

**PROCEEDINGS OF THE  
BOARD OF COMMISSIONERS**

May 18, 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 18, 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: 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. Dunn leading the Pledge of Allegiance.

4. APPROVAL OF AGENDA

“Moved Comr. Potter, second by Comr. Reynolds to approve the agenda of the May 18, 2017 Regular Session of the Calhoun County Board of Commissioners.”

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

5. APPROVAL OF MINUTES

A. Minutes of the May 4, 2017 Regular Session

“Moved Comr. Tompkins, second by Comr. Smith to approve the minutes of the May 4, 2017 Regular Session as presented.”

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

## 6. CITIZENS' TIME

Homer Village Manager Art Kale stated he was hoping for a vote in favor of the recommendation for the fleet fuel contract to be awarded to Folk Oil of Homer in Calhoun County. He acknowledged Carl Gibson, stating he's worked with him for six years and he's very passionate about the seniors in this county. He stated he will miss him and he wishes him well. He also stated he has worked with Carl's replacement, Helen Guzzo, he believes she will be a great asset and he looks forward to working with her in her new role as Carl's replacement.

## 7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

Sheriff Matt Saxton stated May 15 was Peace Officers Memorial Day and this is Police Officer's Week. He stated there were over three hundred new names added to the memorial in Washington DC on May 15. He stated one hundred thirty-five of those were killed in the line of duty in 2016 and another one hundred two already in 2017. He thanked the men and women in Calhoun County from all law enforcement agencies for the service they provide.

Saxton recognized 2017 Law Enforcement Deputy of the Year, Dave Homminga and thanked him for his service of twelve years.

Saxton stated there are 83 employees in the Corrections Department and thanked them for the job they do. He announced 2017 Corrections Deputy of the Year is Ted Warden. He stated the command staff of the jail came with him to recognize Warden. He stated Warden always has a smile and a contagious laugh. He appreciated his service and congratulated him.

Saxton stated there was another retirement at the Sheriff's Office, a Deputy of eight years. He introduced Deputy Brad Hall and K9 Zee, who retired on April 26. He stated Brad has been a great handler and has had two K9's, Ginger, who served from 2003 – 2008 and Zee served from 2009 – 2017. He stated Zee has had a long career and great success with over one hundred captures and \$400,000 in forfeiture money. He stated the work the K9's do is phenomenal. He noted Zee has also done a lot of public relations work for the department. He thanked Deputy Hall and Zee for their service and commitment.

8. SPECIAL ORDER OF BUSINESS

A. Tribute to Carl Gibson

Comr. Tompkins read tribute into the record.

**WHEREAS, Carl A Gibson**, Director for Calhoun County Office of Senior Services, will retire from his position on May 25, 2017; and

**WHEREAS, Carl** began his career working with seniors for the State of Michigan in 1994 with the Medicaid Long Term Care Policy for 5 years then moved to the Michigan Public Health Long Term Care Issues. In 2008, Carl moved to Calhoun County to start his position as the Director of the Office of Senior Services and in 2012 Carl met Jami Ray and married that December; and

**WHEREAS**, Carl was instrumental in the renewal the millage in 2010 until 2020, he has help to grow many services and activities throughout the Calhoun, i.e. Senior Fair, Centenarian Luncheon, Senior Day at the Park, Senior Day at the County Fair to name a few. Carl and his wife, Jami has donated several pieces of art and statues displayed around the County Building in Marshall; and

**WHEREAS**, Carl's management of the Senior Millage has been a simple belief that funds received from the millage will go the seniors in Calhoun County to support services that benefit and help to make their lives better. His communication and partnering with other community leaders and agencies has been the key to his successful work enriching the lives of individuals and promoting awareness about issues facing older Americans today. Carl has the respect and loyalty of peers; and

**WHEREAS**, Carl's wisdom, charm, vision, creativity and kindness to seniors are just a few of the characteristics that define his legacy. His advocating for senior support services helped to renew the millage in 2010 until 2020; and

**WHEREAS**, Carl will be greatly missed by his staff, Senior Millage Allocation Committee Members and friends he has made at Calhoun County as well as the public he served. While Carl's position will be filled, he will never be replaced;

**NOW, THEREFORE, BE IT RESOLVED** by the Calhoun County Board of Commissioners that **Carl A Gibson** is hereby honored and thanked for his many years of dedicated service to the Office of Senior Services, Calhoun County and its citizens. We offer him our best wishes for a healthy, happy and well-deserved retirement.

