

**PROCEEDINGS OF THE
BOARD OF COMMISSIONERS**

October 7, 2021

1. CALL TO ORDER/ROLL CALL

The Annual Meeting according to MCL 46.1 of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, October 7, 2021 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. Derek King, Tommy Miller, Gary Tompkins, Kathy-Sue Vette, Rochelle Hatcher, Jake Smith and Steve Frisbie.

Staff Present: Administrator/Controller Kelli Scott, Corporation Counsel Jim Dyer, Assistant Administrator Brad Wilcox, HR/Labor Relations Director Kim Archambault, and Deputy Clerk Susan Connolly.

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

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

4. APPROVAL OF AGENDA

Res.157-2021

"Moved Comr. Vette, second by Comr. Hatcher to approve the agenda of the October 7, 2021 Annual Meeting according to MCL 46.1 of the Calhoun County Board of Commissioners, as presented."

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

5. APPROVAL OF MINUTES

Minutes of the September 16, 2021 Board of Commissioners' Regular Session.

Res.158-2021

"Moved Comr. Tompkins, second by Comr. Hatcher to approve the Minutes of the September 16, 2021 Board of Commissioners' Regular Session, as presented."

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

6. CITIZENS' TIME

A resident of Battle Creek requested clarification of the health department's COVID-19 quarantine order and data related to current infection rates and requested a response to her contacting one or more County Commissioners.

7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

Sheriff Steve Hinkley shared that a new Police to Citizen (P2C) portal is now available on the County's website for the public to obtain crash reports, dog licenses, incident and larceny reporting, and information about current jail inmates, including bond amounts.

Sheriff Hinkley added that his office's traditional "No Shave November" charity event began this year in early October, and that this year the proceeds will benefit honor guard uniforms and the United Way. Hinkley noted that this year female employees have the opportunity to wear a long sleeve Sheriff's Office logo shirt as an alternative way to participate along with the male employees.

County Clerk/Register of Deeds Kim Hinkley provided an update on the Calhoun County Apportionment Commission which recently adopted a new county commission map using the latest census data. She thanked the County's GIS and County IT departments for their support during this process.

Kim Hinkley added that the statutorily required members of the Apportionment Commission were Prosecutor David Gilbert, Treasurer Brian Wensauer, herself, the County's Republican party chair Jeanie Burchfield and democratic party chair Elizabeth Byrd.

8. SPECIAL ORDER OF BUSINESS

A. Biennial Election of Members of the Calhoun County Board of Canvassers

Comr. Frisbie explained that the Calhoun County Board of Commissioners is required to fill vacancies on the Board of Canvassers by electing a Democratic and Republican member from the names submitted by each of the party's county committees to the County's Election Clerk. He stated that Michigan election law specified that a ballot be used by the Board of Commissioners in filling the seats, and that the Democratic Party submitted the names of Brendel Hatley, Wayne Kukuk and Linda Pell. The Republican Party submitted the names of Deborah Baker, Erica Brown and Jill Stout.

The Board of Commissioners held a biennial election by ballot and the results were tabulated by Comr. Gary Tompkins and Comr. Jake Smith, as appointed by Chair Frisbie. By unanimous vote, Brendel Hatley was elected as the Democrat to the Board of Canvassers. By unanimous vote, Erica Brown was elected as the Republican to the Board of Canvassers. The official ballot is retained in the October 7, 2021 Board of Commissioners meeting file.

Res.159-2021

“Moved Comr. Tompkins, second by Comr. Miller to approve that Erica Brown (Republican Party) and Brendel Hatley (Democratic Party) have been duly elected by the Calhoun County Board of Commissioners and are hereby appointed to the Calhoun County Board of Canvassers for a term of four years beginning November 1, 2021, and ending October 31, 2025, as presented.”

On a roll call vote, Yes – 7, Comrs. King, Miller, Tompkins, Vette, Hatcher, Smith and Frisbie.
Motion **CARRIED**.

B. Resolution Supporting Battle Creek Unlimited’s Grant Application for the U.S. Department of Commerce, Economic Development Administration (EDA) Build Back Better Regional Challenge to develop the Michigan Unmanned Aerial System Park (MUASP) Project

Comr. Frisbie noted the Resolution is in support of Battle Creek Unlimited’s grant application for the US Department of Commerce, Economic Development Administration.

Res.160-2021

“Moved Comr. Smith, second by Comr. Vette to approve the Resolution in support of the Build Back Better Regional Challenge Grant Battle Creek Unlimited, as presented.”

