

**PROCEEDINGS OF THE  
BOARD OF COMMISSIONERS**

January 18, 2018

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, January 18, 2018 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, Tompkins and Vette

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 Shana Huerta

2 and 3. INVOCATION AND PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF AGENDA

“Moved Comr. Potter, second by Comr. Reynolds to approve the agenda of the January 18, 2018 Regular Session of the Calhoun County Board of Commissioners as presented.”

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

5. APPROVAL OF MINUTES

A. Minutes of the January 4, 2018 Board of Commissioners Organizational Session

“Moved Comr. Tompkins, second by Comr. Smith to approve the minutes of the January 4, 2018 Organizational Session as presented.”

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

6. CITIZENS' TIME

There was none.

7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

There was none.

8. SPECIAL ORDER OF BUSINESS

- A. Albion Community Substance Abuse Prevention Coalition (ACSAPC) Presentation of “Outstanding Work in Helping Calhoun County Communities in Preventing and Treating Substance Abuse Award.”

Sr. Executive Director Harry Bonner, Chris Farmer and Heather Cundiff were present to present the award to Comr. Gary Tompkins and Rep. John Bizon. Mr. Bonner commended the Commission on how they handled business and stated he always uses the County Commission as an example of how to operate within government. Mr. Farmer read the award and presented them to Comr. Tompkins and a representative from Rep. John Bizon’s office. Mr. Bonner stated that Art Kale was also present in support of the awards.

9. CONSENT AGENDA

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

There were none.

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. Tompkins expressed his gratitude toward the Albion Community Substance Abuse Prevention Coalition for his award and stated he would continue his work within the community. Comr. Tompkins stated that the Homer Lake Management Board met January 9<sup>th</sup> where they selected officers, reviewed the 2017 budget, approved the 2018 budget and reviewed the list administrative duties that need to be performed. Mr. Tompkins stated that the County Trailway Alliance met on January 10<sup>th</sup>. The Alliance received a donation from Bronson’s Battle Creek Community Partners Fund toward the Alliance’s endowment which now stands at \$128,337 and Jen Bomba presented the first draft of the Trailway Maintenance Plan. Comr. Tompkins closed with the Senior Millage Allocation Committee meeting on January 12<sup>th</sup> was cancelled due to inclement weather.

Comr. Potter stated that the Fair Committee met and he is Chair of committee for one more year and they are making progress toward paying down the mortgage which is currently at \$90,000.

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 that the Michigan Municipal Risk Management Authority (MMRMA) declared a surplus which resulted in the County receiving a \$267,000 rebate in December equaling 25% of the premiums that are paid. Ms. Scott stated that the premium paid is very competitive and that grants are offered that benefit the County. Ms. Scott stated the Request for Proposals (RFP) for the Countywide Transit Study Contractor would be going out soon and they were on track to select a Contractor in April so that program can begin. The Contractor will be funded through a \$140,000 grant and local match funds. Administrator/Controller Scott acknowledged the long lines at the Marshall Recycling Center and shared that the Community Development staff were working to increase staff to alleviate the issue. Ms. Scott shared that the IT Executive Committee, chaired by Comr. Smith, met earlier that day and there were a lot of IT projects taking place including potentially replacing the County's Finance software and continued implementation of the ImageSoft OnBase Document Management System that was piloted by Friend of the Court resulting in a substantial cost savings. Ms. Scott also shared that Kris Getting learned that Calhoun County was potentially the only county that had implemented this system across the courts, elected officials' offices and departments. Administrator/Controller Scott reported that the Summit Pointe Board met on January 9<sup>th</sup> of which Comr. Kathy-Sue serves as Chair. The focus was on Corporate Compliance and the full-time Compliance Officer, Amber Whoolery, has developed a comprehensive plan and trainings which are more advanced than other Community Mental Health (CMH) organizations.

