

**PROCEEDINGS OF THE  
BOARD OF COMMISSIONERS**

June 20, 2019

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, June 20, 2019 in the Commissioners' Meeting Room, County Building, Marshall, MI.

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

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

Retired Pastor from Ceresco Baptist Church Dick Schlee delivered the invocation. The Cereal City Chorus led everyone in America the Beautiful and the National Anthem.

4. APPROVAL OF AGENDA

Res. 123-2019

"Moved Comr. Vette, second by Comr. King to approve the agenda of the June 20, 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 June 6, 2019 Board of Commissioners Regular Session

Res. 124-2019

"Moved Comr. Tompkins, second by Comr. Hatcher to approve the minutes of the June 6, 2019 Regular Session as presented."

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

6. CITIZENS' TIME

Eckford Township Trustee Keith Lawrence distributed letters to Commissioners regarding the road leading to Stuart Lake. He stated that residents who live on the lake petitioned the County Road Department to have a private company repair this road. Mr. Lawrence explained the Road Department's quote to repair the road was \$156,000. He stated that they received a quote from Quality Asphalt of Homer for \$44,000. Trustee Lawrence asked for approval to work with Quality Asphalt and expressed concern about the Road Department's willingness to find a solution with residents.

## 7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

Public Defender David Makled shared that the Public Defender's Office was hiring staff, developing their office space, creating a budget, and creating a plan for handling arraignments. He stated that he and his staff had received positive feedback so far and had good experiences with County Administration. Mr. Makled offered to answer any questions that Commissioners may have.

Sheriff Matt Saxton stated that on Friday, Jun. 14 Renee Miller retired after serving the County for 25 years as a deputy in the jail. He shared that she was the daughter of former Sheriff Jim Roberts. Sheriff stated that on, Thursday, Jun. 27, Deputies Rudy Vergin and Mike Vincent would also retire and expressed his gratitude for them. Sheriff Saxton explained his Success for Students Program for area 4<sup>th</sup> graders, which encouraged students to persist in school. Sheriff said this was important because 80% of the jail's population did not have a high school education. Sheriff shared that three gentleman had recently received GEDs while in jail and that six others were participating in GED programming. He also congratulated the Homer High School Boys Baseball team on their recent State Championship and shared that he also graduated from Homer High School.

## 8. SPECIAL ORDER OF BUSINESS

### 1. Medical Examiner 2018 Annual Report

Dr. Joyce deJong described the Medical Examiner's function for the new Commissioners. She explained that Western Michigan University's medical examiner program covers 12 Michigan counties. She stated that they handled death investigations, death certificates, and cremation permits. Also, unclaimed bodies were now the Medical Examiner's responsibility. Dr. deJong explained that Calhoun County's death numbers stayed pretty consistent compared to previous years. She stated that Calhoun and Grand Traverse Counties had similar amounts of deaths that occurred and explained that the number of deaths that got reported depended largely on whether or not there was a hospital in the county. Dr. deJong highlighted the number of postmortem exams that occurred in Calhoun County and stated that was largely attributed to drug-related deaths. Dr. deJong stated that drug-related fatalities slightly increased compared to the previous year and that 92% were opioid related, which was a significant problem in Calhoun County. She explained that there was an effort to reduce the number of opioid-related deaths. So far in 2019, there had been 14 drug-related deaths and if the that number was reflective for the remainder of 2019, the total number of drug-related deaths would have decreased by 50%. Dr. deJong shared details from the 2018 Medical Examiner's Report, such as maintaining full National Association of Medical Examiners (NAME) accreditation, 85% autopsy sign-outs completed within 30 days, 99% within 60 days, Swift Toxicology for Opioid-Related Mortalities (STORM), and Child Death Review Team projects

participation. She shared that the office updated its website for families and law enforcement agencies. She reminded everyone that behind each statistic in the report, there was a family that was affected.

Comr. Frisbie stated that he appreciated the data provided regarding causes of deaths so they could provide better resources to address issues. He also thanked the work that Medical Director Dr. William Nettleton contributed to finding solutions for the opioid crisis in Calhoun County.

Comr. Vette stated that Dr. deJong and her staff did a phenomenal job and that she appreciated being able to tour the Medical Examiner's facility.

Dr. deJong invited the Commissioners to tour the facility and shared that the 7<sup>th</sup> floor was being completely remodeled through a donation received from the Gilmore Foundation.

