

**PROCEEDINGS OF THE  
BOARD OF COMMISSIONERS**

December 3, 2020

**1. CALL TO ORDER/ROLL CALL**

The Regular Session of the Calhoun County Board of Commissioners convened at 7:01p.m., Thursday December 3, 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. Kathy-Sue Vette, Rochelle Hatcher, Jake Smith, Steve Frisbie, Derek King, Tommy Miller 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. 205-2020

“Moved Comr. Miller, second by Comr. Hatcher to approve the agenda of the December 3, 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 November 19, 2020 Board of Commissioners Regular Session.

Res. 206-2020

“Moved Comr. Tompkins, second by Comr. Vette to approve the Minutes of the November 19, 2020 Regular Session of the Calhoun County Board of Commissioners as presented.”

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

**6. CITIZENS’ TIME**

There was none.

**7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS**

Senior Services Manager Helen Guzzo thanked the commissioners and County employees for their contributions to the United Way Campaign, which raised \$16,036. Ms. Guzzo shared that the Senior Millage sponsored Merry Mile coupons in the hopes to make up lost revenue from the cancelation of the County Fair. Helen Guzzo recognized the retirement of Linda Grap and the work that Senior Care Partners/Senior Health Partners have done.

**8. SPECIAL ORDER OF BUSINESS**

There was none.

**9. CONSENT AGENDA**

**A. Petitions, Communications, Reports**

There was none.

**B. Resolutions**

1. Renewals and new appointments, representing Calhoun County, to the Workforce Development Board for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties):

a) Renewal appointments for two-year terms that began October 1, 2020 and end September 30, 2022:

- Dr. Adrien Bennings, President, Kellogg Community College, representing education.
- Trevor Bidelman, President/Business Agent, BCTGM Local 3 G, representing organized labor.
- Karen Doubleday, Assistance Payments Program Manager, MI Dept of Health & Human Services, representing public assistance agencies.

b) New appointments for two-year terms that began October 1, 2020 and end September 30, 2022:

- Ana Martinez, Language Arts Assistant, VOCES, representing community-based organizations.
- Rebecca Hill, Site Manager-Battle Creek, Michigan Rehabilitation Services as an alternate for District Manager, John Fiore, representing rehabilitation agencies.

c) New appointments for the balance of a two-year term that began on October 1, 2019 and which ends on September 30, 2021:

are working remotely and noted that there was a current focus on supporting employee and supervisor needs for this working situation, in addition to work already done to provide computer, network and phone service.

B. New Business

1. Grant Agreement and Statement of Just Compensation: CARES CDGB Grant Funding - COVID19 Response.

Administrator/Controller Scott informed the grant funding comes from federal HUD dollars that are allocated to communities based on a formula that includes factors such as poverty, housing and other statistics, and that this funding is restricted specifically for COVID-19 response efforts, including a focus on vulnerable populations, which the new Battle Creek Homeless Shelter is doing. Ms. Scott shared this is the final step to approve the grant agreement.

Comr. King asked if the County would have rights to the building. Ms. Scott informed the County is merely contributing to the non-profit and that the County would not have rights to the building.

Res.208-2020

“Moved Comr. Miller, second by Comr. Vette to approve the Grant Agreement and Statement of Just Compensation: CARES CDGB Grant Funding - COVID19 Response as presented.”

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

2. Calhoun County Fiscal Year 2021 Budget and Appropriations Resolutions.

Ms. Scott highlighted there were no changes to the budgets that were presented at the public hearing in November, and reviewed with the Board information included within the Appropriations Resolution, including the budgetary powers of the Board and limits on departmental decisions relating to staffing that have budget impacts and internal transfers. She also noted that this resolution sets the salary levels for county non-union and court non-union pay scales and also elected officials including the Board of Commissioners.

Administrator/Controller Scott reported that there were no increases in the millage rates that the county intends to levy, except for the addition of the new voter-approved parks millage. She discussed the impact the COVID pandemic on the County’s finances, causing the most challenging budget year because the economy is so unpredictable.

Res.209-2020

“Moved Comr. Tompkins, second by Comr. Vette to approve the Calhoun County Fiscal Year 2021 Budget and Appropriations Resolutions as presented.”

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

3. 2021 Contract with Matt Hansen to act as Equalization Director.

Administrator/Controller Scott noted Deputy Equalization Director Tom Scott and Matt Hansen were present on the Zoom meeting. Ms. Scott shared this is a renewal of the contract for the County's required equalization director services.

Res.210-2020

“Moved Comr. Hatcher, second by Comr. Miller to approve the 2021 Contract with Matt Hansen to act as Equalization Director as submitted.”

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

4. 2021 Extension of the CSZ Assessing Contract.

Administrator/Controller Scott shared this contract is to expand the scope of services with CSZ to perform all appraisals for 2021, with expected vacancies in both appraiser positions coming next Spring.

Res.211-2020

“Moved Comr. Hatcher, second by Comr. Tompkins to approve the 2021 Extension of the CSZ Assessing Contract as submitted.”

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

5. Workers Compensation Excess Contract Renewal.

Ms. Scott informed this contract relates to workers compensation coverage, specifically for excess coverage renewal. She explained that the renewal is a two-year contract to lock in the rates at an increase that's lower than what the industry is trending.

Human Resources Manager Kim Archambault was on Zoom to answer any questions.

Res.212-2020

“Moved Comr. Miller, second by Comr. Vette to approve the Workers Compensation Excess Contract Renewal as submitted.”

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

**13. CITIZEN'S TIME**

Calhoun County Battle Creek resident Joel Fulton addressed the Commissioners to share his concerns regarding small business and restaurants related to the recent State Ordered closures. He expressed his concerns of the long-term impact closures will have on small businesses and the relief needed.

**14. COMMISSIONER'S TIME**

Commissioners Miller, Frisbie and Hatcher acknowledged Mr. Fulton's concerns and shared their sympathy for local small businesses and restaurants.

**15. CLAIMS PAYABLE**

Res.213-2020

"Moved Comr. Miller, second by Comr. Smith to approve the Calhoun County Claims Payable for November 13, 2020 through November 24, 2020 in the amount of \$3,091,084.81 as presented."

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

**16. ANNOUNCEMENTS**

Comr. Miller shared that the Marshall Merry Mile is open and highlighted the Marshall parade turnout which was held at the County Fairgrounds.


Comr. Frisbie mentioned following up with local municipalities related to the grants awarded to the Parks and Recreation Department.

Comr. Tompkins stated he will follow up with Lee Township related to the grant.

**17. ADJOURNMENT**

The meeting was adjourned at 7:59 pm at the call of the Chair.

smc

  
Susan M. Connolly  
Deputy Clerk to the Board