Res. 110-2017

"Moved Comr. Potter, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Tribute to Carl Gibson as presented."

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

9. CONSENT AGENDA

A. Petitions, Communications, Reports

1. Public Hearing Regarding Battle Creek TIFA Amendment Proposal

B. Resolutions

1. Revised 2017 Schedule A for Pharmacy Rebate Changes

Res. 111-2017

“Moved Comr. Frisbie, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Consent Agenda of the May 18, 2017 Regular as presented.”

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

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. Tompkins stated the Senior Millage Allocation Committee met and heard updates on the selection of the new Senior Services Manager and the progress of the new senior center. He stated they approved the recommendation for the first year funding of the lease for the building for the new Marshall Senior Center, which will need final approval from the Board of Commissioners. He stated the Region 3B Area Agency on Aging/Carewell Services Advisory Council met and approved the recommendations of the Annual Implementation Plan and it now moves on to the Policy Board for final approval. He spoke to retiring Senior Services Manager Carl Gibson stating he would truly be difficult to replace and he hoped Carl’s replacement will have the same energy to be as visible as he has been.

Senior Services Manager Carl Gibson thanked the Board for their support.

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 wished Carl Gibson the best and thanked him for being a county leader. She stated she appreciated the support of her father and his health issues.

Scott stated she was happy to announce the hiring of a new Senior Services Manager, Helen Guzzo, who starts May 24. She stated Ms. Guzzo comes to us from Battle Creek Community Development and will have one day with Carl Gibson to gather information from him. She announced we have also made a final selection for Health Officer. She stated the offer was accepted and credentials need to be vetted by the State and that we hope to be able to make an announcement soon. She stated it has been a lot of work to go through the hiring process for these two important positions.

B. New Business

1. Fleet Fuel Recommendation

Administrator/Controller Scott reminded the Commissioners that this is the second time around to award this contract. She stated we have almost doubled the scope of fuel being purchased by adding the Road Department. She stated Brad and his staff have put a lot of work into this process. She noted that Folk Oil was the lone bidder.

Assistant County Administrator Brad Wilcox stated this contract was rebid as a result of the termination of Crystal Flash for non-performance. He stated they take contract review very seriously and do not take the decision to terminate lightly. He stated they reissued the bid on April 20, it was sent out to vendors and they only received one qualified bid. He stated they did receive a bid from the Road Department incumbent but it did not meet the bid specifications and was not considered. He stated they dropped the preference for cost plus bidding because they felt it was in our best interest to find a better program, though he does believe cost plus has its place in the market. Wilcox explained that in the past we had issues bidding the Road Department because of snow routes so our end users were mainly the Sheriff's vehicles. He stated the Road Department purchases a lot of bulk fuel so we are developing alternatives. He stated Folk Oil was the only bidder and we can use the fleet card at other Citgo stations, we just won't receive the discount if it isn't a Folk station. He stated they are expecting a conservative estimate of \$30,000 in savings. He stated the bid was responsive but there still remains one area of concern, as it is critical to have 24/7 stations for emergency response. Wilcox stated he is confident they are a good choice but we do need to monitor that issue and we do have the option to expand the Citgo Fleet Card to work at other stations for emergencies.

Res. 112-2017

"Moved Comr. Tompkins, second by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the recommendation to award a two year contract to Folk Oil Inc. of Homer, MI, to provide fueling services for the County's fleet of vehicles, for an estimated annual amount of \$400,000."

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

## 2. Equalization Professional Service Agreement

Administrator/Controller Scott stated Equalization Director Judy Nelson is Level 4 state qualified. She stated we are required to have that level based on our SEV. She stated Roger McEvers is a Level 3 and works as the Equalization Consultant. She stated they work on different days to cover office management. She stated they do appraisals, sales studies, and make sure we comply with state property tax laws. She stated we have been unsuccessful in searches for people of their level. She stated these are annual renewals and it is a cost savings versus hiring a full time Director and Deputy Director. She stated she is thankful both are willing to come back for the next year.

### Res. 113-2017

“Moved Comr. Potter, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Professional Service Agreements with Judy Nelson and Roger McEvers as presented and the Board Chair is authorized to sign the same on behalf of Calhoun County.”

