

**PROCEEDINGS OF THE  
BOARD OF COMMISSIONERS**

December 20, 2018

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7 p.m., Thursday, Dec. 20, 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. Smith, Potter, Reynolds, Tompkins, King, Vette, and Frisbie

Staff Present: Administrator/Controller Kelli Scott, Assistant Administrator Brad Wilcox, Human Resources Director Kim Archambault, Corporation Counsel Jim Dyer, Communications Manager Lucy Blair and Deputy Clerk Shana Huerta

2 and 3. MOMENT OF SILENCE/INVOCATION AND PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF AGENDA

“Moved Comr. Potter, second by Comr. Reynolds to amend the agenda of the Dec. 20, 2018 Regular Session of the Calhoun County Board of Commissioners by removing agenda item 12B14 for further work.”

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

“Moved Comr. Tompkins, second by Comr. Vette to approve the amended agenda of the Dec. 20, 2018 Regular Session of the Calhoun County Board of Commissioners as presented.”

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

5. APPROVAL OF MINUTES

Minutes of the Dec. 6, 2018 Board of Commissioners Regular Session

“Moved Comr. Reynolds, second by Comr. Vette to approve the minutes of the Dec. 6, 2018 Regular Session as presented.”

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

6. CITIZENS' TIME

There was none.

7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

Sheriff Matt Saxton shared that Shop with a Cop took place on Saturday, Dec. 15 and that 75 youths received a \$100 gift card from Walmart. He explained that law enforcement officers from around the County were paired up with the youth to assist them in shopping for their families. Sheriff Saxton stated that the No Shave November Campaign continued and had raised around \$6,500 and \$2,500 of the proceeds went toward the Shop with a Cop program. Sheriff wished everyone a Merry Christmas and thanked Comr. Reynolds and Comr. Potter for their service and reminded everyone that the Sheriff's Office, Jail, Juvenile Home and possibly the Road Department staff would work all of the holidays and thanked them.

8. SPECIAL ORDER OF BUSINESS

1. Rodna Stealy Retirement Proclamation

Comr. Tompkins read the proclamation into record.

SPECIAL RESOLUTION  
Honoring  
Rodna Stealy  
For 14 years of service to Calhoun County

WHEREAS, Rodna Stealy, Administrative Assistant and Certified Medicare Medicaid Counselor for Calhoun County Senior Services, will retire on January 2, 2019; and

WHEREAS, Rodna is a lifelong Calhoun County and Marshall area resident who spent twenty years helping older adults working at nursing facilities prior to her employment with Calhoun County Senior Services, and provided home care services to seniors throughout her career; and

WHEREAS, Rodna began as a temporary County employee in April 2004 organizing files for the Office of Senior Services and started as a full-time employee on May 10, 2004, providing more than fourteen years of faithful service to Calhoun County and its senior residents, age 60 and over; and

WHEREAS, Rodna has worked with all five of the leaders of Senior Services during its nearly 20 years of existence, staffing Senior Services during transitions while providing valuable historical knowledge, and counseling hundreds of seniors helping them chose the best health care plans for their individual situations; and

WHEREAS, Rodna should be recognized for her support of the passing of the renewal of the Senior Millage in 2006 and 2010; the creation of Heritage Commons Senior Enrichment Center in 2017; and the creation and the organizing of the annual Senior Fair for nine years which in 2018 was attended by over 500 seniors; and

WHEREAS, her work is greatly appreciated by the staff of Senior Services and the Community Development Department, members of the Senior Millage Allocation Committee, friends she has made at Calhoun County as well as the public she has served;

NOW, THEREFORE, BE IT RESOLVED by the Calhoun County Board of Commissioners that today, December 20, 2018, Rodna Stealy is hereby honored and thanked for her many years of dedicated service to the Office of Senior Services, Calhoun County and its citizens. We offer her our best wishes for a healthy, happy and well-deserved retirement.

Signed:

Derek King, Chair  
Calhoun County Board of Commissioners

Res. 202-2018

“Moved Comr. Potter, second by Comr. Reynolds to approve the Rodna Stealy Retirement proclamation as presented.”

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

9. CONSENT AGENDA

A. Petitions, Communications, Reports

1. Huron County Resolution Opposing SB 396
2. Cheboygan County Resolution 18-19 Opposing SB 1031

B. Resolutions

1. Land Bank Board Appointments and Reappointments

{a} Reappointment of Derek King – Calhoun County Board of Commissioners  
(Term effective January 1, 2019 through December 31, 2020)

{b} Reappointment of Lenn Reid – City of Albion  
(Term effective January 1, 2019 through December 31, 2020)

{c} Appointment of Jason Farmer – Township Representative  
(Term effective January 1, 2019 through December 31, 2020)

{d} Appointment of Jack Reed – At-Large Representative  
(Term effective January 1, 2019 through December 31, 2020)

Res. 203-2018

“Moved Comr. Vette, second by Comr. Reynolds to approve the Consent Agenda of the Dec. 20, 2018 Board of Commissioners’ Regular Session as presented.”

