

**PROCEEDINGS OF THE  
BOARD OF COMMISSIONERS**

May 3, 2018

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, May 3, 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. King, Potter, Tompkins, Smith, Frisbie, and Reynolds

Excused: Comr. Vette

Staff Present: Administrator/Controller Kelli Scott, Assistant 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. Smith leading the Pledge of Allegiance.

4. APPROVAL OF AGENDA

"Moved Comr. Tompkins, second by Comr. Reynolds to approve the agenda of the May 3, 2018 Regular Session of the Calhoun County Board of Commissioners with the above amendment."

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

5. APPROVAL OF MINUTES

A. Minutes of the April 10, 2018 Board of Commissioners Equalization Session

"Moved Comr. Smith, second by Reynolds to approve the minutes of the April 10, 2018 Equalization Session as presented."

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

6. CITIZENS' TIME

There was none.

## 7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

Jennifer Bomba, Community Development Director introduced Community Development Program Manager Doug Ferrall. She stated that he was currently focused on the Parks and Recreation program and bringing several great ideas to the table. Mr. Ferrell said he grew up in the area and was excited about the new opportunity and happy to be living and working in the same place.

Sheriff Matt Saxton stated that it was Michigan Corrections Week and wanted to recognize the 120 employees that work in the jail system. Mr. Saxton reminded everyone that next week was National Law Enforcement Week and there would be an awards ceremony on Sat. May 12<sup>th</sup> at North Avenue Church of God at 6:30 p.m. Sheriff Saxton shared that earlier that day they received a sneak peek at Rocket, an explosive dog donated to the Sheriff's Department by an anonymous donor. Comr. King asked about funding for training. Mr. Saxton said that they would need to fund training for the Deputy and that it was covered.

## 8. SPECIAL ORDER OF BUSINESS

### A. Senior Services Annual Report

Senior Services Manager Helen Guzzo presented the infographic that highlights the programming that was funded in 2017. Ms. Guzzo read their mission and vision statements and stated that Comr. Potter and Tompkins are members of the Senior Millage Allocation Committee and that Ralph Moore would be retiring so they were looking for a replacement from Chair King's district. Ms. Guzzo shared the ad that they run which lists the 19 funded programs supported through 10 different vendors, one of them being Community Action Agency which would be presenting next. Ms. Guzzo shared that Lora and Rodna were her employees that provided 313 hours of Medicaid/Medicare counseling for 436 people the previous year. She stated that Senior Services awarded mini-grants which benefitted Miles for Memories HelpHome Program, Talons Out Honor Flight, Countywide Transportation, and Marshall Dial-A-Ride. Ms. Guzzo explained that they received approximately \$2.5M in millage funding, contributing to their \$2,863,563 budget of which \$2,844,814 was spent the previous year and served 5,700 seniors. She explained that the senior population was growing and they did a good job with ethnicity. Ms. Guzzo provided an overview of the number of seniors that received assistance through various programs that were offered and discussed the 10 special events that were held in 2017 and shared that the 2018 Centenarian's Lunch would be held on May 16<sup>th</sup> and that all of the Commissioners were invited.

### B. Community Action Agency Senior Millage Programs

Community Action Agency's Director of Programs Chuck Asher stated that they were established in 1966 and supported four counties but touched seven counties. Mr. Asher explained that they support three millage programs, Senior Transportation, Home Repair and Home Heating Assistance. He shared that when he started with Community Action Agency he drove for a summer and believed it was the best job in the Agency. Mr. Asher explained that the program was not income based and they would take seniors any place using a priority hierarchy 8 a.m.-4 p.m. Monday through Friday and 8 a.m.-12 p.m. on Saturdays. He shared a success story about a passenger that was released from a local rehabilitation facility that needed transportation assistance. Mr. Asher explained that they keep the Senior Services brochures in each van and after learning of her situation they referred her to CareWell and later learned

she was also receiving Meals on Wheels. He stated that the need for transportation funding was increasing in order to meet the demand. Mr. Asher stated they also provided assistance with past due utilities including utilities, water and rent. He shared a success story where an elderly couple feared losing their home due to delinquent property taxes. Their Intake Specialist was able to set up a plan for them to pay past due utility bills so they were able to bring their property taxes up to date. Mr. Asher stated that served 336 seniors with the program and funding for Emergency Services continues to increase. He explained that they stretch their Minor Home Repair dollars by leveraging other funding and they assisted 51 homes in 2017 using \$145,000 in millage funds. He shared a success story regarding an elderly woman that was supporting two young children and was seeking assistance with a furnace replacement. Mr. Asher explained that a contractor was sent to the home to disable the furnace because of high carbon monoxide levels and learned that the water heater was also defective and the Agency was able to replace both the furnace and water heater through funding and their home now had safe CO levels and CO monitors. He concluded that they support four primary counties: Calhoun, Barry, Branch, and St. Joseph and they were happy to continue to support the Calhoun County.

