

**PROCEEDINGS OF THE  
BOARD OF COMMISSIONERS**

October 15, 2020

1. CALL TO ORDER/ROLL CALL

The Annual Apportionment Session of the Calhoun County Board of Commissioners convened at 7:01 p.m., Thursday October 15, 2020 via Zoom Meeting and aired live on YouTube.

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

Present: Comrs. Derek King, Tommy Miller, Kathy-Sue Vette, Rochelle Hatcher, Jake Smith, Steve Frisbie and Gary Tompkins

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

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

After the moment of silence, Comr. Hatcher led the Pledge of Allegiance.

4. APPROVAL OF AGENDA

Res. 171-2020

“Moved Comr. Vette, second by Comr. Hatcher to approve the agenda of the October 15, 2020 Annual Apportionment Session of the Calhoun County Board of Commissioners as presented.”

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

5. APPROVAL OF MINUTES

Minutes of the October 1, 2020 Board of Commissioners Regular Session

Res. 172 -2020

“Moved Comr. Tompkins, second by Comr. Miller to approve the Minutes of the October 1, 2020 Regular Session of the Calhoun County Board of Commissioners as presented.”

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

6. CITIZENS' TIME

Marshall resident Glenn Kowalske expressed concerns regarding the Marshall South Neighborhood Improvement Authority Plan and stated he felt it is not in the best interest for the County.

7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

There was none.

8. SPECIAL ORDER OF BUSINESS

A. Presentation of 2020 Apportionment Report by Tom Scott, Deputy Equalization Director, and Approval of Report and Resolution

Deputy Equalization Director Tom Scott read the transmittal letter signed by Equalization Director Matthew Hansen. He informed the Board of Commissioners that the resolution approving the apportionment process serves as each taxing jurisdiction's authority to levy property taxes in the county.

Mr. Scott shared that the report also includes pages for each township, authority, city, village, school district, intermediate school district and community college showing their millage rates and taxable values with comparisons to last year.

Res. 173-2020

"Moved Comr. King, second by Comr. Miller to approve the 2020 Apportionment Report and Resolution as presented"

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

B. Extension of the Local Emergency Declaration

Res. 174-2020

"Moved Comr. Vette, second by Comr. Miller to approve the Extension of the Local Emergency Declaration as submitted."

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

9. CONSENT AGENDA

A. Petitions, Communications, Reports

There were none.

B. Resolutions

1. Judicial Salaries Resolution
2. Revised Lake Level Capital Project Fund Deficit Elimination Plan

Res. 175-2020

“Moved Comr. Miller, second by Comr. Vette to approve the consent agenda as presented.”

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

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. Tompkins shared that the Senior Millage Allocation Committee met October 2, approving supplemental funding requests from Habitat for Humanity and approving their 2021 meeting schedule.

Comr. Tompkins informed that the Calhoun County Trailway Alliance met October 14, wherein 8 board members were re-appointed to the board (Annette Chapman, Jim Coury, Shari Deevers, Doug Ferrall, Bill Greer, Mike McFarlen, Kristy Orns & Mark Stuart) and officers were approved (Mark Lelle- President, Mary Arbogast– Vice President, Kristy Orns– Treasurer & Mike Van Houten– Secretary). He concluded that an update was given on the new park in Albion Twp.

Comr. Vette reported that the Calhoun County Visitors Bureau (CVB) Board met October 13. She added that Brett Myers, who served for six years, has left and that Joe Sobieralski from Battle Creek Unlimited was selected to fill his position. She also informed that Stacey Flathau is going to serve an additional two-year term.

11. UNFINISHED AND OLD BUSINESS

There was none.

12. NEW BUSINESS AND COUNTY ADMINISTRATOR’S REPORT

A. County Administrator/Controller’s Report

Calhoun Administrator/Controller Kelli Scott reported on the current surge in COVID-19 cases in Calhoun County. She mentioned that the County will also be updating our COVID-19 Response and Preparedness Plan and related policies to match the latest emergency orders and rules by MDHHS and MIOSHA, and also our employee self-screening process to match the latest CDC guidance on symptoms.