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

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. Vette announced the December Employees of the Month as the Election team including Teri Loew, Austin Fraley, Brent Thelen and Chelsea Robinson. Comr. Vette stated that this year, new election equipment was implemented, recalls occurred and that Teri Loew partnered with IT’s Austin Fraley to provide up-to-the minute election results and Brent Thelen and Chelsea Robinson to provide a map of election results.

Comr. Tompkins stated that the Senior Millage Allocation Committee met Friday, Dec. 7 and filled their committee vacancy with Diane Peters and approved the Hearing Services Contract. Comr. Tompkins shared that the Trailway Alliance met Wednesday, Dec. 12 and Community Development’s Program Manager Doug Ferrall gave a presentation on Calhoun County Parks.

Comr. King stated that on Tuesday, Dec. 18 the Michigan Indigent Defense Commission met and that work continued with the County to finalize the grant to start a Public Defender’s Office.

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 everyone a Merry Christmas and stated that she was sad to see Comrs. Reynolds and Potter leave and looked forward to continued relationships with them in the community. Ms. Scott stated that the Calhoun County Economic Development Corporation met Tuesday, Dec. 11 and reelected the same slate of officers for 2019 with Art Kale as president, Joe Sobieralski as vice president, Mark Montross as treasurer and Vic Potter as secretary. She explained that Community Development Director Jen Bomba provided updates on the Calhoun County Transit Study and availability of local Brownfield grants. Administrator Scott stated that the BC CAL KAL Board of Directors met on Thursday, Dec. 19 and received updates from Manager Adam Reed regarding two new punitive tariffs regarding the import of steel and aluminum and imports from China that were impacting local manufacturers. Ms. Scott shared that earlier that day the County received renewal information for 2019 from Michigan Municipal Risk Management Authority (MMRMA). She added that the Authority provides property and liability insurance and that our premiums paid earn interest, and that the County

would receive more than \$300,000 back in a rebate for 2018 and has received approximately \$160,000 over the past 10 years in safety-related equipment grants.

B. New Business

1. MSU Extension Agreement

Administrator Scott stated that this item was the annual renewal of the \$81,000 annual agreement with Michigan State University (MSU) that provided a 4-H Coordinator and that the County provided the office space and support staff.

Res. 204-2018

“Moved Comr. Tompkins, second by Comr. Potter to approve the 2019 Agreement for Extension Services provided by Michigan State University (MSU) as presented.”

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

2. MDOT Contract 18-5502

Ms. Scott explained that this item was a standard contract for a federally funded project for a full crush and shape project in Marshall Township on West Drive and F Drive to Old 27.

Res. 205-2018

“Moved Comr. Potter, second by Comr. Vette to approve the Michigan Department of Transportation (MDOT) Contract 18-5502 as presented and authorize the Board Chair and County Administrator/Controller to sign the contract on behalf of the County.”

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

3. Final Budget Amendments

Administrator Scott explained that this item was annual final budget adjustments for the year to ensure that an accurate picture is presented in the audited financial statements. Ms. Scott stated that were adjustments to both revenues and expenditures that would not affect the bottom line within the General Fund as the County was able to balance the budget among departments. She thanked Interim Deputy Controller Megan Banning for providing all of the details pertaining to the adjustments.

Res. 206-2018

“Moved Comr. Tompkins, second by Comr. Vette to approve the FY 2018 Final Budget adjustments for the General Fund and several Special Revenue funds as presented.”

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

4. Senior Millage Hearing Services Contract

Administrator Scott explained that this item was a SMAC recommended \$75,000 one-year contract with Calhoun County Public Health Department (CCPHD) to provide hearing services to senior citizens. Senior Services Manager Helen Guzzo stated that it was much less expensive to assist with vision services so that grant was reduced and funding was moved to assist with hearing services and that the cost for hearing aids was \$2,000. She explained that one of the provisions in the increase of the grant was to ensure that rural citizens were reached and impacted by the funding and that in the future hearing booths may possibly be taken to locations more convenient to residents .

Res. 207-2018

“Moved Comr. Potter, second by Comr. Reynolds to approve the Senior Millage funding of \$75,000 for the Hearing Assistance Program for a period of January 1, 2019 through December 31, 2019 to the Calhoun County Public Health Department and authorize the Board Chair to sign the contract as presented.”

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

5. DHHS Carpet Replacement RFB#126-18

Administrator Scott explained that this was a recommendation for a contract award to Michigan Tile & Carpet for carpet replacement in the Toeller Building for two of the County’s tenants, Michigan Department of Health and Human Services (MDHHS) and Michigan Department of Corrections (MDOC).

