

**PROCEEDINGS OF THE  
BOARD OF COMMISSIONERS**

May 2, 2019

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, May 2, 2019 in the Commissioners' Meeting Room, County Building, Marshall, MI.

Vice Chair Vette called the meeting to order and requested the Deputy Clerk call the roll.

Present: Comrs. Smith, Miller, Hatcher, Tompkins, King, and Vette

Excused: Comr. Frisbie

Staff Present: Administrator/Controller Kelli Scott, Assistant Administrator Brad Wilcox, Corporation Counsel Jim Dyer, Human Resources Director Kim Archambault, 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. Miller leading the Pledge of Allegiance.

4. APPROVAL OF AGENDA

Res. 60-2019

"Moved Comr. Smith, second by Comr. Hatcher to approve the agenda of the May 2, 2019 Regular Session of the Calhoun County Board of Commissioners as presented."

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

5. APPROVAL OF MINUTES

Minutes of the Apr. 9, 2019 Board of Commissioners Equalization Session

Res. 61-2019

"Moved Comr. Tompkins, second by Comr. Miller to approve the minutes of the Apr. 9, 2019 Equalization Session as presented."

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

6. CITIZENS' TIME

Michelle Williamson of Battle Creek representing Community Action requested that the Commissioners approve the agenda item regarding additional funding for the Senior Minor Home Repair Program to alleviate the waiting list.

7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

Sheriff Matt Saxton congratulated Comr. Smith on his appointment by the Governor to the Community Corrections Board and thanked him for his donation to the Sheriff's Office Employee Recognition Program. Sheriff stated that the State of Michigan, with the assistance of Pew Trust, was conducting a study on jail populations in an effort to change the way that jails are operated to shorten stays. He explained that the Sheriff's Association was working with the State and Pew and they would visit the Calhoun County Jail on Wednesday, May 8. Sheriff Saxton shared that the jail was also participating in a study conducted by Western Michigan University Medical Examiner's office regarding drug use by inmates at the time of booking. He thanked his staff for everything they do for Calhoun County.

8. SPECIAL ORDER OF BUSINESS

1. Older Americans Month Proclamation

**Older Americans Month – May 2019**  
**Older Michiganians Day – May 15, 2019**  
**Calhoun County Centenarians Day – May 23, 2019**

**Whereas**, Calhoun County includes a thriving community that includes **over 30,000 citizens aged 60 and over** who enrich and strengthen our community; and

**Whereas**, Calhoun County is committed to engaging and supporting older adults, their families, and caregivers; and

**Whereas**, Calhoun County Senior Services, CareWell Services Southwest (Region 3B Area Agency on Aging), and other service providers for older adults are committed to raising awareness about issues faced by seniors age 60 and over; and to helping all individuals to thrive in communities of their choice for as long as possible; and

**Whereas**, Calhoun County provides opportunities to enrich the lives of older adults by:

- Promoting and funding community-based services that support independent living;
- Involving older adults in community events and other activities; and
- Providing opportunities for older adults to exercise, be as healthy and active as possible, work, volunteer, learn, lead, and mentor.

**Now Therefore, We, the Commissioners of Calhoun County, Michigan**, do hereby proclaim May 2019 as **Older Americans Month**; declare May 15, 2019 as **Older Michiganians Day** to be celebrated with a rally of older adults and advocates at the Capitol Building in Lansing; and designate May 23, 2019 as **Calhoun County Centenarians Day** where all Calhoun County

residents age 99 and over will be recognized in a luncheon celebration at Schuler’s Restaurant in Marshall.

Dated this 2nd day of May, 2019

**Calhoun County Board of Commissioners**

**Signed, Steve Frisbie**

**Chair, Board of Commissioners**

Res. 62-2019

“Moved Comr. Miller, second by Comr. Tompkins to approve the Older Americans Month Proclamation as presented.”

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

2. Senior Services 2018 Annual Report – Presented by Senior Services Manager, Helen Guzzo

Helen Guzzo stated that Senior Services staff would be attending meetings at all of the cities, townships and villages to provide an overview of services that were provided in their areas to increase awareness for the upcoming millage renewal. Ms. Guzzo provided the Board with an overview of the services provided throughout Calhoun County in 2018 and provided statistics regarding areas served, as well as the age range and race and ethnicity of seniors served. She provided examples of special events that Senior Services hosted such as the Senior Fair and Centenarian Luncheon and explained that they partnered with other agencies to fill gaps where programs were not available. Ms. Guzzo addressed the agenda item regarding Minor Home Repair and explained it was an approval for Senior Services to supplement the program with \$292,500 in one-time funding to remove the waiting list that existed.