### C. Community Action Month Proclamation

Comr. Smith read the Community Action Month Proclamation into the record and together with Comr. Frisbie presented it to Chuck Asher, Director of Programming for Community Action Agency.

In recognition of the Governor of the State of Michigan Rick Snyder's proclamation, on behalf of the citizens of Calhoun County, we, the Board of Commissioners, do hereby proclaim

May 2018

### COMMUNITY ACTION MONTH

WHEREAS, community action agencies were created when the Economic Opportunity Act of 1964 was signed into law; and,

WHEREAS, community action has put a human face on poverty for over 52 years by advocating for limited-income citizens, so that they may enter the middle class and reach for the American dream, replacing their despair with opportunity; and,

WHEREAS, community action builds and promotes economic stability as an essential aspect of enabling and enhancing stronger communities, which in turn promotes self-sufficiency, ensuring that all Americans are able to live in dignity; and,

WHEREAS, community action has enhanced the lives of millions of people across the country by providing essential, life changing services and opportunities such as affordable housing, economic development, health care, energy assistance, and natural disaster relief and recovery; and,

WHEREAS, community action already serves 99 percent of America's counties in rural, suburban, and urban communities and because it is right, because it is wise, and because, in our hearts and minds we believe it is possible, we will conquer poverty in our lifetime; and,

WHEREAS, community action will continue to implement innovative and cost-effective programs to improve the lives and living conditions of the impoverished, continue to provide support and opportunities for all citizens in need of assistance and continue to be a voice in establishing welfare system reforms; and,

WHEREAS, we join with the State of Michigan in our respect for the efforts of community action agencies and recognize that they have made significant contributions to individuals and families in Calhoun County;

NOW, THEREFORE, we, the Board of Commissioners, of Calhoun County, Michigan, do hereby proclaim May 2018 as Community Action Month in Calhoun County:

Signed Derek King, Chair

Res. 62-2018

“Moved Comr. Potter, second by Comr. Reynolds to approve the National County Government Month Proclamation as presented.”

On a voice vote, Yes – 7. Motion **CARRIED**.

D. Dave Mason Retirement Proclamation

Comr. Frisbie read the Dave Mason Retirement proclamation into record and together with Sheriff Matt Saxton, presented the proclamation and a plaque from the Sheriff’s Office to Dave Mason.

WHEREAS, Dave Mason has served the Calhoun County Sheriff’s Office for 34 years. On this occasion, we want to thank him and celebrate his many years of faithful and selfless service to the citizens of this community; and

WHEREAS, Dave joined the Calhoun County Sheriff’s Office in 1984, serving as the Sheriff’s Office Chaplain. While with the Sheriff’s Office, Dave spent most of his efforts within the Corrections Division; and

WHEREAS, during his time in the Corrections area, Dave coordinated all religious services and activities for all of the residents within the facility. He distributed sacred materials such as Bibles and Qur’ans; and

WHEREAS, Dave established volunteer opportunities for Sunday services, bible studies, and events like “Joy to the Jail”, which has become a Christmas day tradition. The volunteers sing carols and distribute gifts to the residents; and

WHEREAS, programs such as the “Weathervane” and “Access Vision” were opportunities for former residents to continue their spiritual growth outside of the Corrections facility. Dave’s vision for the “Weathervane” was for it to be a halfway church for

departing residents. "Access Vision" was used to televise religious messages of hope; and

WHEREAS, in the greater Battle Creek area, Dave has initiated many opportunities to develop and cultivate programs to assist the citizens of the community, as well as former Corrections residents; and

WHEREAS, the impact of Dave's role in helping the community over the years, can be felt by all of us. Dave's enthusiasm and passion is well known and forever appreciated.

NOW, THEREFORE, I, Derek King, Chair, Board of Commissioners, of Calhoun County, Michigan, do hereby proclaim:

"DAVE MASON DAY"

in Calhoun County in recognition of his contributions to the community and his 34 years of dedicated service to the Calhoun County Sheriff's Office.

Signed Derek King, Chair and Matthew M. Saxton, Sheriff

Res. 63-2018

"Moved Comr. Potter, second by Comr. Reynolds to approve the National County Government Month Proclamation as presented."

On a voice vote, Yes – 6, Excused - 1. Motion **CARRIED**.

Sheriff Saxton stated that while Dave was not an employee of the County or the Jail, he was truly a member of the Sheriff's Office and he had witnessed many people being touched by Dave's work throughout the Sheriff's 24 years with the County.

Dave Mason shared his history with the County.

