

**PROCEEDINGS OF THE
BOARD OF COMMISSIONERS**

March 5, 2020

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, Mar. 5, 2020 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. Jake Smith, Tommy Miller, Rochelle Hatcher, Gary Tompkins, Kathy-Sue Vette, Derek King and Steve Frisbie

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

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

Comr. Frisbie acknowledged the passing of Comr. Tompkins' future son-in-law Jon Sineveck's on Wednesday, March 4 and longtime MAC employee Yvonne Dzurka. He asked that everyone keep their families in their thoughts and prayers.

After a moment of silence in honor of Jon Sineveck and Yvonne Dzurka, Comr. Miller led the Pledge of Allegiance.

4. APPROVAL OF AGENDA

Res. 48-2020

"Moved Comr. Miller, second by Comr. Vette to approve the agenda of the Mar. 5, 2020 Regular Meeting of the Calhoun County Board of Commissioners as presented."

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

5. APPROVAL OF MINUTES

Minutes of the Feb. 20, 2020 Board of Commissioners Regular Session

Res. 49-2020

"Moved Comr. Smith, second by Comr. Miller to approve the minutes of the Feb. 20, 2020 Board of Commissioners Regular Session as presented."

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

6. CITIZENS' TIME

Senior Services of Southwest Michigan's Karren Sullion, Calhoun County Supervisor for Meals on Wheels, explained the Meals on Wheels program that provides meal delivery to homebound seniors and provides congregate locations where seniors can gather and socialize over a meal. She stated that March was Meals for Wheels Month and encouraged everyone to refer seniors to utilize services.

Senior Services of Southwest Michigan's Abigail Finn shared that as part of the Meals for Wheels Month they were accepting volunteer applications for Community Champions Week to take place March 16-20 and encouraged the Commissioners to participate.

Michigan State University Extension's (MSUE) new Government and Community Vitality Educator Tyler Augst explained that his position was primarily focused on land use governance. He shared that one of the signature programs offered through MSUE was the Citizen Planner Program which provided training to land use decision makers. He stated that they also offered entrepreneurial communities, tourism and financial support programming. Mr. Augst distributed flyers and stated he would be available after the meeting if anyone had questions.

7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

There was none.

8. SPECIAL ORDER OF BUSINESS

A. March for Meals Proclamation

Comr. Smith read the below proclamation into the record.

A PROCLAMATION PROCLAIMING MARCH 2020 AS THE
18th ANNUAL MARCH FOR MEALS MONTH

WHEREAS, on March 22, 1972, President Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older; and

WHEREAS, Meals on Wheels America established the March for Meals campaign in March 2002 to recognize the historic month, the importance of the Older Americans Act Nutrition Programs, both congregate and home-delivered, and raise awareness about the escalating problem of senior hunger in America; and

WHEREAS, the 2020 observance of March for Meals celebrates 18 years of providing an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation; and

WHEREAS, volunteers for Meals on Wheels programs in Calhoun County, MI are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

WHEREAS, Meals on Wheels programs in Calhoun County, MI provide nutritious meals to seniors throughout the Calhoun, MI that help them maintain their health and independence, thereby preventing unnecessary falls, hospitalizations and/or premature institutionalization; and

WHEREAS, Meals on Wheels programs in Calhoun County, MI provide a powerful socialization opportunity for millions of seniors to help combat the negative health effects and economic consequences of loneliness and isolation; and

WHEREAS, Meals on Wheels programs in Calhoun County, MI deserve recognition for the contributions they have made and will continue to make to local communities, our State and our Nation.

NOW, THEREFORE, We, the Board of Commissioners for Calhoun County, MI do hereby proclaim March 2020 as the 18th Annual March for Meals Month and urge every citizen to take this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national 2020 March for Meals can enrich our entire community and help combat senior hunger and isolation in America.

Steve Frisbie, Chair
Calhoun County Board of Commissioners

Res. 50-2020

“Moved Comr. Miller, second by Comr. Hatcher to approve the March for Wheels proclamation as presented.”

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

B. Senior Millage 2019 Annual Report

Senior Services Manager Helen Guzzo shared a new Senior Services promotional video highlighting services offered through millage funding. She stated that the goal of the video was to raise awareness regarding services offered so that individuals were aware of them prior to needing them. Ms. Guzzo provided an overview of the 22 programs offered that were utilized by over 6,000 seniors in 2019 and explained the process of funds being vetted through the Senior Millage Allocation Committee. She explained that the Senior Services staff would be attending township, village and city meetings to educate voters about the renewal of the millage for another 10 years at the August election.

