

**PROCEEDINGS OF THE
BOARD OF COMMISSIONERS**

May 21, 2020

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday May 21, 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, Comr. Tompkins led the Pledge of Allegiance.

4. APPROVAL OF AGENDA

Res. 85-2020

“Moved Comr. Hatcher, second by Comr. Miller to approve the agenda of the May 21, 2020 Regular 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 May 7, 2020 Board of Commissioners Regular Session

Res. 86-2020

“Moved Comr. Tompkins, second by Comr. Hatcher to approve the Minutes of the May 7, 2020 Regular Session of the Calhoun County Board of Commissioners as presented.”

On a roll call vote, Yes – 6. Offline - 1, Comr. Vette. Motion **CARRIED**.

6. CITIZENS’ TIME

There was none.

7. ELECTED/APPOINTED COUNTY OFFICIALS’ COMMENTS

Prosecutor David Gilbert explained that his office was reviewing the Governor’s Executive Orders. He shared that earlier that day the Michigan Court of Claims ruled in favor of Governor Whitmer’s stay-at-home order as it did not infringe on the constitutional rights of residents. Prosecutor Gilbert stated that he had been preparing weekly summaries of the Orders regarding how they applied to the citizens of Calhoun County.

Sheriff Steve Hinkley shared that it was Marine Patrol kick-off week and that patrol boats would be on lakes. He explained that the vessel expiration decals had not been specifically addressed by the Executive Orders but that the Secretary of State asked that the Sheriff's Department take into consideration that many people were unable to get decals renewed at this time.

Clerk Kimberly Hinkley stated that the Marshall office had begun taking appointments for essential services and it was going very well. She explained that citizens were being very compliant and appreciated that services were being offered.

Chief Judge Michael Jaconette stated that the headline in a recent article stated that the Courts were not open and clarified that the Courts were conducting certain types of hearings remotely and just not physically allowing people into the courtrooms. He explained that they were working on a plan to address concerns from the Sheriff's, Public Defender's and Prosecutor's offices to resume conducting all hearings.

8. SPECIAL ORDER OF BUSINESS

9. CONSENT AGENDA

A. Petitions, Communications, Reports

B. Resolutions

1. COVID-19 Preparedness and Response Plan

2. Workforce Development Board Appointments

{a} Elizabeth Van Dussen, HR Manager at Duncan Aviation (Replacing Marcie Stowell)
(Term effective for balance of two-year term that began of October 1, 2019 and which ends on September 30, 2021.)

{b} Dr. Adrien Bennings, President, Kellogg Community College (Replacing Mark O'Connell)
(Term effective for the balance of a two-year term that began on October 1, 2018 and which ends on September 20, 2020.)

Res. 87-2020

"Moved Comr. Miller, second by Comr. King to approve the Consent Agenda of the May 21, 2020 Board of Commissioners' Regular Session as presented."

On a roll call vote, Yes – 6. Offline - 1, Comr. Vette. Motion **CARRIED**.

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. Tompkins shared that the Senior Millage Allocation Committee (SMAC) met virtually Friday, May 1 and approved several mini grants and that their strategic planning meeting was tentatively scheduled for August 28. He stated that they approved a recommendation to send a letter to the President regarding the COVID-19 response. Comr. Tompkins shared that the Homer Lake Board met virtually on Tuesday, May 12 and Blake Mallory of PLM Lake and Land Management discussed the upcoming lake treatments as well as the widening of the channel in the second lake. He stated that they also discussed their 2020 budget and potentially accelerating their debt payoff. Comr. Tompkins explained that the Southwest Michigan Behavioral Health Substance Use Disorder Policy Board met virtually Monday, May 18 and discussion was focused on ensuring that counties stayed within their budgets in order to continue critical services. He shared that the Board received the results of the gambling disorder prevention readiness assessment and there was concern that awareness surrounding gambling-related issues needed to be elevated.

Comr. Frisbie shared that the Public Health Board held their first meeting since the COVID pandemic and discussed how they were responding as well as concern regarding the 2021 budget which starts in October. He stated that they had begun mosquito trapping in search of EEE virus. Comr. Frisbie explained that the Calhoun County Consolidated Dispatch Authority met on Tuesday, May 12 and discussed different scenarios regarding a potential 10-25% reduction of budget, as two-thirds is received through fee for services and one-third of their funding is received from the State.