9. CONSENT AGENDA

A. Petitions, Communications, Reports

B. Resolutions

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

There was none.

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 Comr. Vette was re-elected as Chair, Battle Creek Police Chief Jim Blocker was elected as Vice Chair, she was elected as Treasurer and Brian Smith was elected as Secretary of the Summit Pointe Board at their annual Organizational Meeting. Ms. Scott shared that the RMS Board met on April 27<sup>th</sup> and that she was the current Chair and Chief Blocker was Vice Chair with members from all of the partner agencies being represented. She explained that they were still trying to implement a couple of key pieces pertaining to eCitations and eWarrants and that a new IT Specialist was hired that will be able to help support the effort. Ms. Scott shared the FireKeepers Local Revenue Sharing Board met on April 27<sup>th</sup> and finalized the first tier of funding. She explained that the Board denied Emmett Township's last request for funding that pertained to a traffic study that was conducted and that the next meeting would be held May 18<sup>th</sup> where they hoped to finalize the final tiers of funding. Administrator Scott stated that they facilitated the Road Department meeting with Township Supervisors on April 26<sup>th</sup>. Ms. Scott shared that the interview committee held interviews on April 27th for the Road Department Managing Director position. She thanked one of the committee members that was present, Art Farmer, for his participation and explained that they had 12 applicants that were screened and three candidates were interviewed. Ms. Scott stated that there was follow-up with Road Department staff earlier that day and she believed they were close to making a recommendation. Administrator Scott reminded the Board that the position would be a new role as the County had not selected its own Director since the Road Department's inception. She also reminded everyone that the Road Department had started summer hours which would consist of four 10 hour shifts, Monday through Thursday. Ms. Scott provided an update on the facilities project including the County building, parking lot and landscaping with an anticipated completion date of July and explained there would be temporary changes to handicap parking and ADA entrance.

B. New Business

1. Michigan Department of Transportation Bridge Contract 18-5012

Administrator Scott explained that this project was to replace two bridge structures, one being 21 Mile Road over Rice Creek in Marengo Township and the other one being 28 ½ Mile Road over the Kalamazoo River in Homer. She stated that the fiscal impact would be minimal as the project would be 95% funded through local bridge grants and the remaining 5% would be funded with local funding that had been secured through bonds. Ms. Scott explained that they would be able to complete over \$1M of work for just under \$100,000.

Res. 64-2018

“Moved Comr. Potter, second by Comr. Tompkins to approve the Michigan Department of Transportation Bridge Contract 18-5102 as presented and authorize the Board Chair and the County Administrator/Controller to sign the contract on behalf of Calhoun County.”

On a roll call vote, Yes – 6, Excused - 1. Motion **CARRIED**.

2. 2017 Homeland Security Grant Program Intergovernmental Funding Agreement

Administrator Scott explained that Calhoun County was part of the 5<sup>th</sup> District multi-county board that Van Buren serves as fiduciary for and this agreement would allow Calhoun County to be eligible for grant funding through the Board and without it, they would not be eligible. She explained that the funding was for 2017 just because of the way federal funds are appropriated.

Res. 65-2018

“Moved Comr. Reynolds, second by Comr. Frisbie to approve the Homeland Security Grant Program Intergovernmental Funding Agreement between the County of Van Buren and Calhoun County as presented and authorize the Board Chair and the County Administrator/Controller to sign the contract on behalf of Calhoun County.”

On a roll call vote, Yes – 6, Excused - 1. Motion **CARRIED**.

3. Calhoun County Land Bank Office Space Lease Amendment

Ms. Scott explained the lease amendment for the Land Bank was due to their expansion including an additional 424 square feet increasing the lease to \$13,148.64. Brad Wilcox clarified that the effective date for the agreement was April 1, 2018 through December 31, 2019 but the actual amendment date was August of 2017.

Res. 66-2018

“Moved Comr. Frisbie, second by Comr. Reynolds to approve the Calhoun County Land Bank Office Space Amendment as presented and authorize the Board Chair and the County Administrator/Controller to sign the contract on behalf of Calhoun County.”

On a roll call vote, Yes – 6, Excused - 1. Motion **CARRIED**.

4. Calhoun Title and Escrow Agency, Inc. Lease Agreement

Assistant Administrator Brad Wilcox explained that this was a continuation of a lease with Calhoun Title and Escrow Agency. He explained that they were renewing the lease to support the almost 20 year relationship and would revisit whether they continued the agreement once this lease expired. Mr. Wilcox stated they were generating \$1,200 in revenue through the agreement.

Res. 67-2018

“Moved Comr. Tompkins, second by Comr. Potter to approve the Land Bank Office Space Amendment as presented and authorize the County Administrator/Controller to sign the contract on behalf of Calhoun County.”