Comr. Tompkins, who chairs the Senior Millage Allocation Committee, reiterated the amount of time and effort that went into vetting how funding was utilized and thanked the Senior Services staff. He explained that the Committee was acting as visionaries to develop plans for future use of funding to ensure needs were met.

Helen Guzzo stated the Administrative Assistant Lora Stevens announced her retirement and there would be an open house held for her from 2:00-4:00 on Friday, April 3 in the County Building's Garden Level Conference Room.

Comr. Hatcher introduced Montessori Academy School Leader Jessica Eldridge to explain the artwork that was on display in Chambers.

Ms. Eldridge shared that artwork was the result of the school's February Black History Month biography project and that the children completed the artwork at home and brought it to school for a presentation and gallery walk.

9. CONSENT AGENDA

A. Petitions, Communications, Reports

1. Berrien County Resolution in Support of the Constitution
2. Huron County Second Amendment Resolution

B. Resolutions

1. Approval of PNC Lease Schedules 9890970-4 and 98980970-4

Res. 51-2020

"Moved Comr. Miller, second by Comr. Vette to approve the Consent Agenda of the Mar. 5, 2020 Board of Commissioners' Regular Session as presented."

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

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. Tompkins stated that the Planning Commission met Wed., Mar. 4 and received Scott Fleming's resignation, previewed the 2019 Annual Report and recommended approval of a PA116 application and several zoning amendments.

Comr. King shared that he attended the Local Revenue Sharing Board (LRSB) Presentation at FireKeeper's Casino Hotel and accepted a check for \$5,855,558 to the Revenue Sharing Board that would be distributed to qualifying local municipalities and schools.

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 Planning Commission now had two vacancies and that communication would be sent out soon to solicit applications to fill them. She explained that the FLRSB's next step was to reimburse municipalities that had increased costs due the operation of the casino, and that the Board's next meeting was on May 1. Ms. Scott stated that on Tuesday, Feb. 25 a countywide leadership meeting was held. She shared that the Public Defender's office was implementing a new workflow through OnBase; the Treasurer reported that the County earned over \$400,000 in interest last year; and Assistant Administrator Brad Wilcox provided an update on the furniture plan implementation. She shared that the Information Technology Executive Committee (ITEC) met on Friday, Feb. 28 and heard a presentation from Communications Manager Lucy Blair on the County's new website that would go live the following week. Ms. Scott stated that the Road Dept. Township Supervisor meeting was Monday, Mar. 2 and plans for summer construction projects were reviewed. She shared that the Summit Pointe Board met on Tuesday, Mar. 3, and the Marshall Economic Outlook event was held on March 5.

B. New Business

1. Resolution to Authorize Delinquent Tax Anticipation Notes

Ms. Scott stated that this item was the approval of the annual resolution to authorize the Treasurer to issue delinquent tax anticipation notes. She explained that the notes were temporary financing to make all of the townships and colleges financially whole until their tax payments were received.

Assistant Treasurer Melinda Weaver shared that the Treasurer's Office planned on borrowing approximately \$5M.

Res. 52-2020

"Moved Comr. Vette, second by Comr. King to approve the Resolution to Authorize Delinquent Tax Anticipation Notes as presented."

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

2. Public Defenders Office Authorized Staffing Allocation Change

Administrator/Controller Scott stated that this was a staffing allocation change request for the Public Defender's Office. She explained that the office was still in the process of gearing up and the original full-staff level was 18 employees and they were requesting to increase it to 19 in order to hire an in-staff attorney to handle arraignments rather than utilizing a contracted attorney.

Res. 53-2020

“Moved Comr. King, second by Comr. Vette to approve changes to the 2020 Authorized Staffing Allocation Report for the Public Defender’s Office as presented.”

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

3. Agreement for Staffing and Workload Analysis

Ms. Scott explained that this item was a joint request from County Administration and the Prosecutor’s office to authorize a staffing and workload analysis. She stated that as long as she been Administrator/Controller that concern had been expressed regarding the need for additional attorneys, primarily in the criminal case area. Ms. Scott explained that the analysis would be completed by the Prosecutor’s Center for Excellence for a fixed amount of approximately \$44,000.

Prosecutor Dave Gilbert explained that he imagined that the analysis would show the need for additional abuse/neglect and juvenile division attorneys as well.

Res. 54-2020

“Moved Comr. Smith, second by Comr. Miller to approve the Agreement for a Staffing and Workload Analysis of the Calhoun County Prosecuting Attorney’s Office, as presented, and authorize the County Administrator/Controller to sign the Agreement and execute any other documents necessary to engage the Prosecutors’ Center for Excellence for this study.”

