

**PROCEEDINGS OF THE
BOARD OF COMMISSIONERS**

May 17, 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 17, 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. Frisbie, King, Potter, Tompkins, Vette, Smith, and Reynolds

Staff Present: Administrator/Controller Kelli Scott, Assistant County Administrator Brad Wilcox, Finance Director Michele Johnson, Human Resource Director Kim Archambault, 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. Frisbie leading the Pledge of Allegiance.

4. APPROVAL OF AGENDA

“Moved Comr. Potter, second by Comr. Reynolds to approve the agenda of the May 17, 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 May 3, 2018 Board of Commissioners Regular Session

“Moved Comr. Tompkins, second by Comr. Reynolds to approve the minutes of the May 3, 2018 Regular 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. Mental Health Month Proclamation

Comr. Vette read the Mental Health Month Proclamation into the record.

PROCLAMATION

May is Mental Health Month

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, prevention is an effective way to reduce the burden of mental health conditions; and

WHEREAS, there is strong research that diet, exercise, sleep, and stress management can help all Americans protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, healthcare provider, organization and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts.

WHEREAS, Mental Health Month strives to increase mental health awareness, promoting the steps our citizens can take to protect their mental health, and advance the need for appropriate and accessible services for all people with mental health conditions.

THEREFORE, we, the Board of Commissioners, do hereby proclaim May 2018 as Mental Health Month in Calhoun County.

Signed by Derek King, Chair, Board of Commissioners

Res. 72-2018

"Moved Comr. Vette, second by Comr. Reynolds to approve the Mental Health Month Proclamation as presented."

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

9. CONSENT AGENDA

A. Petitions, Communications, Reports

B. Resolutions

There was none.

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. Tompkins stated that the Senior Millage Allocation Committee met May 4th and approved a \$2,000 mini-grant request from the EastEnd Studio and Gallery for visual art classes and held an initial discussion regarding potential investments. Mr. Tompkins stated that the Homer Lake Board met May 8th where they reviewed the timeline for the weed treatment of the lake and noted they may have an opportunity to do multiple treatments this year. He stated they also conducted an assessment role review for potential recommendation for any adjustments that may need to be made. Comr. Tompkins shared that the Trailway Alliance met May 9th where they approved a recommendation to join the Michigan Trailway and Greenways Alliance and positive feedback was given regarding MacKenzie, who serves as the County's new Seasonal Parks Maintenance.

Comr. Vette shared that May was the Organizational Meeting for Summit Pointe and Brian Smith would be joining the Executive Committee as Secretary, Kelli Scott would continue to serve as Treasurer, Chief Jim Blocker was elected Vice-Chair and Comr. Vette was re-elected as Chair. Ms. Vette stated that the previous week Brian Smith and Jeannie Goodrich toured the Veterans Center Laundry Facility that employs 44 Connections workers through Summit Pointe. Ms. Vette also shared that she and a Harper Creek and Math and Science Center student attended a tour of the Medical Examiner's facility with Dr. Joyce DeJong. Comr. Vette stated that Dr. DeJong was not aware of the Math and Science Center and in turn went on a tour of the center and spoke with the Pathology Teacher.

Comr. Frisbie shared that on the following Monday, the Health Board would meet and they would take into consideration a recommendation to make a statement, one way or the other, regarding Recreational Marijuana.

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 shared that the FireKeepers Local Revenue Sharing Board would meet the following day to finalize payments on Tier 3 and 4 grants and decide if a discretionary grant program would be offered with the remaining \$200,000.

Ms. Scott stated that the County issued requests for qualifications from law firms in regard to representing the County in the opioid litigation. She stated that the workgroup met back in April and the County followed up by developing the request for qualifications that was due back on May 30th.

Administrator Scott provided a construction update sharing that crews were working hard to complete the project and are still on track to have it completed by the end of the summer.

Ms. Scott stated they were underway with the interview process for the new Communications Manager and she was looking forward to bringing the person on board soon.

Administrator Scott stated the County Visitor's Board met earlier in the week where Comr. Vette is the Chair of the Board and Ms. Scott serves as the Treasurer. She stated that they reviewed the 2017 Audit and approved recreation projects including Flash Flood Water Park improvements and lighting for a New Level Sports soccer field. Ms. Scott explained that they approved the amendment to the accommodation tax agreement which would go before the Board of Commissioners that evening.

Administrator Scott also spoke about the upcoming Health Board meeting that would take place the following Monday sharing that the Health Department's School Wellness funding had come to an end and Eric Pessell was working with stakeholder groups trying to determine a sustainable consultative model. She stated that they may have only half of the school districts participating the following year because of the reduction in funding and they had one last request into the Kellogg Foundation.

Ms. Scott explained that they had offered the Road Department Managing Director position to a candidate that turned the position down and they reposted the position and are considering working with an executive search firm in an effort to identify qualified candidates. Ms. Scott stated that they were also considering back-filling some of the managerial roles to increase staff to meet project demands.