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

9. CONSENT AGENDA

A. Petitions, Communications, Reports

1. Resolutions from Other Counties to be Acknowledged:
 - i. Tuscola County re: Open Meetings Act
 - ii. Roscommon County re: Opposing Proposed Changes to Mental Health System
 - iii. Muskegon County re: Promoting General Welfare
 - iv. Delta County re: Opposing Proposed Changes to Mental Health System

B. Resolutions

1. 2022 BCNA Retiree Health Care Plan Renewal
2. 2022 Medicare Advantage PPO Retiree Health Care Plan Renewal
3. 2021-22 FY Child Care Fund Annual Plan and Budget; MST Agreement
4. IV-D Cooperative Reimbursement/Child Support Enforcement Grant Agreement for FY 2022 and 2023

Res.161-2021

“Moved Comr. Vette, second by Comr. Hatcher to approve the Consent Agenda of the October 7, 2021 Board of Commissioner’s Annual Meeting, as presented.”

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

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. Tompkins reported that the Senior Millage Allocation Committee met on October 1 and heard from representatives of Senior Services of Southwest Michigan on their recent rebranding and renaming of the organization, now called Milestone Senior Services.

Comr. Tompkins mentioned that the Calhoun County Broadband Task Force met on October 7, highlighting that the County's Merit Network resident internet access survey will continue for another month through October to encourage a higher completion rate.

Comr. Vette informed the Board that the Summit Pointe Board met recently and discussed their CEO performance evaluation, which was conducted by the County's Human Resources Director, Kim Archambault.

Comr. Miller shared that the Marshall Downtown Development Authority (DDA) board met recently to discuss various projects including installing bike racks throughout the town.

11. UNFINISHED AND OLD BUSINESS

There was none.

12. NEW BUSINESS AND COUNTY ADMINISTRATOR'S REPORT

A. County Administrator/Controller's Report

County Administrator/Controller Kelli Scott shared that she attended the Michigan Association of Counties (MAC) Annual Conference along with Commissioner Kathy-Sue Vette on Mackinac Island from Sept. 26-28. She noted various topics presented, including a summary of the State's 2022 budget process, broadband and the American Rescue Plan Act, and added that there was a meeting during the conference of county administrators from across the State.

Ms. Scott reported that on Oct. 3-6 she attended the digital version of the 2021 International City/County Managers Association (ICMA) Annual Conference. She noted that the live-streamed workshops covered key issues including building a crisis-proof team; navigating the legal process of creating a safe workplace environment including issues around masks and vaccines specifically; succession planning; law enforcement best practices including social work; and improving the workplace culture.

Administrator/Controller Scott reported that the County's two Budget Committees, the internal committee that includes department leaders and elected officials, as well as the Board of Commissioners Budget Committee, which includes Commissioners Gary Tompkins, Steve Frisbie, and Rochelle Hatcher, met on Sept. 22 and 23. She added that these meetings took place after departments submitted budget requests for FY 2022, so that the committees could review the resulting status of our \$46 million General Fund budget, which has seen some progress but is still showing a significant \$3.5 million deficit that needs to be resolved before December. Scott

emphasized that the main challenge is the continued reduction of locally generated revenues, mainly in Charges for Services within Public Safety, which have declined from 2018 to 2021 by \$4 million.

B. New Business

1. New Telecommuting Policy.

Administrator/Controller Kelli Scott stated this new policy replaces the temporary one put in place last spring to make it possible for employees to work remotely during the pandemic.

Human Resources Manager Kim Archambault noted that this policy will make it possible for employees to work remotely if appropriate and added that requests must be approved by a supervisor and also the County's HR Department, based on the request being mutually beneficial to the County/Courts and the employees.

Res.162-2021

"Moved Comr. Tompkins, second by Comr. Hatcher to approve the New Telecommuting Policy, as presented."

On a roll call vote, Yes – 7, Comrs. King, Miller, Tompkins, Vette, Hatcher, Smith and Frisbie.
Motion **CARRIED**.

2. Waiver of Purchasing Policy Provision for Contract Extensions: Jail Medical, Medical Examiner & Inmate Phone Services.

Ms. Scott shared that this request is for the Board to waive a certain provision of the County's Purchasing Policy in order to extend three significant contracts for services to preserve favorable pricing and prevent disruption in operations.

Assistant Administrator Brad Wilcox added that based on experiences over the last 18 months of the pandemic, contracts have increased in price and so this strategy to extend the contracts provides administrative flexibility while preserving the high service performance standards and pricing previously negotiated.

Res.163-2021

"Moved Comr. Vette, second by Comr. Miller to approve the Waiver of Purchasing Policy Provision for Contract Extensions: Jail Medical, Medical Examiner & Inmate Phone Services, as presented."

On a roll call vote, Yes – 7, Comrs. King, Miller, Tompkins, Vette, Hatcher, Smith and Frisbie.
Motion **CARRIED**.

3. Road Department Lease Agreement for the Purchase of a Vortex Patcher.

Kelli Scott informed the Board that this agreement is to add another patcher to the Road Department's fleet from 4 to 5 to improve road repairs throughout the county with a relatively low interest rate.

Comr. Miller expressed his concern of the need for another piece of equipment.

Comr. Tompkins showed his support for improved efficiency for the road department.