On a roll call vote, Yes – 6, Excused - 1. Motion **CARRIED**.

## 5. County Parks Diamond Cut Lawn & Snow, LLC Contract

Ms. Scott stated this was a recommendation to approve the bid award to Diamond Cut Lawn & Snow for maintenance of all of the County parks for one year not to exceed \$35,000. She explained that they had previously maintained the parks through Summit Point's Connections Program which had been discontinued. Brad Wilcox explained the bidding process stating that it was a formal bid and they were the lowest and most responsible bidder and it would be a one year contract as they were still in a learning curve in determining the most cost conscious way to maintain the parks. Mr. Wilcox invited Jen Bomba and Doug Ferrall to provide further detail regarding day-to-day maintenance plans. Jen shared that the parks opened on May 1<sup>st</sup> and bathrooms are open in the parks May through October. Ms. Bomba stated the automatic, timed locks were installed to reduce costs in having someone manually locking/unlocking the doors each day. Mr. Wilcox clarified that no one can be locked in from the inside. Chair King inquired as to who the other bidder was. Mr. Wilcox responded that it was QL&L out of Albion, MI.

### Res. 68-2018

"Moved Comr. Reynolds, second by Comr. Frisbie to approve the County Parks Diamond Cut Lawn & Snow, LLC contract and authorize the Administrator/Controller to negotiate and execute a final contract contingent on approval of Corporation Counsel."

On a roll call vote, Yes – 6, Excused - 1. Motion **CARRIED**.

## 6. Administrative Services Agreement with the Native American Heritage Fund Board

Administrator Scott explained the background on how the Native American Heritage Fund's purpose was and the history on how it was established and shared that this agreement would entail Calhoun County to provide administrative services for the newly formed board in the amount of \$15,000 annually.

### Res. 69-2018

"Moved Comr. Reynolds, second by Comr. Tompkins to approve the Native American Heritage Fund Board Administrative Agreement as presented and authorize the Administrator/Controller to sign on behalf of Calhoun County."

On a roll call vote, Yes – 6, Excused - 1. Motion **CARRIED**.

## 7. 2018 First Quarter Financial Statements

Ms. Scott explained that March was the first time this year that Finance would produce financial statements for Board review as they were just completing the closing process for the 2017 fiscal year. She stated that the County's biggest source of revenue was property taxes and those would not start coming in until the summer and at this point, they were not seeing any large variations.

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

## 8. Calhoun County Land Bank Authority Reserve Account



Kelli explained that this item was a collaborative effort between the Land Bank and County Treasurer and was supported by herself, the County Finance Office and Corporation Counsel, Jim Dyer.

Land Bank Director Krista Trout-Edwards stated that they have gone through and identified critical properties that they need additional funding for to demolish blighted and dangerous structures across Calhoun County. Ms. Edwards explained that there were 23 properties needing attention due to environmental issues, State Historic Preservation Office (SHPO) denial or ineligible for grants or costs exceeded grant limits. Krista presented photos and explanations of all 23 properties and reviewed the detail of the \$640,043 total request.

Comr. Frisbie commented on the properties that have been on the list for a long time and stated that he was thankful to see that they were being addressed.

Res. 70-2018

“Moved Comr. Tompkins, second by Comr. Smith to authorize the County Treasurer to setup a reserve account within the Delinquent Tax Revolving Fund designated for the Calhoun County Land Bank and, if necessary, authorize the Administrator to execute a contract acceptable to Corporation Counsel with the Calhoun County Land Bank concerning the expenditure of funds authorized by this resolution?”

On a roll call vote, Yes – 6, Excused - 1. Motion **CARRIED**.

13. CITIZEN’S TIME

Art Farmer, Supervisor of Lee Township, thanked everyone for the opportunity to participate on the Interview Committee for the new Road Department Managing Director.

14. COMMISSIONERS TIME

There was none.

15. CLAIMS PAYABLE

- A. County Claims Payable for April 4, 2018 through April 26, 2018 in the amount of \$5,693,945.94

Res. 71-2018

“Moved Comr. Potter, second by Comr. Reynolds to approve the County Claims Payable April 4, 2018 through April 26, 2018 in the amount of \$5,693,945.94 as presented.”

On a roll call vote, Yes – 6, Excused - 1. Motion **CARRIED**.

16. ANNOUNCEMENTS

Comr. Frisbie shared that there would be the First Annual Cinco de Mayo event hosted by Miles for Memories at Festival Market Square in Downtown Battle Creek on Saturday, May 5<sup>th</sup> and there would be live music, food and alcohol vendors, and a place to dance.

17. ADJOURNMENT

The meeting was adjourned at 8:19 p.m. at the call of the Chair.

slh

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Chairman

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Clerk to the Board