B. New Business

1. Calhoun County's Form L-4029 Tax Rate Request

Administrator Scott explained that it was required that the Board authorize the levy for both winter and summer taxes to comply with the Uniform Accounting and Budget Act. Ms. Scott stated there were no changes in the tax levies for the County's operating millage of 5.3779 and winter millages including the Medical Care Facility, Senior Services and Veterans Affairs.

Res. 73-2018

"Moved Comr. Tompkins, second by Comr. Potter to approve the Calhoun County tax resolution to levy Calhoun County summer and winter property taxes in 2018."

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

2. Michigan Department of Transportation Contract 18-5222

Administrator Scott explained that this was a standard MDOT contract that was required to come before the Board whenever the County received federal or state funding. Ms. Scott stated that it was an

approximately \$1M project with only a 5% County match which meant that the \$910,000 project would only cost the County \$41,000.

Interim Engineering Director Kristine Parsons explained that it was an Albion Township resurfacing project for 25 ½ Mile Road that became B Drive South between F Drive South and Finley.

Res. 74-2018

“Moved Comr. Potter, second by Comr. Tompkins to approve the Michigan Department of Transportation Contract 18-5222 as presented and authorize the Board Chair and the Administrator/Controller to sign on behalf of the County.”

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

3. Calhoun County Road Department Local and Primary Road Agreements

Administrator Scott explained that this was a compilation of this year’s projects that the County was partnering with townships for the normal local and primary road match programs with approximately a dozen township participating. Ms. Scott stated that they had budgeted about \$1M for County’s portion and the list presented equated to approximately \$600,000 in County contribution with the townships spending approximately \$900,000. Administrator Scott explained if a comprehensive plan was not being completed for the local roads, the normal match was the County paid 30% and the Township paid %70. She added that the previous year, a comprehensive plan for primary roads was put in place with the County matching 70% and the townships matching %30. She explained that there were a couple of Convis Township primary road projects from last year included. Ms. Scott shared that the process had changed in an effort for the County to be more transparent and efficient with the documents and billing process that were used to complete the projects.

Res. 75-2018

“Moved Comr. Potter, second by Comr. Tompkins to approve the Calhoun County Road Department Local and Primary Road Agreements as presented.”

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

4. Community Corrections PA511 Grant Application and Advisory Board Bylaws

Ms. Scott stated this was an annual request for the full amount of the program budget which was approximately \$236,000 and last year’s grant was significantly less but it did provide some of the programming costs needed.

Sheriff Saxton explained that traditionally the purpose of the Community Corrections Advisory Boards (CCAB) was to reduce the Department of Corrections and prison population and that Calhoun County was very successful. Mr. Saxton stated that last year’s rate was below 14% meaning that only 14% of those convicted of a felony went to prison with the remaining being dealt with through probation or jail time and even though it helped the State keep the prison population low, they continued to reduce funding for Corrections programs each year. Sheriff stated they were asking for the full amount of the program but did not believe they would receive the full amount. He explained that last year they asked

for approximately the same amount and only received \$38,000 and at some point they may need to discuss if they wanted to continue to participate in the State program or just work to reduce numbers locally.

Res. 76-2018

“Moved Comr. Reynolds, second by Comr. Vette to approve the Community Corrections PA511 Grant Application and Advisory Board Bylaws as presented.”

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

5. Calhoun County Parks Rules and Regulations Amendment

Ms. Scott explained that the Parks and Recreation Committee was recommending to amend the rules to disallow the consumption and possession of alcohol on all County park properties based on liability and the difficulty of enforcing the current policy requiring a permit to possess or consume alcohol.

Res. 77-2018

“Moved Comr. Potter, second by Comr. Tompkins to approve the Calhoun County Parks Rules and Regulations Amendment as presented.”

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

6. Greater Battle Creek/Calhoun County Visitors and Convention Bureau Management Agreement Amendment

Administrator Scott explained this was a proposed amendment to the accommodation tax agreement that she spoke about earlier and since the ordinance was enacted allowing the County to collect accommodation tax from all hotels in the County they chose to sub-contract that, according to what the law allows, to the Calhoun County Visitors Bureau (CVB). Ms. Scott stated that the law requires that the Treasurer collect the tax, keep 10% and then distribute the remainder to not just the CVB but also to the Marshall Area Economic Development Association (MAEDA) and Albion Chamber of Commerce. She explained that in 2001 there was a legislative change that allowed an increase of the tax from 3% to 5% and the original wording of the agreement made it confusing on how to apply the increase of the required allocation of funds. Ms. Scott stated that the amendment would clarify the proper distribution for the Treasurer and other agencies involved.

Comr. Vette stated the funds were used on wonderful things throughout the County including \$30,000 that was given to the water park and \$30,000 for the soccer field lighting project. Ms. Vette also stated that the CVB’s Executive Director, Linda Freybler did a wonderful job managing the funds.

Comr. King stated that they had also given funds to the parks and trailhead project in Albion.