## 2. LGBTQ Pride Month Proclamation

### LGBTQ Pride Month Proclamation

Whereas, the Calhoun County supports the rights of every citizen to experience equality and freedom from discrimination; and

Whereas, all people regardless of age, gender identity, race, color, religion, marital status, veteran status, national origin, sexual orientation, or physical challenges have the right to be treated on the basis of their intrinsic value as human beings; and

Whereas, the Calhoun County accepts and welcomes people of diverse backgrounds and believes a diverse population leads to a more vibrant community; and

Whereas, the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) communities contribute to the cultural, civic and economic successes of the Calhoun County; and

Whereas, the Calhoun County Board of Commissioners also acknowledges the need for education and awareness remains vital to end discrimination and prejudice; and

Now, therefore, be it resolved that The Calhoun County Commission does hereby proclaim June 2019 as LGBTQ Pride Month in Calhoun County, Michigan and encourages our residents to reflect on the ongoing struggle for equality members of the LGBTQ community face and celebrate the contributions that enhance our community.

Signed,

Steve Frisbie  
Chair, Board of Commissioners

Res. 125-2019

“Moved Comr. Hatcher, second by Comr. Smith to approve the LGBTQ Pride Month Proclamation as presented.”

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

### **3. Homer High School Boys Baseball Proclamation**

Homer High School Trojans Boys Baseball

2019 MHSAA Division 3 State Champions Day – June 21, 2019

Whereas: The Homer Trojan High School Baseball team finished with an overall record of 33 wins and 3 losses during the 2019 season: and

Whereas: the Homer Trojan High School Baseball team qualified for the MHSAA Division 3 finals in East Lansing on the campus of Michigan State University defeating Pewamo-Westphalia in a thrilling 2-1 semi-final victory in 9 innings and on June 15, 2019 defeated Grosse Pointe Woods University Liggett 4-0 to win the MHSAA Division 3 State Championship; and

Whereas: the 2019 championship marks the 3rd baseball state championship in Homer Baseball’s storied history and is a point of pride not only for the team but for the baseball alumni and the community as a whole; and

Whereas; the Calhoun County Board of Commissioners would like to recognize Head Coach Scott Salow, team members, and assistant coaches for not only winning a championship but also for their hard work, dedication, teamwork and love for the sport of baseball; and

Whereas; the young men not only brought home another baseball state championship for their school, but also served as ambassadors for the community of Homer and Calhoun County as they played throughout their season;

THEREFORE, BE IT RESOLVED: The Board of Commissioners would like to request that the citizens of Calhoun County join them in celebrating and honoring the 2019 Homer High School Baseball Team and proclaim June 21, 2019 as “Homer High School Baseball MHSAA Division 3 State Champions Day” in Calhoun County.

Signed,

Steve Frisbie

Chair, Board of Commissioners

#### Res. 126-2019

“Moved Comr. Tompkins, second by Comr. Hatcher to approve the Homer High School Trojans Boys Baseball Proclamation as presented.”

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

Homer High School Baseball Coach Scott Salow thanked Comr. Tompkins and the Board of Commissioners. He stated that he was proud of the team for their sportsmanship and how they handled themselves both inside and outside of school.

9. CONSENT AGENDA

A. Petitions, Communications, Reports

B. Resolutions

1. Senior Millage Allocation Committee (SMAC) Appointment  
(Term effective June 20, 2019 to expire April 30, 2022)

{a} Yvonne Chapman

2. County Planning Commission Appointment and Reappointment  
(Terms effective immediately to expire May 31, 2022)

{a} Jen Rice – Appointment

{b} Sarah Kelly – Reappointment

3. Calhoun County Parks and Recreation Commission Appointment  
(Term effective immediately to expire December 31, 2021)

{a} Michelle Delong

Res. 127-2019

“Moved Comr. Hatcher, second by Comr. Smith to approve the Consent Agenda of the June 20, 2019 Board of Commissioners’ Regular Session as presented.”

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

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. Vette stated that it was an honor to pay tribute to the Homer High School baseball team. She shared that June’s Employee of the Month was Public Health Nurse Kristie Baker who was recognized because of her positive attitude, willingness to go above and beyond, and calmness in difficult situations. Comr. Vette stated that Ms. Baker enjoyed working for Calhoun County because of the great team she worked with.