Brad Wilcox explained that when the initial remodel was completed the tenants paid for carpet installation and the County was required by the 20-year contract to replace the carpet every 10 years. Mr. Wilcox stated that vendors bid materials, services, and labor differently so it was decided to utilize price per square foot to identify the lowest bidder and that on that basis Michigan Tile & Carpet was determined the apparent low bidder.

Comr. Smith asked about the 4,000 square foot difference between the two bids. Assistant Administrator Wilcox stated that vendors bid measurements differently and that Michigan Tile & Carpet was more in line with the County’s measurements and that the County had worked with that vendor for years and was confident in the quality of their work.

Res. 208-2018

“Moved Comr. Potter, second by Comr. Reynolds to approve the contract with Michigan Tile & Carpet Co. to provide carpet and installation in the Toeller Building offices occupied by the State of Michigan Department of Health and Human Services (DHHS) and the Department of Corrections (MDOC) as presented and authorize the Board Chair to sign on behalf of the County.”

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

6. AFSCME 2019-2021 Collective Bargaining Agreements

Administrator Scott explained that this item was one of three bargaining agreements that were on the agenda that evening and that this one was for a small supervisory group within the County.

Human Resources Director Kim Archambault stated that the contract was for six supervisory employees throughout the County and that three of the changes updated wording to match County Board policy, and there was the implementation of the wage study and cost of living increases.

Res. 209-2018

“Moved Comr. Vette, second by Comr. Frisbie to approve the AFSCME collective bargaining agreement for 2019-2021 as presented.”

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

7. Support for the TPOAM – Circuit/District Collective Bargaining Agreements

Administrator Scott explained that support was requested for the District and Circuit Court agreements as the County was not an official party to the agreements.

Ms. Archambault stated that the changes were minor and pointed out that language regarding group insurance was changed from insurance coverage being effective through the end of the month to coverage ending on the day that employment ended. She also stated that the agreements had been ratified by membership.

Res. 210-2018

“Moved Comr. Vette, second by Comr. Tompkins for the Calhoun County Board of Commissioners to provide its support of the 2019-2021 TPOAM Collective Bargaining Agreements for both District and Circuit Court as presented.”

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

8. 2019 BCBSM Renewal Agreements

Administrator Scott explained that this item was renewal agreements for Blue Cross Blue Shield to be the third party administrator for employee health insurance.

Human Resource Director Archambault stated that there were no changes to the language in the contract, just fee increases. Ms. Archambault explained that the fee increases were lower for 2019 than they were for the past few years.

Res. 211-2018

“Moved Comr. Frisbie, second by Comr. Potter to approve the 2019 Blue Cross Blue Shield of Michigan Agreements as presented and authorize the Board Chair to sign on behalf of the County.”

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

9. Workers Compensation Excess Contract Renewal

Administrator Scott explained that this item was for the renewal of the workers compensation excess insurance contract. She stated that the County was self-funded for workers compensation and was recommending the renewal with the same company, Midwest Employers Casualty Group, just for the excess coverage, which included a small cost increase this year. Ms. Scott explained that the County continued to review the workers comp and excess contracts and planned to bid out the entire program next year.

Res. 212-2018

“Moved Comr. Tompkins, second by Comr. Reynolds to approve the 2019 Workers Compensation excess insurance renewal agreement with Midwest Employers Casualty Group, as presented.”

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

10. Approval of the Voluntary Collection Agreement with AIRBNB

Corporation Counsel Jim Dyer explained that this was a new standard agreement with AIRBNB that would simplify the process to collect tourism taxes and provide fairness to hotels that are responsible to pay the same taxes. He stated that rather than trying to collect taxes directly from individuals that taxes would be collected directly through AIRBNB.

Ms. Scott explained that there would be similar individual contracts for each of the businesses that offered similar services.

Comr. Frisbie asked how much this type of business was utilized in Calhoun County. Comr. Vette stated that the Calhoun County Visitors & Convention Bureau conducted research and believed there were approximately 14 homes across the county.

Comr. Frisbie asked if there were other counties that had these types of agreements in place. Mr. Dyer said there were others and that there were others that were moving toward it.

Comr. King asked if there would be other contracts brought in front of the Board. Mr. Dyer stated that this was just an approval of the agreement template and that there may not be others if it was approved in its current form.



Res. 213-2018

“Moved Comr. Vette, second by Comr. Reynolds to approve the Internet Based Accommodations Booking Platform Voluntary Collection Agreement for the collection of Calhoun County Accommodations Excise Tax, in the form presented; authorize the County Treasurer and the Corporation Counsel to negotiate with AIRBNB and such other companies that rentals accommodations using the internet to collect this tax; and to authorize the County Treasurer to sign all such agreements.”