9. CONSENT AGENDA

- A. Petitions, Communications, Reports

There was none.

- B. Resolutions

1. Calhoun County Planning Commission Reappointment  
(Term Effective Immediately to Expire March 31, 2022)

{a} Dan Livingston

Res. 63-2019

“Moved Comr. Smith, second by Comr. King to approve the Consent Agenda of the May. 2, 2019 Board of Commissioners’ Regular Session as presented.”

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

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. King stated that he attended a recent Michigan Indigent Defense Commission (MIDC) meeting and was encouraged to resubmit his name for reappointment once his term expired. He added that the Commission continues work on implementation of new compliance plans and standards across the State of Michigan. He shared that the FireKeepers Local Revenue Sharing Board (FLRSB) met on Friday, April 26 and they were meeting again the following morning, Friday, May 3, noting that there could potentially be grant opportunities later this year if the Board chooses to offer this program. Comr. King stated that he attended a Battle Creek Area Transportation Study (BCATS) Policy Board meeting and there was a lot of work to be scheduled with use of its annual federal funding. He shared that he attended an Emmett Township Board meeting and stated that work would begin on the D Drive bridge over Harper Creek. He noted that the road had been closed for almost 11 months and that Emmett Township approved payment of their required match.

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 County Board of Public Health met on Monday, Apr. 15 and heard a presentation on the Health Department’s HIV Public Awareness initiatives. She stated that the Health Department’s fiscal year starts October 1 and they would be concentrating on budget for the next few months. Ms. Scott shared that the County Building had All Employee Security Training that was very successful and thanked the Sheriff’s Department and Brad Wilcox and Facilities staff for their role in creating and facilitating the training. She stated that Countywide Supervisors attended Customer Service Training on Tuesday, Apr.16 and that Human Resources continued to offer training. Administrator Scott attended Mental Health Treatment Court Graduation on Wednesday, Apr. 24 and expressed her appreciation of the invitation from Chief Judge Jaconette to attend. She shared that the CareHere Employee Health & Wellness Center’s new location and all County parks opened on Wednesday, May 1.

Comr. King stated that he attended the All Employee Security Training and was extremely impressed and congratulated Brad Wilcox and Durk Dunham as well as everyone else involved on a great job.

B. New Business

1. Calhoun County 2019 Summer and Winter Property Tax Resolutions

Administrator/Controller Kelli Scott stated that these resolutions authorized the levy for the 2019 summer and winter property taxes that provide almost 50% of the County's operating budget. She explained that the County's Equalization Department prepared the forms for the county and all of the local municipalities, and noted that millage rates were the same with no increase and that special voted millages were shown on the forms.

Res. 64-2019

"Moved Comr. Tompkins, second by Comr. Smith to approve the attached resolution to levy Calhoun County summer and winter property taxes in 2019, as presented."

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

2. Senior Millage Supplemental Funding for Community Action's Sr. Minor Home Repair Program

Ms. Scott stated that this item was the request to approve supplemental funding in the amount of \$292,500 from the Senior Millage Fund Balance for the Minor Home Repair Program administered by Community Action.

Comr. Tompkins stated that the Senior Millage Allocation Committee found that supplementing the Senior Minor Home Repair Program was a very effective use of funds as the program had a direct impact on lives.

Res. 65-2019

"Moved Comr. Smith, second by Comr. Miller to approve the supplemental funding from Senior Millage's fund balance in the amount of \$292,500 for the Senior Millage-funded Senior Minor Home Repair program administered by Community Action and increase the program limit on minor home repair services provided to senior homeowners in need of health and safety repairs from \$3,000 to \$3,500 per household per year as presented, and authorize the Chair of the Board of Commissioners to sign a contract amendment authorizing this supplemental funding and program limitation change on behalf of the County."

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

3. 2018 Homeland Security Grant Program Funding Agreement

Ms. Scott explained that this item was an annual grant agreement brought before the Board each year by the Sheriff's Office from the 5<sup>th</sup> District of Homeland Security that included nine counties plus the City of Battle Creek's Emergency Management offices. She clarified that the year 2018 is accurate and coincides with the State's fiscal year that started on October 1, 2018.

Res. 66-2019

“Moved Comr. Miller, second by Comr. Hatcher to approve the 2018 Homeland Security Grant Program Intergovernmental Funding Agreement and authorize the Board Chair to sign the Agreement on behalf of Calhoun County.”

