to Circuit Court and Friend of Court Administrator Jeff Albaugh and Administrator/Controller Scott.

Res. 108-2017

“Motion by Comr. Tompkins, second by Comr. Smith to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the contract with MGT of America, Inc. to prepare a Central Services Cost Allocation Plan as presented.”

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

13. CITIZEN’S TIME

Mike Bearman, Albion, thanked Administrator/Controller Scott for working with Albion College Equestrian Center and stated the center could be a big asset to the county. He thanked Senior Services Manager Carl Gibson for the work he does with SMAC. He also thanked the Board for doing more recognitions because we have a lot of great people we need to give appreciation to.

Carl Gibson, Marshall, announced the Centenarian Luncheon will be on May 16 at Schuler’s. He invited the Board to the lunch and stated he extended an invitation to the Sheriff, Marshall Police Chief and a representative of the State Police. He stated the House of Representatives approved the repeal of the Affordable Care Act and they will be monitoring to make sure people don’t fall through the cracks. He stated he appreciated the Board’s support for the seniors and noted the by-law amendments will help them. He thanked Corporation Counsel Dyer for his help with the amendments and Comrs. Tompkins and Potter for serving on SMAC.

Sheriff Matt Saxton congratulated Austin Fraley for being the Calhoun County Employee of the Month. He stated Austin is a member of the IT Department, records the Board meetings and does a great job.

14. COMMISSIONERS TIME

There was none.

15. CLAIMS PAYABLE

A. County Claims Payable for April 5 – 27, 2017 in the amount of \$4,874,949.44 as presented

Res. 109-2017

“Moved Comr. Frisbie, second by Comr. Smith to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the County Claims Payable for April 5 – 27, 2017 in the amount of \$4,874,949.44 as presented.”

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

16. ANNOUNCEMENTS

Comr. Tompkins stated the Albion Economic Development Corporation along with Michigan Works! will be holding an Employer Resource Summit for businesses on May 17 from 8:30 – 10:30 a.m. and there is space still available for anyone who is interested.

17. ADJOURNMENT

The meeting was adjourned at 8:04 p.m. at the call of the Chair.

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Chairman

Clerk to the Board