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

## 3. Resolution to Levy Summer and Winter Taxes

Administrator/Controller Scott stated the Board approved the annual Equalization report in April. She stated the next step is to levy both summer and winter taxes. She stated we fulfill the Truth in Taxation public hearing requirement in the fall when we produce the budget notice and include the taxes to be levied. She stated this is the second piece we bring at this time each year. She stated county operating milages are required to be levied in the summer and the voted milages such as the Medical Care Facility, Senior Millage and Veterans Millage are levied in the winter. She stated this authorizes the Board Chair to sign the forms then they are sent to the local units of government so they can levy the taxes. She noted if we did not do this, we could not get about \$18.4 million in tax revenue for our operating budget.

### Res. 114-2017

“Motion by Comr. Frisbie, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the attached resolution to levy Calhoun County summer and winter property taxes in 2017.”

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

## 4. Forks Senior Center Lease Agreement

Administrator/Controller Scott stated this is a lease amendment for the county owned building in Albion. She stated this amendment increases office space for the senior center and increases lease revenue for us.

Assistant County Administrator Brad Wilcox stated we are appreciative of the work done by the senior center. He explained the ten year agreement was first signed in 2014 and this is the third amendment to increase space and revenue. He stated we are out of space in the Albion now; as we is working on one more lease to put us at will be full capacity. He stated we do try to save some space in case we need it for county business. He reminded the Board that we bring in over \$1 million in gross annual revenue.

Res. 115-2017

“Motion by Comr. Tompkins, second by Comr. Smith to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the amendment of the Forks Senior Center lease agreement for office space in the Albion Human Services Building as presented.”

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

5. Architectural RFQ #107-17 Contract Award

Administrator/Controller Scott stated this is the award for architectural services to come up with a site plan and landscaping for the Marshall County building and grounds. She stated one of the benefits of leasing space is that those excess funds are unrestricted and help us to reinvest in keeping up our facilities. She stated we do a good job keeping up on deferred maintenance and we appreciate Wilcox and the facilities department keeping up on the leases.

Assistant Administrator Wilcox stated that in September the Board approved the demolition of the old jail and this is the next step forward. He stated the project will move forward in three phases, the first being a site plan of the courtyard, Phase 2 will be landscape construction and Phase 3 developing a landscape master plan for entire building. He reminded the Board that for security purposes, we will have to restrict access to the building and we can do that with landscaping without relying on signage. He stated we will improve access for mobility challenged people with a more intuitive access plan. He noted that historical accuracy is important and we will try to keep the building true to its original architectural intent. He stated we would like to have it registered with the State as a historical building. Wilcox stated we had five firms respond to the RFQ, short listed to Abonmarche and Wightman, looked at references and negotiated the scope of work resulting in the recommendation of Abonmarche.

Res. 116-2017

“Motion by Comr. Dunn, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the contract with Abonmarche to provide professional services required for the renovation of the County Building and grounds as presented.”

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

## 6. Sale of Raymond Road Area Real Property

Administrator/Controller Scott stated we are asking the Board to authorize the sale of and solicit bids for property owned by the former Road Commission. She stated the property is located off of Raymond Road in the right of way.

Corporation Counsel Dyer stated we received an inquiry for the purchase of the property and rather than selling it to the first bidder, Administration decided it would be better to advertise the sale and maximize potential price. He stated we are proposing we solicit bids in the Battle Creek Shopper. He stated it's a parcel we have owned since 1960 and have not done anything with.

### Res. 117-2017

"Motion by Comr. Potter, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby authorize the publication for sale by bid, for a price not less than Four Thousand Dollars, of an approximately .95 to 1.55 acre parcel of property currently owned by the former Calhoun County Road Commission and located on the Raymond Road right of way, and the Kalamazoo River."

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

## 7. April 2017 Financial Statement

Administrator/Controller Scott stated this report is for information only. She stated this is the same, updated format presented by Finance Director Michele Johnson last month along with a new report for the first quarter from the Road Department.

Finance Director Johnson stated that we are within the budget standards of 33% for both revenue and expenditures. She stated we have received the check for the expansion agreement from C & C Landfill. She stated the liquor tax revenues are not distributed until May so the Board will see them on the next report. She stated that the Road Department report through March is at 25% and well within the budget standards range. She stated they saw an increase in MTF, collections through Township sharing and charges for services are up this year. She stated they are same track for expenditures, showing more in the local roads right now.