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

4. Risk Avoidance Program (RAP) Grants

Ms. Scott explained that this item was a request from the Sheriff’s Office to accept RAP grants through Michigan Municipal Risk Management Authority (MMRMA) that included a \$6,000 grant to purchase TASERS, \$2,700 grant for digital storage and \$4,600 to add bodycams within the Corrections Department. She explained that it was 50%/50% match grant program and was an additional benefit of belonging to MMRMA.

Sheriff Saxton stated that the other half of funds required for the match was provided by the Capital Improvement Program (CIP) program and allowed the addition of bodycams in areas of the jail where that are not allowed to record video.

Res. 67-2019

“Moved Comr. Tompkins, second by Comr. Hatcher to accept three grant awards from its risk manager, MMRMA, to purchase TASER's, digital storage equipment and body worn cameras as presented, and authorize the County Administrator/Controller to sign all documents necessary on behalf of the County.”

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

5. Halbert Road Culvert Replacement

Ms. Scott explained that this item was a request for an approval of the Halbert Road Culvert replacement bid award to low-bidder Balkema Excavating in the amount of \$309,999. She stated that this was part of the Bedford Township local road improvement program that started in 2016 and that the low bidder was 20% less than the engineering estimate and 18% below the other bidders.

Comr. Miller asked if it was determined how much it would cost if the Road Department completed the work.

Managing Director John Midgely stated that due to the size of the culvert it was determined to utilize a contractor for the job.

Comr. Miller stated that the Road Department had completed a couple large jobs over the past couple years and was curious to know what it would have cost if the work was kept in-house.

Managing Director Midgely explained that they were considering a major bridge maintenance program and expanding their sealcoating program that staff would be utilized for.

Comr. King stated that he appreciated Mr. Midgely for bidding out the work due to the amount of potholes the staff could focus on filling.

Comr. Hatcher asked what the anticipated completion date was.

Mr. Midgely stated that the schedule will be set once this bid award is approved.

Res. 68-2019

“Moved Comr. King, second by Comr. Miller to approve the award of the Halbert Road Culvert Replacement Project to Balkema Excavating as presented.”

On a roll call vote, Yes – 5, Comrs. Hatcher, Smith, King, Tompkins, Vette. No – 1, Comr. Miller. Excused – 1. Motion **CARRIED**.

6. Local Road Improvement Agreements for 2019

Ms. Scott explained that this was the first batch of local road improvement agreements that would come before the Board for approval. She stated that it was a request to approve the 2019 Albion and Convis Township 30%/70% County/township match agreements and explained that the County’s portion in total was \$146,000 and the township were contributing \$340,000. Administrator Scott stated that the Road Department was meeting with townships to explain the program and funding and working with them to develop plans. She noted that more agreements would be forthcoming at future Board of Commissioners Meetings.

Res. 69-2019

“Moved Comr. Tompkins, second by Comr. Miller to approve the 2019 Albion and Convis Township local road improvement agreements as presented, and authorize the Administrator/Controller to sign the agreements.”

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

7. 2019/2020 Biennial Bridge Inspection Program Award

Ms. Scott explained that this item was a request to award a competitive bid for bridge inspections to low bidder Great Lakes Engineering Group. She stated that it was a two-year \$28,000 contract that would provide professional inspection, reports and recommendations of all of the County’s bridges at a cost of approximately \$300 per bridge.

Mr. Midgely stated that the Road Department polled all of the Michigan counties and received 40 responses and 37 counties used consultants, two kept inspections in-house and one used some of each.

Comr. Miller stated that the County had a large engineering staff and that Mr. Bolt encouraged the work to be done in-house. He added that there were several positions within the Road

Department that required certifications and encouraged the County to look into it if they were going to continue with the large staff.

Mr. Midgely stated that Calhoun County did not have a large engineering staff, that they had a very small engineering staff, and that doing the work in-house would require additional staff and it was more cost-effective to have consultants do the work.

Comr. King thanked Managing Director Midgely for ensuring that the Road Department had the correct sized staff and appreciated his and the engineering staff's leadership.

Mr. Midgely stated that the engineering staff oversaw all of the federal and state grant projects, which totaled approximately \$6M in 2018.

Comr. Hatcher asked if there was an issue regarding insurance versus if the work was outsourced via doing the work in-house and if contractors assumed liability rather than the County.

Corporation Counsel Dyer stated that Contractors have omissions insurance, which is different than the type of liability insurance that County has.

Res. 70-2019

“Moved Comr. Hatcher, second by Comr. King to approve the award of the 2019/2020 Biennial Bridge Inspection Program to Great Lakes Engineering Group as presented.”