Comr. Tompkins stated that the Trailway Alliance met Wednesday, June 12 and discussed the F Drive/11 Mile Road trail project in regard to getting over I-94 by either a bridge or boardwalk. He stated First Annual Trail Run would take place Saturday, Sept. 28, featuring 8K and 20K runs.

Comr. Frisbie stated that the Health Board met Monday, June 17 and began budget discussions. He explained that the Health Department's fiscal budget year starts in October and the proposed budget would be presented to the Board of Commissioners in September.

#### 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's first Property Assessed Clean Energy (PACE) project was financed and had begun. She explained that through the County's economic development tool, the Battle Creek YMCA would make \$2M in upgrades to its heating, lighting, and pool controls, and Scott stated she was pleased that funds were being used to promote health and fitness within the County. Administrator/Controller Scott stated that the Calhoun County Visitors Bureau, chaired by Comr. Vette, met Tuesday, Jun. 11 and through excess funds approved \$200,000 in tourism investment projects. She announced that the Community Development Office issued a press release for a scrap tire collection that would take place on Tuesday, June 25, in Tekonsha; the Veterans Affairs Department received a grant to produce a promotional commercial that started running in local theaters. Ms. Scott stated that the Health Department announced its new Choices Family Planning Program began at the Health Department clinics in Albion and Battle Creek. She shared that County Administration and Road Department met with Emmett Township officials regarding the timing and financing of construction projects for the Township's 75 miles of local roads, with a start date of the Spring 2020, and the County would issue bonds to cover their portion of the projects.

##### B. New Business

##### 1. D Drive N Culvert Project Bid Award

Administrator/Controller Kelli Scott explained that this bid award was a follow-up to the D Drive N culvert replacement project that the Board previously approved and the Road Department recommended low bidder Grand River Construction in the amount of \$600,000.

Managing Director John Midgely explained that timing depended on how quickly they could get the structure and was hopeful that work would begin in September 2019.

Com. King questioned why it would take so long to get the structure.

Mr. Midgely explained that the culvert needed to be fabricated and that he would keep Commissioners updated. He stated that the contractor would order the culvert structure as soon as the contract was executed.

Comr. King asked if there was pre-work that could be done prior to the culvert installation and if there would be any benefit to rescheduling roadwork to a different phase because of the bridge work.

Mr. Midgely stated that there had been discussion between the Road Department and the Township regarding that and it was his understanding that the Township wanted to keep the road work in the current phase.

Res. 128-2019

“Moved Comr. King, second by Comr. Smith to approve the award of the D Drive N Culvert Replacement Project to Grand River Construction, Inc. and authorize the County Administrator/Controller to sign necessary documents to execute the contract, upon review by legal counsel.”

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

2. Marshall Township Local Road Agreement

Administrator/Controller Kelli Scott explained that this was the Marshall Township local road agreement for Preston Drive, the road that leads to the Senior Center in Marshall. She stated that per Policy 509, the County would pay 30% and the Township was responsible for the remaining 70%. Ms. Scott stated that the Township received contributions from several organizations to help fund the project.

Res. 129-2019

“Moved Comr. Tompkins, second by Comr. Miller to approve the signed agreement for the Marshall Township Local Road Agreement for Preston Drive as presented.”

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

3. Calhoun County Website Redesign RFQ Recommendation

Ms. Scott stated that this was a recommendation to hire a contractor to assist with the County’s website redesign. She explained that Purchasing and Communications Manager Lucy Blair partnered to determine the scope of the project and identify a vendor. Administrator/Controller Scott stated that they recommended Revize, a government website company. She also shared that the last update to County website platform was in 2010.

Communications Manager Lucy Blair explained the importance of the County website and the recommendation to hire Revize was based on its experience in redesigning other government sites. She shared that two listening sessions were held to receive input from employees and

Revize’s qualifications met the needs determined in those sessions. Ms. Blair stated that the contract included ongoing maintenance, an updated content management system, and redesign process to take place every four years to ensure that the site remained current and user-friendly.

Ms. Scott stated that as noted in the fiscal impact section, the project was included in the Capital Improvement Plan’s budget and that a list of vendors that responded was also included in the agenda item. She explained that the timeline looked ambitious but they hoped to have the project completed by the end of the year.