## B. New Business

1. Michigan Department of Health and Human Services, Hepatitis A Outbreak Special Project Funding for the Calhoun County Public Health Department (CCPHD) and Budget Adjustment

Ms. Scott explained that the State has provided funding to assist the County with the Hepatitis A outbreak.

Health Officer Eric Pessell stated the Health Department has held 14 additional clinics at their high-risk locations and have vaccinated over 795 people for Hepatitis A focusing on intravenous drug users, homeless population and people who suffer from chronic liver disease. Mr. Pessell explained that they have increased their hours and commended the staff for their hard work and that the County now has five confirmed cases.

Comr. Vette asked if there was any information that could be provided that would be helpful for people. Mr. Pessell stated that the Health Department has information posted on their website, Facebook page, in shelters and soup kitchens describing the symptoms and listing preventative measures. Mr. Pessell explained this particular outbreak is a strong virus that has resulted in 82% of people diagnosed being hospitalized and 22 deaths making Michigan's outbreak the largest in the country.

### Res. 8-2018

"Moved Comr. Frisbie, second by Comr. Reynolds to approve and accept the Hepatitis A Outbreak Special Project Funding for the CCPHD from the Michigan Department of Health and Human Services as presented and approve the corresponding budget adjustment."

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

2. Battle Creek Community Foundation Grant for the Community Partners School Wellness Program.

Administrator/Controller Kelli Scott stated that due to recent changes in grant funding for the School Wellness Program there was a need last year to increase the cost to schools and the amount contributed from the General Fund to support the program. The grant awarded was \$120,000 from the Battle Creek Community Foundation on behalf of the Bronson Battle Creek Community Partners. Ms. Scott stated that other counties rely on support from hospitals and was pleased to see Bronson Battle Creek's support.

Mr. Pessell stated that it is influenza season and encouraged everyone to get a flu shot.

Res. 9-2018

"Moved Comr. Potter, second by Comr. Reynolds to approve and accept the grant awarded by the Battle Creek Community Foundation, in the amount of \$120,000, to fund the Community Partners School Wellness Program as presented."

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

3. Canteen Services Agreement Three Year Extension.

Administrator/Controller Scott explained the agreement was a three year extension of the current Inmate Food Service Contract with Canteen Services dating back to October of 2017. Ms. Scott stated that the quality of the program was being assessed and terms were being reviewed since October and the total contract extension is just under \$1,800,000.

Assistant Administrator Brad Wilcox stated this contract was the result of the contract with Aramark Foods being terminated in 2015 and that a three year contract was signed with Canteen Services for the transition period. Mr. Wilcox explained the three year pricing proposal from Canteen Services to serve 60,000 people per year resulting in a \$24,000 savings over the course of the extension.

Res. 10-2018

"Moved Comr. Tompkins, second by Comr. Vette to approve the three year extension effective October 24, 2017, of the inmate food services agreement with Canteen Services as presented and authorize the Administrator/Controller to execute the agreement on behalf of the County."

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

4. Appraisals Plus Group, Inc. Agreement

Ms. Scott explained that the agreement with Appraisals Plus Group had been in place several years resulting from vacant appraisal positions that were unable to be filled based on qualification criteria and was directly related to the next item on the agenda, the amendment of Roger McEver's agreement. Ms. Scott stated Mr. McEver's has provided oversight to the appraisal work being performed through the

Appraisals Plus Group agreement and the vacant Appraiser's role had been filled by Tom Scott which has allowed both of the contracts' costs to be cut in half as they are phased out.

Res. 11-2018

"Moved Comr. Vette, second by Comr. Reynolds to approve the Agreement with Appraisals Plus Group, Inc., in an amount not to exceed \$25,000, as presented and authorize the Board to sign on behalf of the County."

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

5. Roger McEver's Agreement Amendment

Ms. Scott explained that the agreement amendment was for additional compensation to Roger McEver's for additional duties that he will perform to monitor the work being performed through the Appraisals Plus Group Agreement.