Res.164-2021

"Moved Comr. Tompkins, second by Comr. Vette to approve the Road Department Lease Agreement for the Purchase of a Vortex Patcher, as presented."

On a roll call vote, Yes – 5, Comrs. King, Tompkins, Vette, Hatcher, and Frisbie. No – 2, Comrs. Miller and Smith.

Motion **CARRIED**.

4. Policy for Developing Public Roads.

Administrator/Controller Kelli Scott introduced Road Department officials present to speak to this new policy, including Managing Director John Midgley, Engineering Director Kristine Parsons, and Civil Engineer Brian Kernstock. She noted that the informational memo to the Board highlighted the benefits of this policy and the need for formal documentation to standardize the procedures and the requirements for accepting public roads into the county system.

Ms. Scott added that the policy would make it clear for proposed developers and give them guidance on what to expect. Scott noted that the Road Department has practically been following this, but more on a case by case basis absent these formal procedures.

Road Department Engineer Kristine Parsons mentioned the intention was just to standardize a process that needs to be standardized to make a set policy that everyone can follow.

Comr. Miller asked whether contractors must be MDOT prequalified. Parsons replied that yes, they do.

Res.165-2021

"Moved Comr. Vette, second by Comr. Miller to approve the Policy for Developing Public Roads, as presented."

On a roll call vote, Yes – 7, Comrs. King, Miller, Tompkins, Vette, Hatcher, Smith and Frisbie.
Motion **CARRIED**.

5. Resolution to Propose Dissolution of the Southwest Michigan Solid Waste Consortium.

Ms. Scott explained that this proposed resolution is to do one of two things, either dissolve the Southwest Michigan Solid Waste Consortium, or, if that doesn't happen, then to authorize Calhoun County to withdraw from the Consortium.

Corporation Counsel Jim Dyer noted that the consortium never formed itself as a separate unit of government and that created problems that should be considered for purposes of the dissolution.

Comr. Tompkins shared that Solid Waste Coordinator Sarah Kelly did a wonderful job of digging into this matter and her support in collaborating with some counties in and around Calhoun.

Res.166-2021

"Moved Comr. Tompkins, second by Comr. Vette to approve the Resolution to Propose Dissolution of the Southwest Michigan Solid Waste Consortium, as presented."

On a roll call vote, Yes – 7, Comrs. King, Miller, Tompkins, Vette, Hatcher, Smith and Frisbie.
Motion **CARRIED**.

6. Calhoun County August 2021 Financials (for Informational Purposes only).

Administrator/Controller Scott mentioned Deputy Controllers Megan Banning and Jeryl Schoepke of the Finance Department were present. Kelli Scott summarized some of the highlights that were in the memo provided.

Kelli Scott noted that property tax revenues within the General Fund are up about a million dollars from last year, mainly due to increased property values, the first distribution from marijuana tax from the State this year, and personal property tax reimbursement exceeding last year's payment, in addition to the significant addition of American Rescue Plan Act grant dollars recognized through August in the federal grants line.

Kelli Scott mentioned that in other funds, hotel accommodations tax countywide is up about \$330,000 from last year, which is a good sign of recovery in that industry.

Res.167-2021

"Moved Comr. Vette, second by Comr. Miller to approve the Calhoun County August 2021 Financials (for Informational Purposes only), as presented."

On a roll call vote, Yes – 7, Comrs. King, Miller, Tompkins, Vette, Hatcher, Smith and Frisbie.
Motion **CARRIED**.

13. CITIZENS' TIME

There was none.

14. COMMISSIONERS' TIME

Comr. King responded to the resident of Battle Creek to address her concerns related to the County COVID-19 data and the Health Officer's quarantine order.

Comr. Hatcher shared October is breast cancer awareness month and that there is an upcoming charity walk in Battle Creek.

Comr. Hatcher noted Monday, October 11 is Indigenous People Day and acknowledged the various Tribes in Michigan.

Comr. Frisbie congratulated the new members to the Board of Canvassers.

15. CLAIMS PAYABLE

Res.168 -2021

"Moved Comr. Miller, second by Comr. Smith to approve the Calhoun County Claims Payable for September 10, 2021 through September 28, 2021 in the amount of \$7,526,782.86, as presented."

On a roll call vote, Yes – 7, Comrs. King, Miller, Tompkins, Vette, Hatcher, Smith and Frisbie.
Motion **CARRIED**.

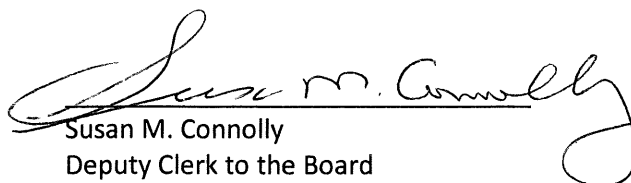
16. ANNOUNCEMENTS

There was none.

17. ADJOURNMENT

The meeting was adjourned at 8:11 p.m. at the call of the Chair.

smc


Susan M. Connolly
Deputy Clerk to the Board