

**PROCEEDINGS OF THE  
BOARD OF COMMISSIONERS**

April 14, 2020

1. CALL TO ORDER/ROLL CALL

The Equalization Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday Apr. 14, 2020 via Zoom Meeting and aired live on YouTube.

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

After a moment of silence, Chair. Frisbie led the Pledge of Allegiance.

4. APPROVAL OF EMERGENCY MEETING RULES

Corporation Counsel Jim Dyer explained that it was required that the Board adopt changes to the Board Rules, as proposed in the agenda packet, to adhere with the Governor’s Executive Order allowing electronic meetings for the current meeting and all meetings going forward, should it be necessary. He explained that the rule stated that Public Comment would only be allowed by phone and outlined provisions as to how meetings should be conducted in that fashion.

Res. 61-2020

“Moved Comr. Tompkins, second by Comr. Vette to approve the Emergency Meeting Rules as presented.”

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

5. APPROVAL OF AGENDA

Res. 62-2020

“Moved Comr. Miller, second by Comr. Vette to approve the agenda of the Apr. 14, 2020 Equalization Meeting of the Calhoun County Board of Commissioners as presented.”

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

6. APPROVAL OF MINUTES

Minutes of the Mar. 5, 2020 Board of Commissioners Regular Session

Res. 63-2020

“Moved Comr. Tompkins, second by Comr. Miller to approve the Minutes of the Mar. 5, 2020 Regular Meeting of the Calhoun County Board of Commissioners as presented.”

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

## 7. CITIZENS' TIME

Glenn Kowalski of Marshall Township stated that he had inquired as to why the County was not providing regional information in regard to location of positive COVID-19 cases as well as the age, sex and gender of those that have passed away and that he believed the responses he received incorrectly addressed HIPAA concerns.

## 8. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

Prosecutor David Gilbert explained that the Prosecutor's Office was working primarily from home and one of the concerns they were encountering was regarding the Executive Orders and citizens' concerns that they would be prosecuted for violating them. He stated that the orders were somewhat vague.

Outgoing Sheriff Saxton stated that it was unexpected that he would be attending his last Board of Commissioners Meeting as Sheriff via Zoom during a pandemic. He commended Sheriff Hinkley and his new role as Sheriff and expressed his confidence in this new leadership in the future. He stated that Calhoun County, the State of Michigan and the economy would be stronger when everything was over, and he looked forward to seeing everyone in person again.

Incoming Sheriff Hinkley thanked Sheriff Saxton for his words of confidence and provided an update regarding current operations within the Sheriff's Office and Corrections Department, stating how proud he was of the staff for stepping up and going above and beyond during these times. He explained that he was leading the law enforcement working group with the Joint Emergency Operations Center and there was a plan in place in case of illness to institute a countywide law enforcement plan during anytime during this process. Sheriff Hinkley stated that they had been working with local businesses through this process and learning a lot about how they would continue to partner with everyone through this crisis.

Treasurer Brian Wensauer explained that the Treasurer's Office was nearing their completion of the delinquent tax settlement process and decided to extend their delinquent tax anticipation note maturity to two years. He stated that they should be able to pay off the note within a few months but considering the current circumstances, took the extra precaution. He shared that the Treasurer's Office had installed a lockbox outside of the County that other offices were able to utilize as well that was working well and thanked his staff for their hard work and dedication.

Clerk Kimberly Hinkley shared that the Clerk's office finalized all their certificates of forfeiture from the Treasurer's Office and thanked Deputy Clerk Julie Peete and the Treasurer's staff for their hard work. She stated that planning for the May 5<sup>th</sup> election, to be held primarily by mail, was going well. Clerk Hinkley reminded everyone that the deadline for filing for the Primary election was April 21 by 4 p.m. She addressed the e-Notary Executive Order and explained that their office would not be

acting as e-notaries because it required equipment that they did not have but were working with other Clerk's offices across the State to be able to provide guidance to Title agencies and others seeking that service. Ms. Hinkley thanked the Treasurer's office for the drop box option. She thanked her entire staff in all the offices for their dedication and willingness to come into the office to ensure that tasks were completed.

Treasurer Wensauer asked Clerk Hinkley if their office was continuing to process notary applications.

Clerk Hinkley stated that they were processing them by appointment only.