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 Finance staff were working to complete the 2019 audit and reported that financial results were positive to end December, largely due to the strategies employed with employee benefits health insurance and lower claim costs, which helped offset revenue shortfalls. She explained that the County ended the year with a little over \$5M in the Fund balance, which was within the Board target and would be favorable as the County moved forward with the bond credit rating process for the Emmett Township bond issuance. Ms. Scott shared that Finance, Department Heads and Elected Officials were working on mid-year budget reviews and given the decrease in State funding and shortfalls in revenues associated with the pandemic, 2020 budget adjustments would be brought before the Board for their approval. She explained that the County implemented voluntary furlough and the Federal Work Share program to help offset revenue shortages. Ms. Scott stated that projections indicated that the economic downturn was expected to last through 2021 which will have a significant impact on next year's budget. She shared that FireKeeper's Local Revenue Sharing Board met on Friday, May 15 and in addition to allocating Tier II, III and IV which made up most of the approximately \$6M in casino net win

proceeds, the Board unanimously decided to distribute the remaining funds of \$145,000 to each municipality at \$5,000 each. Ms. Scott stated a press release was issued that day with results of the economic impact study of FireKeepers Casino Hotel. She added that the report didn't show an uptick in bankruptcies, domestic violence, crime rates, etc. and that the results were favorable with the amount of jobs created and increased property values. She shared that the Battle Creek Rotary Club continued to meet on Mondays, and she was providing County government updates as well as Joint Operations Center COVID-19 updates. Ms. Scott stated that the Calhoun County Visitors Bureau Board, which Comr. Vette Chairs and on which Ms. Scott serves as Treasurer, met on Tuesday, May 12 and accepted their audit and revised their budget for the current year. She explained that the Michigan Municipal Services Authority (MMSA) Executive Committee met Thursday, May 14. She noted that the MMSA is contracted by the Local Community Stabilization Authority (LCSA) to distribute all of the personal property tax reimbursements. Ms. Scott stated that the Marshall Community Credit Union Board met on Monday, May 18 and heard updates from CEO Heather Luciani about COVID-19 response including new tools provided to assist credit unions, their employees and their members to alleviate financial struggles. She shared that the Veterans Affairs Committee met virtually on Wednesday, May 20 and discussed returning to full-staff level even though the office would remain closed. She also shared that the Veterans Affairs Office received an amended grant that doubled the Veterans Relief Fund used to respond to emergency requests from veterans. Ms. Scott explained that the County's COVID-19 Response and Preparedness Plan approved within the Consent Agenda outlined how the County would implement screening and other tools to ensure employees and visitors safety when they entered the building. She explained the steps that had been taken in County offices including signage, deep cleaning, installation of plexiglass in reception areas and six-foot markings to encourage social distancing. Ms. Scott thanked Elected Officials, Judges and Chief Judge Jaconette for being champions of enforcing the requirements of wearing masks. She stated that the County worked with the City of Battle Creek through the Joint Operations Center to create the plan and the County agreed to create non-branded Word versions of the plan to share with other local governments and non-profit agencies. Ms. Scott explained that the County had already created a future phased approach to fully reopening. She stated that the last step was implementing the Federal Work Share Program that would reduce non-union employees' work schedules at a level that would allow them to complete their jobs and still provide critical services as well as benefit the County's budget. She thanked Lucy Blair for her work on numerous communications, Jim Dyer for his work on contracts and legal advice and Kim Archambault for managing the Human Resource COVID-19 response.

B. New Business

1. Calhoun County 2020 Summer and Winter Property Tax Resolutions

Ms. Scott explained that this item was the annual summer and winter tax resolutions that required the Board's approval in accordance with General Property Tax Act. She stated the County was required to collect its operating levy of 5.3779 mills in the summer which generated approximately \$20M for the County's operating funds and extra voted millages were required to be collected in the winter and included Calhoun County Medical Care Facility, Senior Services and Veterans Affairs.

Res. 88-2020

“Moved Comr. Tompkins, second by Comr. Hatcher to approve the attached resolution to levy Calhoun County summer and winter property taxes in 2020, as presented.”

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

2. BJA Grant Program for COVID-19 & Training Grant Application

Administrator/Controller Scott thanked Sheriff Hinkley for his work in gaining a better understanding of, and demonstrating a concern, for how the Sheriff’s budget impacts the overall budget. She stated that she appreciated the application for grant funding through one of the COVID-19 Federal programs for supplies and other expenses that will assist with Sheriff’s Office’s purchasing plan related to COVID-19.

Res. 89-2020

“Moved Comr. Hatcher, second by Comr. Vette to approve the submittal of the BJA Grant Program for COVID-19 & Training Grant Application and approve the budget amendment that funds the grant as presented.”

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

3. Community Action Agency’s Minor Home Repair Supplemental Funding

Ms. Scott thanked Senior Services Manager Helen Guzzo for the tremendous amount of extra time spent delivering masks and meals and being fully engaged with helping seniors throughout the COVID pandemic.

Ms. Guzzo explained Community Action Agency provided boxes of commodities to an affordable housing unit in Albion where no one had masks. She stated that they collected 2000 masks made primarily by women in the community and distributed them to all 874 affordable housing units or apartments in the County and all 550 Meals on Wheels volunteers. Ms. Guzzo shared that this item was a request to support Community Action Agency’s Minor Home Repair Program with supplemental funding in the amount of \$54,000 for emergencies. She explained that the original funding of \$150,000 had been allocated for repairs at \$3,500 per home.