Ms. Scott shared that she and the County’s HR/Labor Relations Director Kim Archambault convened a periodic Union Leadership Roundtable Meeting and gave updates on the 2021 employee benefits renewal process and the 2021 budget process.

Ms. Scott reported that the Summit Pointe Board of Directors met October 6 and reviewed the July 2020 financial statements. She added that the Board also approved changes to a policy regarding procurement, the collective bargaining agreement with the IUOE, and amendments to the retirement savings plan.

Administrator/Controller Scott reported that the Calhoun County Public Safety Information Alliance Board met on October 9, at which time they set 2021 partner agency annual dues, which help pay for the law enforcement Records Management System (RMS) software that is shared with law enforcement agencies at the City of Battle Creek, Emmett Township, the City of Marshall and Kellogg Community College.

Lastly, Ms. Scott added to Comr. Vette's report on the Calhoun County Visitors Bureau (CVB) Board meeting, noting that the Board also received an update on the City of Battle Creek's new Hotel Ordinance, recently approved by the City Commission, and discussed the CVB's marketing and sales activity.

**B. New Business**

**1. Senior Strategic Project funding resulting from the 2020 Request for Proposals**

Administrator/Controller Scott highlighted the proposal information, noting that Comr. Tompkins mentioned this recommendation coming from the Senior Millage Allocation Committee to fund for projects from the newly established Senior Strategic Project Fund.

Comr. Tompkins noted 13 total proposals were evaluated.

Res.176-2020

"Moved Comr. Tompkins, second by Comr. Smith to approve Senior Strategic Project funding resulting from the 2020 Request for Proposals as submitted."

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

**2. City of Marshall South Neighborhood Improvement Authority Plan**

Ms. Scott reminded the Board that they had previously approved a similar plan for the first Marshall NIA a few years ago. She added that NIAs are the only economic development incentive tool that we have within our state specifically for residential properties. She shared that the City of Marshall is proposing to add about \$33 million in new taxable value to the property currently operated as Alwyn Downs golf course. She noted that the City of Marshall did not meet statutory notification requirements, although there was some correspondence with the city over the past several months. Scott stated that a meeting was held in September 2020 with Finance Director John Bartlett and City Manager Tom Tarkiewicz and the developers, and said that in consultation with our Corporation Counsel Jim Dyer, County administration is still recommending that the Board approve the Plan and tax sharing agreement. She explained that in her opinion this is a good investment and that it does have a valuable return for the county with the incremental property taxes and also as a critically needed economic development project.

Res.177-2020

“Moved Comr. Miller, second by Comr. Vette to approve the City of Marshall South Neighborhood Improvement Authority Plan as presented.”

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

3. Inmate Food Service Contract Extension

Administrator/Controller Scott noted that this is a proposed extension of our current inmate service contract with oversight and negotiations handled by Assistant Administrator Brad Wilcox. Wilcox added that Canteen has agreed to prices lower than budget and so this extension would provide cost savings as well as continuity of services within the jail.

Res.178-2020

“Moved Comr. Vette, second by Comr. Miller to approve the Inmate Food Service Contract Extension as submitted.”

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

4. Public Act 325 Certification of Transportation Asset Management Plan

Kelli Scott noted that this is a newly required plan stemming from legislation in 2018 which requires road agencies to detail the inventory of all their infrastructure assets, assess their physical condition and analyze funding needed to improve the condition to meet realistic goals.

Road Department Engineering Director Kristine Parsons provided highlights to the plan and answered questions from the Commissioners regarding mapping and what the improvement plan looks like in terms of trying to improve road overall rating.

Comr. Frisbie and Comr. Tompkins discussed the review of five-year plans for each township every year.