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

8. RFP#108-19 Mowing and Property Services Award

Administrator Scott explained that this item was from the Treasurer's office and was a competitive bid for mowing and property services of an estimated 180 vacant houses that would go to auction that year to local contractor Premier Lawn & Snow at an estimated \$30,000 per year. Ms. Scott stated that because the volume of houses owned by the Treasurer had increased, the award required Board approval.

Assistant Administrator Brad Wilcox stated that Premier Lawn & Snow was the 30% lower than the closest bid and had done work for the Treasurer's Office in the past.

Res. 71-2019

“Moved Comr. Tompkins, second by Comr. King to approve the contract award to Premier Lawn and Snow for mowing of Treasurer-owned vacant properties awaiting the Property Tax Foreclosure auction as presented, and authorize the Board Chair to sign the agreement on behalf of the County.”

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



9. Road Department Authorized Staffing Allocation Change

Administrator Scott explained that this item required Board approval as it was a request for a change in Road Department authorized staffing that the Board approved in December when they adopted the budget.

Human Resources Director Kim Archambault stated that Human Resources had been looking at Road Department staffing for several years and one of the issues was having enough employees for snowplowing. She stated that with the amount of summer work that needs to be completed, they felt that it was an appropriate time to add three additional Road Workers.

Comr. King asked if adding staff would increase productivity.

Mr. Midgely stated that the additional staff would put a full-time employee on every plow route that winter rather than supplementing with Seasonal employees and would increase productivity.

Res. 72-2019

“Moved Comr. Hatcher, second by Comr. King to approve changes to the 2019 Authorized Staffing Allocation Report for the Road Department as presented.”

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

10. NAHFB Administrative Services Agreement

Administrator Scott explained that this item was a \$15,000 administrative services agreement with the Native American Heritage Fund Board that was similar to the agreement with the FireKeepers Local Revenue Sharing Board (FLRSB). She stated that the compact limited the amount of funds that could be used for administrative costs and explained that the remaining funds were distributed to schools and local governments to improve relationships with tribal nations.

Comr. King stated that the County has an administrative agreement with the FLRSB and the bond that the County has with the tribe and tribal council was unmatched anywhere in the State and was how governmental collaboration should work.

Comr. Vette stated that Comr. King had also been a wonderful facilitator in partnering with the tribe as well.

Res. 73-2019

“Moved Comr. Tompkins, second by Comr. Miller to approve the Administrative Services Agreement with the Michigan Native American Heritage Fund Board as presented and authorizes County Administrator/Controller Kelli Scott to sign the Agreement on behalf of the County.”

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

11. Approval of the Compensation for Board of Canvassers Members and Assistants

Administrator Scott explained that this item was a request from the Clerk's Office based on new legislation that passed in December of 2018.

Jim Dyer stated that the new legislation changed the way in which the Board of Canvassers was selected and added a provision that rather than utilizing a formula to calculate compensation, the Board of Commissioners would determine salary. Mr. Dyer explained that the new legislation was enacted due to the difficulty in filling board positions and he worked with the Clerk on behalf of the Board. He stated that the Clerk proposed a policy that the Board of Canvassers' salary would increase \$10 per meeting.

Comr. Vette stated that Teri Loew runs the election area of the Clerk's Office and does a phenomenal job.

Res. 74-2019

"Moved Comr. Tompkins, second by Comr. King to adopt the attached Policy for Compensation of the Calhoun County Board of Canvassers and Assistants and authorize the Clerk/Register of Deeds to compensate Members and Assistants in accordance with the attached Policy as presented."

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

12. Amendment to the PACE Program Report

Administrator Scott stated that this request was for approval of amendments to a previously adopted Property Assessed Clean Energy (PACE) Program. Ms. Scott introduced Todd Williams, Sr. Counsel for the company that administers the program, Lean & Green Michigan. She explained that PACE was an economic development program that doesn't cost the County anything or require much administrative burden. She added that the program is a way for privately owned properties including non-profits to borrow funds to do energy improvements through cash flow positive programs. The program designated Calhoun County as a special assessment district so if there is a default on the loan, there is an automatic assessment that goes on the tax roll and follows the property. Administrator Scott explained that it was a unique program that the County adopted in 2015 and that this would potentially be the first project to utilize PACE.

Mr. Williams of Lean & Green Michigan explained that Calhoun County was one of the early adopters of the program. He stated that since the program's inception they had learned from other projects, established best practices and changed their documents and model contract to incorporate those learnings. Mr. Williams stated that the most significant change in the contract is that the previously adopted contract was a two party contract and the new contract was a three party contract that includes the borrower, lender and the member jurisdiction. He also

explained that there was a change in their corporate structure as ownership changed from Levin Energy Partners to Lean & Green Michigan LLC.