Res. 12-2018

"Moved Comr. Reynolds, second by Comr. Frisbie to approve the Agreement Amendment with Roger McEvers as presented and authorize the Board to sign on behalf of the County."

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

6. CSC, ePN and Indecomm Electronic Document Filing Service Contracts

Administrator/Controller Scott stated the contracts with CSC, ePN and Idecomm supported electronic filing of the Register of Deeds & Clerks office land and vital records.

Corporation Counsel Jim Dyer explained they were three separate agreements that had no financial consequence to the County. Mr. Dyer stated they were arrangements with e-filing service providers that supported large clients such as mortgage banks that file multiple documents with the Register of Deeds and Clerk's Office. Mr. Dyer further explained that in order for the County to participate in e-filing with large clients it needed to enter into contracts with the providers they used for the service and this would reduce time spent by staff and put the burden of correcting any problems with documents on the service provider.

Res. 13-2018

"Moved Comr. Potter, second by Comr. Vette to approve the contracts with CSC, ePN and Indecomm to provide electronic document filing services to the Calhoun County Clerk Register and authorize the County Administrator/Controller to sign the contracts on behalf of the County, subject to minor changes recommended by the County Information Technology Department and Corporation Counsel."

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

7. Changes to Policy #340 – Employee Benefits

Administrator/Controller Scott summarized the changes to Policy #340 of Employee Benefits as updating bereavement leave for non-union employees to be consistent with provisions negotiated with the unions and increased provisions to cash out unused Paid Time Off (PTO).

Res. 13-2018

“Moved Comr. Vette, second by Comr. Frisbie to approve the changes to Policy #340 - Employee Benefits, as presented.”

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

13. CITIZEN’S TIME

David Face, Chief Union Steward for the Teamsters Union, provided an update to the Commission regarding the recent vote on their contract. Mr. Face stated that the last four months had been tough for the Teamster’s and the previous night they voted 41 – no and one – yes.

14. COMMISSIONERS TIME

Comr. Tompkins shared that he attended the Martin Luther King Breakfast in Battle Creek on Saturday, January 13<sup>th</sup> with Rev. DeeDee Coleman as the keynote speaker and that Comr. Reynolds attended as well and how inspirational Rev. Coleman was. Comr. Tompkins also shared that he attended the AmeriCorp Vista MLK Community Dinner on Monday night and noted the great turnout.

15. CLAIMS PAYABLE

- A. County Claims Payable for December 29, 2017 and January 11, 2018 in the amount of \$2,482,833.87

Res. 14-2018

“Moved Comr. Tompkins, second by Comr. Reynolds to approve the County Claims Payable for December 29, 2017 and January 11, 2018 in the amount of \$2,482,833.87 as presented.”

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

16. ANNOUNCEMENTS

Comr. Potter stated that the Calhoun County Fairgrounds Celebrity Lunch would be Friday, February 2<sup>nd</sup> at 11:00 a.m. at Cornwell’s and Comr. Frisbie and Sheriff Saxton would be servers.

Comr. Tompkins stated that the following morning the Albion Chamber of Commerce would host their Eggs and Issues Meeting from 7:30-9:00 AM with hot breakfast being served for \$10 and on January 20<sup>th</sup> there would be a Financial Empowerment Fair in Albion at the Ludington Center from 12-5 PM and on Wednesday 24<sup>th</sup> the Homer Township Board and the Village of Homer are hosting a public forum to discuss the medical marijuana facilities licensing act at the Homer Community House from 7-9 PM.

17. CLOSED SESSION

Res. 15-2018

“Moved Comr. Potter, second by Comr. Frisbie to retire to closed session to discuss Labor Negotiations and Legal Opinion of Corporation Counsel.”

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

The Board retired to Closed Session at 7:38 p.m.

The Board returned to Open Session at 8:48 p.m.

18. ADJOURNMENT

The meeting was adjourned at 8:49 p.m. at the call of the Chair.

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Chairman

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Clerk to the Board