Scott stated there have been questions and discussion about the shared positions with Jackson. She stated there are four shared positions, including Managing Director Bolt, plus the engineering staff on an as needed basis. She stated we have looked at sharing other positions and equipment as well but we have found most of our equipment is needed and hard to share. She stated she, Managing Director Bolt and Jackson County Administrator/Controller Mike Overton have made the decision to end the shared positions of Senior Accountant, the Assistant to the Managing Director and Project & Stakeholder Communications Manager and have them transition back to employees of Jackson County. She stated we will look at how we handle their duties and move forward. She stated it has been difficult because the two offices have differing workloads and a different staff set up. She stated we will keep the Board updated as it goes forward. She stated sharing will work in the right positions and she and Mike Overton are committed to working together. She noted the staff members affected are all from Jackson so it eliminates their need to travel here. Scott stated we see it as a step forward and it will not have a direct impact on our budget. She stated we will have to backfill duties as we need a full time financial person at the Road Department. She noted there will be an email coming out in the morning.

Comr. Tompkins inquired how the projection of the State General Fund being revised down may potentially affect us.

Scott stated the State Budget Director gave us the heads up at the MAC Conference that there would need to be changes because of the status of the budget. She stated the county revenue sharing and Road Department funding comes out of the State General Fund. She stated the Governor recommended flat funding for next year while the Senate recommended a 1% increase. She stated we will see a balanced budget at the State level soon and we are projecting flat funding at the county level.

Comr. Frisbie stated he appreciates the ability to remain flexible and we continue to get the best bang for the buck in our staffing and collaborations. He stated the Townships are also joining the working relationship and flexibility is huge.

Res. 118-2017

“Motion by Comr. Potter, second by Comr. Reynolds to approve the following: Resolved the Calhoun County Board of Commissioners does hereby accept for informational purposes the April 2017 Financial Statement as presented.”

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

13. CITIZEN’S TIME

There was none.

#### 14. COMMISSIONERS TIME

Comr. Dunn stated she missed the last meeting but noticed at the end of the meeting Sheriff Saxton made an announcement. She stated she is on the Employee Recognition Committee and they have chosen Austin Fraley as the March Employee of the Month. She stated he has worked for IT as a Tech Support Analyst for the last two years. She congratulated Austin, stating the award is well deserved.

Comr. Dunn announced that one week from today, Comr. Tompkins will celebrate his birthday. She stated he has been a great addition to the Board.

Comr. Tompkins stated he attended the Centenarian Luncheon and had a great time. He stated he sat with a lady who was 107 and her daughter. He stated it was a great event and he was honored to attend.

Comr. Frisbie stated he also attended the Centenarian Luncheon and met a woman who is considered a "Super Centenarian" because she is 110 years old. He stated it is a very nice event.

Comr. Frisbie stated last week was Nurses Week and this coming week is EMS week so give a paramedic a hug.

#### 15. CLAIMS PAYABLE

- A. County Claims Payable for April 28 – May 11, 2017 in the amount of \$5,282,965.94 as presented

Res. 119-2017

"Moved Comr. Dunn, second by Comr. Tompkins to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the County Claims Payable for April 28 – May 11, 2017 in the amount of \$5,282,965.94 as presented."

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

#### 16. ANNOUNCEMENTS

Comr. Tompkins announced the 35<sup>th</sup> Annual Homer FFA pancake brunch will be Memorial Day at the Homer High School Cafeteria from 7:00 a.m. through 12:00 p.m. He stated the Memorial Day Parade will be at 10:00 with a short ceremony at the circle followed by a service at the cemetery.

Comr. Tompkins announced that on Memorial Day in Albion the American Legion will hold a parade at 10:00 a.m. followed by a service at Riverside Ceremony. He stated they will also have a potluck dinner in the afternoon.

Comr. Reynolds stated she attended the Battle Creek Memorial Service for Officers and congratulated Officer of the Year Damon Young.

17. CLOSED SESSION TO DISCUSS WRITTEN LEGAL OPINION

Res. 120-2017

“Motion by Comr. Potter, second by Comr. Reynolds to retire to closed session to discuss written legal opinion per MCL 15.268(H) to consider material exempt from disclosure.”

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

The Board retired to closed session at 8:16 p.m.

The Board returned to open session at 8:46 p.m.

18. ADJOURNMENT

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

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Chairman

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Clerk to the Board