Comr. King stated that when the program was originally adopted there was hesitancy among some of the Commissioners and explained that a company that is always in transition of ownership might not make a large energy savings investment because of the fear that they wouldn't realize the return on investment, could borrow the funds to make the investment and the loan would follow the business to new ownership.

Res. 75-2019

"Moved Comr. Hatcher, second by Comr. King to adopt the attached "Resolution Amending Resolution 80-2015, the Approval of the Calhoun County Property Assessed Clean Energy (PACE) Program," approve the attached Amended PACE Program Report as presented, and authorize the Calhoun County Administrator/Controller to sign all required amended and project specific documents necessary to implement the PACE Program and future projects on behalf of the County."

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

13. Calhoun County First Quarter 2019 Financial Statements

Administrator Scott explained that these were the County's financial statements for the first quarter and explained that the remainder of the year the Board would receive monthly financial statements. She stated that at this time of the year the County always has more expenditures than revenues in the General Fund due to timing of normal expenses and property taxes not being collected until the summer levy. Ms. Scott explained that the County was at 10% of annual revenues and 22% of annual expenditures and things were tracking closely to the same time last year.

Res. 77-2019

"Moved Comr. Tompkins, second by Comr. Miller to accept the Calhoun County First Quarter 2019 Financial Statements for information only."

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

14. Calhoun County Road Department First Quarter 2019 Financial Statements

Administrator Scott explained that these were first quarter financial statements for the Road Department and their funding was entirely separate from the County's operating funds. She stated that all of the revenues and expenses were tracked in their own road fund and reported to the State in the Act 51 report. Ms. Scott stated that the Road Department is included in the audit as a component level of the County's governmental funds and revenues were at 14% of budget and expenditures were at 19% and noted that the Road Department's main source of funding, MTF dollars from gas taxes, were lagged by two months. She stated that winter maintenance appeared high on a percentage basis as most winter weather occurred in the first

few months of the year. She added that a budget amendment would be brought to the Board as they continued to spend down bond proceeds that were issued in November of 2017, to redirect additional accrued dollars and to address funding received from the townships. She explained that the State had adjusted the amount of money that the County would receive through MTF funds in the amount of an additional \$1.5M.

Res. 78-2019

“Moved Comr. Smith, second by Comr. King to accept the Calhoun County Road Department First Quarter 2019 Financial Statements for information only.”

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

13. CITIZEN’S TIME

Matt Hall of Sheridan Township and an employee of the Road Department explained that he was also an Associate Pastor at the First Baptist Church in Marshall and that the first Thursday in May was National Day of Prayer and there were representatives from Marshall, Olivet and Ceresco in attendance. He stated topics included were praying and loving one another, families, communities, workplaces, and government.

Michelle Williamson of Battle Creek and CEO of Community Action thanked the Board for supporting the supplemental funding of the Minor Home Program and stated that as of May 1, all of the seniors to receive home repairs had been identified and work would start in June.

Sheriff Saxton stated that two nights prior Mike Lind, member of the criminal justice family, passed away in his sleep and would be dearly missed and asked everyone to please keep his wife in their thoughts and prayers.

14. COMMISSIONERS TIME

Comr. Smith stated that he was proud to accept an appointment from the Governor to the State Community Corrections Board and looked forward to leveraging the knowledge of the Sheriff and his staff, Courts and Administration and serving the people of Calhoun County.

Comr. Miller stated that the County spent a lot of money on new equipment and expressed concern that all of the Road Department’s patching work was not being done in house.

Comr. King stated that they had never had pothole patching as effective since utilizing contractors and the amount of complaints had decreased and the amount of accolades had increased.

Comr. Vette stated that everyone at the Road Department was trying to do their best and no matter how much money and manpower they had, it would never be enough which was part of the issue they were struggling with.

15. CLAIMS PAYABLE

A. Claims Payable for April 3, 2019 through April 25, 2019 in the amount of \$4,986,996.88

Res. 79-2019

“Moved Comr. Smith, second by Comr. Miller to approve Claims Payable for April 3, 2019 through April 25, 2019 in the amount of \$4,986,996.88 as presented.”

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

16. ANNOUNCEMENTS

Comr. Tompkins stated that Friday, May 10 was the final All-In Homer Community Breakfast, sponsored by the Homer Area Chamber of Commerce and would be held at the Homer VFW Post from 7:30-9:00 a.m. He shared that May 5-11 was National Corrections Officer Week and May 12-18 was National Police Week and thanked them for their service.

17. ADJOURNMENT

The meeting was adjourned at 8:29 p.m. at the call of the Vice Chair.

slh

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Chairman

\_\_\_\_\_  
Clerk to the Board