## 9. SPECIAL ORDER OF BUSINESS

### A. 2020 Equalization Report

Equalization Deputy Director Tom Scott explained that the memo he prepared outlining the Equalization report was a summary of increases and decreases from 2019 to 2020. He shared that the real and personal property equalized values increased by 4.7% over 2019 and the County's total taxable value increased by 2.5% over 2019. Deputy Director Scott explained that the 2.1% decrease mentioned in the memo was attributed to a few large industrial companies that filed manufacturing personal property exemptions that were previously qualified to do so but had not until 2019. He stated that the real estate market continued to grow which attributed to the 20.4% increase in taxable value to equalized value which resulted in assessed value increasing. Mr. Scott explained that that was the highest increase he has seen in the past 20 years. He noted that the City of Marshall saw an increase of 13.6% increase over last year due to a large value parcel going from exempt to ad valorem that year as well as an increase in utility personal property. Deputy Director Scott thanked all the assessors throughout the County for their timely submissions of their data which allowed the County to meet the statutory requirement. He also thanked Equalization Director Matt Hansen for his guidance and mentorship.

#### Res. 64-2020

"Moved Comr. Smith, second by Comr. Vette to approve the 2020 Equalization Report as presented."

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

## 10. CONSENT AGENDA

### A. Petitions, Communications, Reports

### B. Resolutions

1. Senior Miller Allocation Committee Reappointments -- attachment  
Three-year terms effective May 1, 2020 to April 30, 2023.

- {a} Jill Booth
- {b} Thomas Hunsdorfer
- {c} Diane Peters
- {d} Teresa Schell

2. Calhoun County Community Mental Health Authority (d/b/a Summit Pointe) Reappointments -  
- attachment

- {a} Reappointment of Richard Lindsey  
(Effective April 1, 2020 to expire March 31, 2023)

- {b} Reappointment of Patrick Garrett  
(Effective April 1, 2020 to expire March 31, 2023)

- {c} Reappointment of Kelli Scott  
(Effective April 1, 2020 to expire March 31, 2023)

- {c} Reappointment of Marcia Starkey  
(Effective April 1, 2020 to expire March 31, 2023)

Res. 65-2020

“Moved Comr. Hatcher, second by Comr. Miller to approve the Consent Agenda of the Apr. 14, 2020 Board of Commissioners’ Equalization Session as presented.”

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

11. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

There was none.

12. UNFINISHED AND OLD BUSINESS

There was none.

13. NEW BUSINESS AND COUNTY ADMINISTRATOR’S REPORT

A. County Administrator/Controller’s Report

Administrator/Controller Kelli Scott stated that Michigan Association of Counties (MAC) would be holding several virtual sessions over the next couple of weeks focused on economic development strategies, budget impacts and how to ensure counties are utilizing resources for reimbursement of COVID-19 expenses. She shared that the Michigan Department of Treasury would host a meeting

on Monday, Apr. 20 regarding the State's outlook on their budget and how it could impact local revenue sources. Ms. Scott thanked Deputy Controller Megan Banning on her work in tracking COVID-19 expenses for reimbursement through FEMA and explained that they were researching other packages to potentially be reimbursed for lost revenues. She shared that most county and court employees were at home, most working, and all continuing to get paid, and that HR is conducting surveys to check in with them. Ms. Scott stated that the Executive Team was continuing to meet remotely every week to ensure issues were being addressed and that the broader Department Head and Elected Officials were meeting bi-weekly and receiving updates regarding the ongoing situation. Ms. Scott shared that Communications Manager Lucy Blair was doing a great job on providing daily updates and that the Joint Information Center met three times a week to ensure that County Government Leadership and elected officials were being kept up to date.

B. New Business

1. Public Defender's Office ImageSoft Statement of Work (OnBase)

Ms. Scott stated that the Public Defender's Office had been operational since last September and had been utilizing OnBase as a basic filing cabinet system to manage their files. She explained that this item was for a contract to expand services to connect that office with the Case Management System to improve the efficiency of workflow between their office, the Prosecutor's Office, Courts and Law Enforcement agencies. Ms. Scott stated that the cost of the contract was \$134,000 and would be covered 100% through the MIDC grant.