Ms. Scott thanked Corporation Counsel Jim Dyer for his work in clarifying the formula and amending the agreement.

Res. 78-2018

“Moved Comr. Potter, second by Comr. Reynolds to approve the Greater Battle Creek/Calhoun County Visitors and Convention Bureau Management Agreement as presented.”

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

7. Road Department Staffing Allocation Addition

Ms. Scott reminded everyone that in addition to budgetary controls, the Board also had control over staffing that had budgetary implications. Administrator Scott explained that the request was to hire a Senior Engineering Technician to supplement the work that Kristine Parsons was heading and for bridge projects that require specialty engineering that would otherwise be outsourced at a greater cost to the County. She stated that County Administration supported the addition of the position and that due to the current staffing vacancies in the Road Department it would not have a budgetary impact.

Comr. Frisbie asked if they were to approve the position for the remainder of the year, would it be a topic of discussion when next year’s budget was determined.

Ms. Scott said yes and the intent of the position was for it to be long term as the need for bridge work was not expected to slow down anytime soon.

Res. 79-2018

“Moved Comr. Potter, second by Comr. Reynolds to approve the addition of a Senior Engineering Technician to the Authorized Staffing Allocation for the Road Department.”

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

8. Employee Benefits Policy #340 Amendment

Ms. Scott explained that this was a good example of the wonderful work that Human Resource Director Kim Archambault does trying to meet the needs of the County’s departments and this amendment would allow the Nurse Practitioner's to work .8 Full-time Employee (FTE) and maintain full-time benefits. Ms. Scott added that there would be salary savings as a result of the reduction in hours worked.

Res. 80-2018

“Moved Comr. Potter, second by Comr. Reynolds to accept the April 2017 Financial Statements for informational purposes as presented.”

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

9. April 2018 Financial Statements

Ms. Scott explained that the statements highlighted variances and that it was still early in the year and they were not pointing out any variances other than some timing issues. Ms. Scott stated that based on auditor comments they were now including general ledger printouts so the Board had greater visibility to details.

Res. 81-2018

“Moved Comr. Tompkins, second by Comr. Vette to accept the April 2018 financial statements as presented.”

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

13. CITIZEN’S TIME

There was none.

14. COMMISSIONERS TIME

Comr. Vette announced that the Employee of the Month for April was Deputy Matt Hardig who has worked as a Corrections Officer for over seven years and was nominated for doing a great job training new employees and helping wherever needed. Ms. Vette stated he was a model employee that his peers looked up to and congratulated Deputy Hartig on a job well done.

Sheriff Saxton added that Deputy Hardig had been selected to be on their Emergency Response Team as a Hostage Negotiator because of his ability to talk to people and recently completed training.

Comr. Vette also announced the Employee of the Month for May was Penny Miller, the Forfeiture and Foreclosure Coordinator from the Treasurer’s Office who has been with the County for over 10 years and was nominated for going above and beyond her work duties, being the first to offer help where needed and her outstanding attention to detail.

Comr. Vette thanked the committee that manages the Employee of the Month program.

Comr. Frisbie announced on that Saturday, May 19th the 2nd Annual Armed Forces Appreciation Day event would be held at Pennfield High School, organized by Dave Morgan, and there would be a lot of distinguished guests including Colonel Teff from the Air National Guard Base. Mr. Frisbie stated they would be recognizing students who were going into the military and the event would be held at 1 p.m.

15. CLAIMS PAYABLE

- A. County Claims Payable for April 27, 2018 through May 19, 2018 in the amount of \$1,965,779.57

Res. 82-2018

“Moved Comr. Potter, second by Comr. Reynolds to approve the County Claims Payable for April 27, 2018 through May 19, 2018 in the amount of \$1,965,779.57 as presented.”

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

16. ANNOUNCEMENTS

Comr. Tompkins stated that the Greater Albion Area Chamber of Commerce would be hosting its Eggs and Issues the following morning from 7:30 a.m. to 9 a.m. at the Albion District Library and the official opening of the Albion Malleable Brewing Company would take place on Monday, May 21st. Mr. Tompkins also shared that that 36th Annual Homer FFA Pancake Breakfast would take place on Memorial Day, May 28th, from 7 a.m. to 12 p.m. and the Albion Forks Senior Center grand re-opening would take place on Thursday, May 31st from 4 p.m. to 6 p.m. at 101 N. Albion Street in the Calhoun County services building.

Comr. Frisbie stated that the Homer All in Breakfast had concluded for the summer and would reconvene in September.

17. CLOSED SESSION TO DISCUSS OPEN LITIGATION

Res. 83-2018

“Moved Comr. Potter, second by Comr. Reynolds to retire to closed session to discuss open litigation.”

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

The Board retired to Closed Session at 7:45 p.m.

The Board returned to Open Session at 8:15 p.m.

18. ADJOURNMENT

The meeting was adjourned at 8:15 p.m. at the call of the Chair.

slh

Chairman

Clerk to the Board