Comr. Tompkins thanked Ms. Guzzo and her staff for the great job they were doing to support seniors during the pandemic.

Res. 90-2020

“Moved Comr. Tompkins, second by Comr. Smith to approve supplemental funding of \$54,000 from Senior Millage for Community Action's Senior Minor Home Repair program based on increased demand for emergency repairs for low-income older adults homeowners who cannot otherwise

afford such repair as presented, and authorize the Board Chair to sign the contract amendment for this funding.”

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

4. MDOT Contract #20-5245 Traffic Signals

Ms. Scott stated that this item was an MDOT safety grant that would allow traffic signal enhancements in four locations throughout the County. She explained that safety grant provided 90% funding with only a 10% County match and that the project was just under \$72,000 and the Road Department’s match would be \$7,000.

Engineering Director Kristine Parsons explained that the safety grant was for flashing beacons for traffic signals to be installed only in locations where crash data indicated there was a problem with accidents in those intersections. She shared that the locations for this grant were D Drive South at 4 Mile and H Drive South and 2 ½ Mile in Leroy Township, D Drive North at Nine Mile in Emmett Township and Portello Road and 20 Mile in Marengo Township.

Res. 91-2020

“Moved Comr. Vette, second by Comr. Miller to approve the Michigan Department of Transportation Contract #20-5245 and authorize the County Administrator/Controller and Board of Commissioner Chair to electronically sign necessary documents to execute the contract, upon review by legal counsel.”

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

5. Engineering Reimbursement MDOT Form 2044

Ms. Scott stated that this item was an annual reimbursement request offered through the State in the amount of \$10,000 that required a professional and licensed engineer be on staff.

Res. 92-2020

“Moved Comr. Smith, second by Comr. Vette to approve the submission of the Engineering Reimbursement, Form 2044, to the State of Michigan as presented.”

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

6. Main Street Repaving Engineering Contract

Ms. Scott stated that this item was a request to approve an engineering contract for repaving on Main Street, which was a collaborative project with the City of Battle Creek. She explained that the County’s portion of the project would take place in Emmett Township and the City’s portion was located within

the city limits. She shared that on April 14 the Board approved the actual end contract that was originally a future funded project and this item was being brought in front of the Board should the final engineering costs exceed the anticipated \$20,000 estimate.

Ms. Parsons explained that the project was moved forward to complete the County's portion of repaving at the same time the City completed their portion to minimize the impact to the public.

Res. 93-2020

"Moved Comr. Smith, second by Comr. Miller to approve the contract between Calhoun County and the City of Battle Creek to share engineering costs on the Main Street Repaving project as submitted."

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

7. Calhoun County April 2020 Financials and 2019 Preliminary Results

Ms. Scott gave an overview of the monthly financial statements through the month of April and noted that not much had changed from the March financials. She shared that there would be much more meaningful information when the 2019 audit and mid-year budget amendments were presented. Ms. Scott stated that they were focusing on monitoring shortfalls due to COVID and thanked Megan Banning and Linda Morrison from the City of Battle Creek on their work to identify additional funding.

Comr. Frisbie expressed his gratitude for Ms. Banning's great work.

Ms. Scott also thanked Jeryl Schoepke who was managing the 2019 audit as well as Payroll, Accounts payable at both the Road Department and County. She added appreciation for Treasurer Brian Wensauer and Deputy Treasurer Melinda Weaver for managing the County's cash flow position.

Res. 94-2020

"Moved Comr. Tompkins, second by Comr. Miller to accept the Calhoun County April 2020 Financial Statements as presented."

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

13. CITIZEN'S TIME

There was none.

14. COMMISSIONERS TIME

Comr. Tompkins shared that week was EMS Week where the work done by paramedics and emergency medical technicians was honored. He thanked Chair Frisbie and his entire staff as well as all of the EMS employees throughout the County for continued dedication.

Comr. Frisbie recognized Comr. Tompkins' daughter for her dedication as well.

Comr. Hatcher thanked the team and staff at the County for their hard work to keep everything going during the pandemic.

15. CLAIMS PAYABLE

Can I have a motion to approve Claims Payable for May 1, 2020 through May 14, 2020 in the amount of \$7,264,505.34 as presented?

Res. 95-2020

"Moved Comr. Miller, second by Comr. Vette to approve Claims Payable for May 1, 2020 through May 14, 2020 in the amount of \$7,264,505.34 as presented."

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

16. ANNOUNCEMENTS

Comr. Miller shared that Calhoun County Fair would hopefully be held in September.

17. ADJOURNMENT

The meeting was adjourned at 8:06 p.m. at the call of the Chair.

slh

Chairman

Clerk to the Board