Res. 66-2020

"Moved Comr. Tompkins, second by Comr. King to approve the ImageSoft Statement of Work for the implementation of OnBase within the Public Defender's Office as presented and authorize the County Administrator/Controller to sign necessary documents to execute the Statement of Work."

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

2. HMA RFB #104J-20 Bid Award

Administrator/Controller Scott stated that the next three items on the agenda were related to the Road Department and joint bid awards with Jackson County for materials critical to implement the upcoming construction season.

Assistant Administrator Brad Wilcox explained that this item was a bid award for hot mix asphalt with Lakeland Asphalt recommended as the primary plant and Michigan Paving as a secondary plant for a total of an estimated 37,000 tons for that year. He stated that the total bid award was \$1,840,000 and that Calhoun County's portion would be 32% and they would be performing random road testing to ensure quality of the product.

Res. 67-2020

“Moved Comr. Vette, second by Comr. Miller to approve a one-year contract with Lakeland Asphalt Corporation and Michigan Paving & Materials Company, as the primary vendors for Calhoun County Road Department and Jackson County Department of Transportation respectively, to provide plant pickup of hot mix asphalt paving materials as presented.”

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

3. Culvert Bid #1051J-20 Bid Award

Mr. Wilcox stated that this item was also a joint bid award with Jackson County and the recommendation was for Jensen Bridge Supply for hardware related to culverts. He explained that they were recommending a one-year contract in the amount of \$150,000 with the County’s portion being 33% which was an 11 ½% increase from the previous contract.

Res. 68-2020

“Moved Comr. Hatcher, second by Comr. Vette to approve the one-year contract with Jensen Bridge Supply Company, Inc. to provide culverts and related hardware to the Calhoun County Road Department and the Jackson Department of Transportation as presented and authorize the Board Chair to execute the agreement on behalf of the County.”

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

4. Sodium Chloride Bid #107J-20 Award

Assistant Administrator Wilcox stated that this item was the County’s annual bid award for sodium chloride for approximately 40 tons of rock salt per year. He explained that this bid was one of the County’s larger material bids in the amount of \$2,780,000 and they were recommending the lowest bidder, Detroit Salt. Mr. Wilcox shared that County’s portion was 32% in the amount of \$833,000.

Res. 69-2020

“Moved Comr. Tompkins, second by Comr. Miller to approve the contract for the purchase of up to 40,000 tons of sodium chloride from Detroit Salt Company as presented and authorize the Board Chair to execute the agreement on behalf of the County.”

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

5. Policy #241 - Grants

Ms. Scott explained that the next two items were proposed updates to policies as the County continued to review policies as appropriate. She stated that this item was the proposed language to combine both the grant policy and federal grant policy in an effort to adhere to federal grant reporting policies and streamline the process in which grants were brought before the Board for approval. Ms. Scott explained that previously grant applications were brought before the Board and then again once the grant had been awarded. She stated that the new policy would only require that the

actual grant application be brought before the Board with the understanding that once the grant had been approved it had already been approved and would not need to come before the Board again.

Res. 70-2020

“Moved Comr. Miller, second by Comr. Vette to approve changes to Policy #241 - Grants and elimination of Policy #242 - Federal Grants Allowable Costs, as presented.”

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

6. Policy #435 – Information Technology Acceptable Use Policy

Ms. Scott stated that this item was an update to the acceptable use policy that combined three previous policies into one.

Assistant Administrator Wilcox explained that this recommendation was to collapse two previous policies and combine them into one updated acceptable use policy that had not been updated in 20 years. He stated that the policy language had been approved by the Executive Team as well as Department Heads and Elected Officials.

Res. 71-2020

“Moved Comr. Tompkins, second by Comr. Vette to approve changes to Policy #435 - Information Technology Acceptable Use (formerly Internet Access) and approve elimination of Policy #440 - Electronic Communications and Policy #445 - County Website Acceptable Use, as presented.”

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

7. NAHFB Administrative Services Agreement

Ms. Scott explained that this was the annual administrative services agreement between the Native American Heritage Funding Board and the County for services provided by herself, Shana Huerta and Lucy Blair for administrative, accounting and communication support. She stated that the terms of the agreement had not changed since the previous year and was for \$15,000 to reimburse the County for its support and would be brought before the Board annually.