Res. 130-2019

“Moved Comr. Smith, second by Comr. Vette to authorize the issuance of a Purchase Order to Revize in an amount not to exceed \$100,000 as presented.”

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

4. Calhoun County May 2019 Financial Statements

Ms. Scott stated that the County was five months through the fiscal year. She said there was a balanced budget of \$45M in the General Fund, year-to-date \$10M in revenues, and \$18M in expenditures. She explained that both revenues and expenditures looked proportionate to last year, that property taxes would be collected with the summer levy, and mid-year budget adjustments would come before the Board soon.

Res. 131-2019

“Moved Comr. Tompkins, second by Comr. Miller to accept the Calhoun County May 2019 Financial Statements for information only.”

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

5. Calhoun County Road Department May 2019 Financial Statements

Ms. Scott explained that the Road Department had its own fund and separate funding that did not come from property taxes or County appropriation. She stated that Deputy Controller Megan Banning was present and produced the monthly financial statements. Administrator/Controller Scott stated that through May things did not look concerning and a budget amendment would be presented due to additional funding from the State. She noted that expenditures would be coming in over the next several months due to construction season and that they had begun working on both the County and Road Department’s 2020 budgets.

Res. 132-2019

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



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

### 13. CITIZEN'S TIME

Tekonsha Township Supervisor Bob Overley stated that there had been Infrastructure Failure Policy discussions at the township level and their recommendation was a policy for cost recovery, in addition to the Infrastructure Failure Policy, which was tabled at a previous Board of Commissioners meeting. He stated that he didn't believe that taxpayers should have to pay for damaged roads and there should be a policy that fairly and equally addressed the cost to repair County road damages. Mr. Overley asked why patching was taking place on West Drive when there was a federal project planned to grind the road as a bypass.

Prosecutor Dave Gilbert stated that the Child Death Review Committee, as mentioned by Medical Examiner deJong, was run out of the Prosecutor's Office. He explained that it was difficult to track the actual number of drug overdoses because sometimes Calhoun County residents were taken to the hospital in another county. He shared that the Prosecutor's Office was partnering with law enforcement agencies to apply for a Michigan Opioid Program (MOP) grant to establish a uniform process to report drug overdoses.

### 14. COMMISSIONERS TIME

Comr. Miller thanked Eckford Township Supervisor Bob Overley for attending the meeting and Miller reiterated his statement that the townships should have a say on what happens with their roads. He shared that even though there was construction in Downtown Marshall, Blues Fest would take place on Saturday, June 22.

Comr. Hatcher asked if Mr. Lawrence's concern would be addressed. Comr. Frisbie responded that it would be discussed.

Comr. King explained that the County has a cost recovery policy for damage that occurs on County roads and that individuals could file a claim with the Road Department. He also explained that the County had a responsibility to keep roads reasonably safe and had an obligation to fill potholes within 30 days of being reported.

Comr. Miller clarified that Mr. Overley meant damage caused by vehicles or semi truck

Mr. Midgely stated that when the Road Department is aware of who caused the damage that party is billed.

### 15. CLAIMS PAYABLE

- A. Claims Payable for May 31, 2019 through June 13, 2019 in the amount of \$13,496,930.61

Res. 133-2019

“Moved Comr. Vette, second by Comr. Miller to approve Claims Payable for May 10, 2019 through May 30, 2019 in the amount of \$4,820,622.44 as presented.”

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

16. ANNOUNCEMENTS

Comr. Tompkins shared that the Albion Global Music Celebration “Fe’tte de la Musique” would take place on Friday, June 21 in Downtown Albion; the AmeriCorps Vista would hold a Health and Safety Expo on Saturday, June 22 at the Fire Station from 12-3 p.m.; and Friday and Saturday, June 28-29 Albion would hold its first Summerfest. He also shared that Homer Village’s Annual Garage Sales Friday and Saturday, June 21-22.

Comr. Frisbie shared that he would be participating in the Roofsit at Sunshine Toyota at 8:30 a.m. Friday, June 21 to benefit the men’s homeless shelter and he invited all of the Commissioners to attend. He reminded all of the Commissioners about Unification Day at the Court the following Friday, June 28.

17. ADJOURNMENT

The meeting was adjourned at 8:11 p.m. at the call of the Chair.

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Chairman

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Clerk to the Board