Res.179-2020

“Moved Comr. Tompkins, second by Comr. Vette to approve the Public Act 325 Certification of Transportation Asset Management Plan as submitted.”

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

5. RFB#113-20 Organic Additive Award

Administrator/Controller Scott noted that there was only one bidder that met the specifications included in the competitive bid request.

Res.180-2020

“Moved Comr. Vette, second by Comr. Miller to approve the RFB#113-20 Organic Additive Award as submitted.”

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

6. Enterprise Resource Planning (ERP) Software Selection Consultant

Ms. Scott informed that this is a request for a consultant to lead the County through selection and replacement for the County's enterprise resource planning (ERP) system, which is the software for finances, payroll, HR within the County and needed for the road department. She added that this was a competitive request started in the spring, led by the IT department. Ms. Scott noted that the timeframe is to complete the project by the Summer of 2021, and that the scope includes the consultant helping to design the bid specs to select a new software vendor and then helping with a successful implementation.

Res.181-2020

“Moved Comr. Smith, second by Comr. Vette to approve the Enterprise Resource Planning (ERP) Software Selection Consultant as submitted.”

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

7. RFB#121J-20 Mineral Aggregate Bid Award

Administrator/Controller Scott shared this is a road department bid also in conjunction with the Jackson County Department of Transportation for mineral aggregate. She added that this is the transport and drop off of mineral aggregate to any of our county road projects.

Res.182-2020

“Moved Comr. Tompkins, second by Comr. Miller to approve the RFB#121J-20 Mineral Aggregate Bid Award as submitted.”

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

8. September 2020 Financials

Ms. Scott noted the financial statements were prepared by Deputy Controller Megan Banning and that with three months left in the fiscal year, she is optimistic that the General Fund will end without a deficit because of federal and state COVID-19 funding. She highlighted considerable savings from furlough programs, employee health insurance claims, the success of the CareHere Employee Health and Wellness Center, and the addition of our higher second high deductible plan.

Res.183-2020

“Moved Comr. Miller, second by Comr. Hatcher to approve the September 2020 Financials as submitted.”

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

9. Teamsters Collective Bargaining Agreement 11-1-2020 to 10-31-2021

Administrator/Controller Scott stated this agreement includes Road Department road workers and mechanics and noted that their current agreement expires at the end of October. Scott added that negotiations were led by HR Director Kim Archambault and that the recommendation is for a one-year agreement through October 31 of 2021.

Res.184-2020

“Moved Comr. Miller, second by Comr. Smith to approve the Teamsters Collective Bargaining Agreement 11-1-2020 to 10-31-2021 as submitted.”

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

13. CITIZEN’S TIME

There was none.

14. COMMISSIONER’S TIME

Comr. Tompkins shared that Senior Services was unable to have their centenarian luncheon and instead presented flowers and certificates of recognition for local seniors aged 99 and above.

Comr. King informed that CCAS membership dues are now due.

Comr. Vette wished Kelli Scott a Happy Birthday for the coming Monday.

Comr. Frisbie shared Scene Magazine will have an upcoming article related to the November election.

15. CLAIMS PAYABLE

Res.185-2020

"Moved Comr. Vette, second by Comr. Miller to approve the Calhoun County Claims Payable for September 25, 2020 through October 8, 2020 in the amount of \$9,416,826.20 as presented."

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

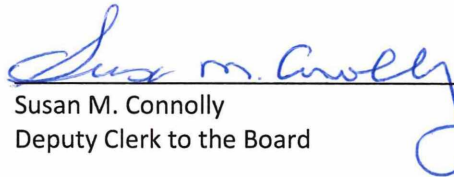
16. ANNOUNCEMENTS

There were none.

17. ADJOURNMENT

The meeting was adjourned at 8:22 p.m. at the call of the Chair.

smc

  
Susan M. Connolly  
Deputy Clerk to the Board