Res. 72-2020

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

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

8. MDOT Contract #20-5152

Ms. Scott stated that this item was on the previous agenda for the March 19<sup>th</sup> meeting and was a contract for a milling and resurfacing project on Main Street in Emmett Township bordering the City of Battle Creek.

Road Department Managing Director John Midgley explained that this project was scheduled for 2022 and the Road Department was approached by the City of Battle Creek to combine the project with their construction work on the same road in an effort to save costs. He stated that the only downside was that the County would need to wait until 2022 to be reimbursed their federal share; however, the County had budgeted for this expense in the current year budget.

Ms. Scott noted that the total cost of the project was \$200,000 and in 2022 the County would be reimbursed approximately 80% which would end up at a net cost of \$36,000 for the County.

Comr. Miller inquired about the location of the project.

Ms. Scott clarified that it was at Columbia and Main Street and the County's portion would continue north until the City of Battle Creek's portion.

Res. 73-2020

"Moved Comr. King, second by Comr. Miller to authorize the Michigan Department of Transportation Contract #20-5152 as presented and authorize the Board Chair and the County Administrator/Controller to sign the contract on behalf of Calhoun County."

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

9. Approval of the Calhoun County Emergency Reciprocal Law Enforcement Agreement

Ms. Scott explained that the next three items were related to the Joint Operation Center which was a collaboration between the Emergency Management Services of the City of Battle Creek and the County as well as the Health Department. She stated that in order to receive reimbursement from the federal government, a fiduciary needed to be named and it was decided that the County was in the best position to take on that role. Ms. Scott explained that the funds would show within the County's general ledger and that the costs would be reimbursed with current and future approved funding from the state and federal governments.

Corporation Counsel Jim Dyer explained that this agreement was in direct relation to what Sheriff Hinkley spoke to earlier regarding the ability to deputize other agencies to be able to fill in for agencies that could potentially experience a shortage in staff due to illness during the pandemic and going forward if needed. He stated it was a joint agreement that would allow the Sheriff's Department to deputize officers from other agencies as part of the Joint Law Enforcement Emergency Center to address critical law enforcement needs.

Res. 74-2020



“Moved Comr. Vette, second by Comr. Tompkins to ratify and approve the Calhoun County Reciprocal Emergency Law Enforcement Agreement as presented and authorize the County Board Chair to sign the Resolution of Approval.”

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

#### 10. Approval of Non-Congregate Facility Agreement

Ms. Scott explained that the last two items on the agenda were related to major initiatives that the Joint Operations Center had been working on. She stated that a working group had been created for this initiative to create a non-medical sheltering agreement for individuals that had either been tested and their results were not yet confirmed or had tested positive but did not require medical care and needed to be in quarantined. She explained that the first agreement was to secure an entire property with a local hotel in Battle Creek and to provide wrap around services for those staying there. She added that the County was working on agreements with neighboring counties to provide space for individuals in need from their areas. Ms. Scott stated that the total anticipated cost, including security was approximately \$100,000 per month and the County expected approximately 75% in reimbursement through FEMA, with the local match to be provided through in kind services and donations, along with payments from other counties using the hotel.

Comr. Smith inquired regarding timing on the acquisition of the property as it was in his District.

Administrator/Controller Scott stated that it was three days prior on Saturday.

Comr. Vette thanked Ms. Scott, Mr. Wilcox and Linda Freybler from the Visitors and Convention Bureau on their work in securing the property on such a short notice.

Comr. Frisbie added that he was confident that the County was providing shelter to those in need to ensure their location was noted and they were being taken care of.

Comr. Smith asked if there would be updates regarding occupancy of the hotel.

Ms. Scott stated that there would be daily briefings providing updates.

#### Res. 75-2020

“Moved Comr. Hatcher, second by Comr. Miller to approve and ratify the enactment of the emergency provision of the County Procurement Policy authorizing the County Administrator/Controller to execute an agreement prior to Board approval, and ratify the agreement with the ownership group of the Hampton Inn at 1150 Riverside Drive, Battle Creek, MI 49015, for the exclusive use of their facility during the duration of the COVID-19 outbreak, for the purposes of operating a non-congregate COVID-19 infection Isolation and Quarantine Facility, as presented.”