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

4. Road Mileage Certification

Ms. Scott explained that this item was the annual required Road Mileage Certification. She stated that the Board was required to approve the certification that showed every road that the County had jurisdiction over and return the approved certification to the State in order to receive Act 51 funding.

Res. 55-2020

“Moved Comr. Smith, second by Comr. Miller to approve the Annual Road Mileage Certification as presented and authorize the Board Chair/County Administrator to electronically sign necessary documents on behalf of Calhoun County.”

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

5. Utility Construction Requirement Policy

Ms. Scott explained that this item was the proposed language for a new policy within the Road Department to address keeping roads safe and repaired regarding utility company right of way work. She stated that currently there was not a policy in place to ensure that utility companies were held to a more consistent process for issuing permits and monitoring work.

Res. 56-2020

“Moved Comr. Miller, second by Comr. Hatcher to approve the Utility Construction Requirements Policy as presented.”

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

6. Pavement Marking Bid Award

Assistant Administrator Wilcox stated this was a recommendation to award PK Contracting a bid award that was a 4% decrease over the previous contract and represented \$44,000 in savings which was unexpected due the recent influx in increased costs. He explained that the bid was for both Calhoun County and Jackson County and was estimated at approximately \$550,000.

Res. 57-2020

“Moved Comr. Tompkins, second by Comr. Vette to award a two year contract to PK Contracting, Inc. for the provision of pavement markings for Calhoun County Road Department and Jackson County Department of Transportation in an amount estimated at \$550,000 as presented and authorize the Board Chair to sign the contract on behalf of the County.”

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

7. Cold Patch Bid Recommendation

Ms. Scott stated that this item was a recommended bid award for cold patch materials and was also a joint bid with Jackson County.

Mr. Wilcox explained that the previous year the County used MDOT specifications and received cold patch material from Lakeland Asphalt. He stated that there had been issues with how the product was performing and that Jackson County began obtaining a different mix from Capital Asphalt and was very pleased with it. Mr. Wilcox explained that Calhoun County received the same product last in the year and was satisfied with the performance. He shared that because of its performance they used the specs for the new cold patch material for the current year bid. Mr. Wilcox stated the County was recommending awarding the bid to Lakeland Asphalt at \$103/ton and Capital Asphalt as a secondary should issues arise with Lakeland.

Res. 58-2020

“Moved Comr. Vette, second by Comr. Miller to approve the one-year contract with Lakeland Asphalt Corporation and Capital Asphalt to provide bituminous cold patching material to the Calhoun

County Road Department and the Jackson County Department of Transportation as presented and authorize the Board Chair to sign the contract on behalf of the County.”

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

8. Employer Emergency Response Authority

Ms. Scott stated that this item was a request for the Board to approve the Employer Emergency Response Authority in response to the Coronavirus outbreak. She explained that in response to constant changing information regarding the spread of the virus it was critical that she have the authority to make exceptions to current employee policies in an effort to keep employees and public safe.

Comr. Frisbie stated he believed it was a great idea to be proactive in ensuring employee safety.

Res. 59-2020

“Moved Comr. Vette, second by Comr. Miller to authorize the Administrator/Controller to modify, or permit exceptions to, any existing County policy or established practice that, as an employer, may be considered necessary in response to the COVID-19 virus, including strategies to reduce transmission among staff, protect people at higher risk for adverse health complications, maintain business operations, and minimize adverse effects on other entities. This power is effective until revoked by resolution of the Calhoun County Board of Commissioners.”

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

13. CITIZEN’S TIME

There was none.

14. COMMISSIONERS TIME

Comr. Tompkins shared that he attended the Albion Economic Outlook meeting earlier that evening with focused discussion on solar energy panels, expansion and development of Downtown Albion, and fraud. He thanked his colleagues for their thoughts and prayers.

15. CLAIMS PAYABLE

A. Claims Payable for February 14, 2020 through February 27, 2020 in the amount of \$2,416,919.20

Res. 60-2020

“Moved Comr. Vette, second by Comr. Miller to approve Claims Payable for February 14, 2020 through February 27, 2020 in the amount of \$2,416,919.20 as presented.”

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

16. ANNOUNCEMENTS

Comr. Tompkins shared that an Elvis Tribute Concert would take place on Sat. March 7 at the Marshall Opportunity High School in Albion at 7 p.m. and Saturday, Mar. 12 a lasagna dinner would be held with Dr. Mary Bigler giving a speech titled Laughing Matters to express the importance of laughing. The event would be held Homer High School at 7 p.m.

17. ADJOURNMENT

The meeting was adjourned at 8:05 p.m. at the call of the Chair.

slh

Chairman

Clerk to the Board