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

11. Equalization Director 2019 Contract

Administrator Scott explained that this item was a contract for Equalization Director Matt Hansen and was being renewed at a higher fee to account for expected additional duties as Equalization Consultant Roger McEvers planned to retire in May of 2019.

Comr. Frisbie explained that he was glad that the County was able to have this type of transition plan in place as it was hard to find Level 4 equalization services.

Res. 214-2018

“Moved Comr. Potter, second by Comr. Vette to approve the Professional Service Agreement with Mathew Hansen to provide MMAO (Level IV) equalization services, as presented and authorize the Board Chair to sign on behalf of the County.”

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

12. Agreement to Transfer Grant Agreement and Assets to Grace Health

Administrator Scott explained that this addressed the transition of the school’s health and wellness centers.

Jim Dyer explained that the \$675,000 grant, operating assets, tangible items and tele med equipment received through grant funding for the school’s health and wellness centers would be transferred to Grace Health and that the County would retain the computers and connecting modules as the County still had a use for such equipment.

Ms. Scott stated that this transfer would provide a positive fiscal impact with the County saving more than \$100,000 per year and that the move acknowledges that Grace Health was better equipped to leverage additional funding to cover costs, and to continue to provide children that would not otherwise have health care this benefit.

Comr. Reynolds asked if the County would still be overseeing the clinics. Mr. Dyer responded no, that Grace Health would oversee everything.

Comr. Frisbie explained why the transition was taking place and emphasized the positive impact it would have on the students.

Comr. Smith asked if the medical information currently stored on the computer hardware would be destroyed. Mr. Dyer said that the medical history, not the psychiatric information would be transferred to Grace Health and that the County was required to maintain records.

Comr. King explained that this was not the school nurse program and that that program was still intact.

Res. 215-2018

“Moved Comr. Tompkins, second by Comr. Reynolds to approve, subject to approval by the grant funder, the Michigan Primary Care Association (MPCA), the transfer of four grant agreements to Grace Health, Inc., to operate three School Health Centers and two School Wellness centers, and also transfer those assets purchased by grant funds, that may be designated by MPCA for transfer of title, and to authorize the County Administrator Controller to sign the transfer agreement, and all other documents necessary to conclude this transfer, subject to modifications acceptable to the Corporation Counsel.”

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

13. 2019 Consultant Contract for Equalization Services for Roger McEvers

Administrator Scott explained that this item was a renewal contract for Roger McEvers who planned on retiring May 31 of 2019 and addressed his services as needed until that time. Ms. Scott thanked Mr. McEvers for finding all of the resources that were currently in place to allow for a successful transition.

Res. 216-2018

“Moved Comr. Tompkins, second by Comr. Reynolds for approval of the Resolution to approve a contract for additional services to Roger McEvers as presented.”

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

14. (item removed during amendment of Agenda)

15. Scheduling the 2019 Board of Commissioners Organizational Session

Administrator Scott explained that this item was to schedule the 2019 Board of Commissioners' Organization Meeting in accordance with Board Rules for Thursday, Jan. 3, 2019 at 7:00 p.m. in the Board Chambers of the Calhoun County Building at 315 West Green Street in Marshall, Michigan.

Res. 217-2018

“Moved Comr. Frisbie, second by Comr. Vette to approve the scheduling of the 2019 Board of Commissioners Organizational Session for January 3, 2019 at 7:00 p.m. in the Board Chambers of the Calhoun County Building at 315 West Green Street in Marshall, Michigan and the Deputy Clerk is directed to post notice of said meeting in accordance with the Open Meetings Act.”

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

16. November 2018 Financial Statements

Administrator Scott explained that the approval of the final budget adjustments addressed any discrepancies that were included in this month’s financial statements, and that a recent amendment in legislature delayed part of the reimbursement of personal property taxes to counties until next May, which will affect the County.

Res. 218-2018

“Moved Comr. Tompkins, second by Comr. Vette to accept the Calhoun County November 2018 Financial Statements as presented.”

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

13. CITIZEN’S TIME

There was none.

14. COMMISSIONERS TIME

Comr. Frisbie thanked the county’s leadership for addressing the personal property tax disbursement issue in a way that shouldn’t cause a fiscal crisis for Calhoun County.

Comr. King stated that he would miss Comrs. Potter and Reynolds and thanked them for their service.

15. CLAIMS PAYABLE

- A. Claims Payable for November 30, 2018 through December 13, 2018 in the amount of \$3,807,004.13

Res. 219-2018

“Moved Comr. Potter, second by Comr. Reynolds to approve Claims Payable for November 30, 2018 through December 13, 2018 in the amount of \$3,807,004.13 as presented.”

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

16. ANNOUNCEMENTS

Comr. King wished everyone a Merry Christmas and Happy New Year.

17. ADJOURNMENT

The meeting was adjourned at 8:07 p.m. at the call of the Chair.

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Chairman

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Clerk to the Board