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

#### 11. Approval of the Agreement to Provide Security Services at the Non-Congregate Facility

Ms. Scott expressed her appreciation for Sheriff Matt Saxton's service and wished him well on his new endeavor in Lansing. She thanked him for handing over the reins to Sheriff Steve Hinkley and stated that he had done a wonderful job in the Joint Operations Center. Ms. Scott also expressed her condolences to Chair Frisbie and passing of his Mother-in-Law the previous week.

Administrator/Controller Scott stated that the last action item on the agenda that evening was the security contract for the hotel property secured in the previous item. She explained that it was critical that there was 24/7 security within the property to ensure that residents did not leave their room unnecessarily and that visitors and unapproved deliveries were not allowed. Ms. Scott added that the Sheriff's Office as well as the Battle Creek Police Department would also be providing additional services to ensure that all policies would be followed. Ms. Scott stated that the Health Department had done a wonderful job to provide services in case management. She explained that the cost of the contract with A&H Private Investigation Security Management was included in the total cost of \$100,000 per month to secure the property and would either be reimbursed through FEMA or other counties that were also sharing hotel space.

Res. 76-2020

"Moved Comr. Miller, second by Comr. Vette to approve and ratify the enactment of the emergency provision of the County Procurement Policy authorizing the County Administrator/Controller to execute an agreement prior to Board approval, and ratify that agreement with A&H Private Investigation Security Management, to provide hotel security for the Hampton Inn Riverside, Battle Creek, during the duration of the hotel operation as a non-congregate shelter for the COVID-19 infection Isolation and Quarantine Facility, as presented."

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

14. CITIZEN'S TIME

There was none.

15. COMMISSIONERS TIME

Comr. Miller stated that the Marshall Local Finance Authority met the previous week via Zoom and decided to postpone the Blues Festival until the Fall and that the Michigan State University Extension Advisory Board had postponed all activities through September which left plans for the Calhoun County Fair uncertain.

Comr. Tompkins echoed the sentiments in regard to the passing of Chair Frisbie's Mother-in-Law as well as expressed his appreciation to Sheriff Saxton for his 26 years of service and congratulated Sheriff Hinkley on his new role and stated his confidence that he would do well and that he looked forward to working with him.

Comr. Vette shared her sympathy for the loss of Chair Frisbie's Mother-in-Law and expressed her appreciation for Administrator/Controller Scott, Assistant Administrator Wilcox, Corporation Counsel Jim Dyer for their work during the current circumstances.

Comr. Frisbie shared that he had received several form letters the past couple of weeks regarding releasing ICE detainees and that his response had been that they needed to contact the Federal Government. He also expressed appreciation for Megan Banning, Brad Wilcox, Kelli Scott, Lucy Blair and Jim Dyer and the Health Department team.

Comr. King also thanked the Leadership Team, IT staff and Road Department workers for their hard work and dedication.

Comr. Miller thanked the Leadership Team, Heath Department, Sheriff's Department and expressed his condolences for Chair Frisbie's loss as well as shared that the Road Department lost an employee of almost 20 years a few weeks prior.

#### 16. CLAIMS PAYABLE

Can I have a motion to approve Claims Payable for February 28, 2020 through March 12, 2020 in the amount of \$2,911,836.91 and March 13, 2020 through April 2, 2020 in the amount of \$6,865,444.74 as presented?

#### Res. 77-2020

"Moved Comr. Miller, second by Comr. Hatcher to approve Claims Payable for February 28, 2020 through March 12, 2020 in the amount of \$2,911,836.91 and March 13, 2020 through April 2, 2020 in the amount of \$6,865,444.74 as presented."

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

#### 17. ANNOUNCEMENTS

Comr. Frisbie shared the Karla Fales from CareWell Services was looking for volunteers to provide meals through Meals on Wheels as there was temporarily a suspension in congregate meal gatherings.

Comr. Vette provided the number to contact Karla Fales at 269-382-0515, extension 137 and shared that the Southwest Michigan Foodbank on Wayne Road was accepting donations and stated she would share information regarding personal protection equipment (PPE) for local hospitals.

Comr. Frisbie thanked Austin Fraley from IT, Lucy Blair from Communications and Deputy Clerk Shana Huerta for their work on the first virtual Board of Commissioners Meeting.

#### 18. ADJOURNMENT

The meeting was adjourned at 8:42 p.m. at the call of the Chair.

slh

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Chairman

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Clerk to the Board