

**PROCEEDINGS OF THE
BOARD OF COMMISSIONERS**

NOVEMBER 21, 2024

1. Call to Order/Roll Call

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00pm, Thursday, November 21, 2024, in the Commissioners' Meeting Room, County Building, Marshall, MI.

Chair King called the meeting to order and requested the Deputy Clerk call the roll.

Present: Comrs. Derek King, Tommy Miller, Rochelle Hatcher, Diane Thompson, Monique French, and Al Morehart.

Absent/Excused: Comr. Steve Frisbie.

Staff Present: Administrator/Controller Kelli Scott, Assistant County Administrator-Internal Services Megan Banning, Corporation Counsel Kate Ambrose, Communications Director Amber LeClear, and Deputy Clerk to the Board of Commissioners Susan Connolly.

2. Moment of Silence/Invocation

Chair King called a Moment of Silence.

3. Pledge of Allegiance

Comr. Morehart led the Pledge of Allegiance.

4. Approval of Agenda

Res.152-2024

"Moved Comr. Thompson, second by Comr. Hatcher to approve the agenda of the November 21, 2024, Regular Session of the Calhoun County Board of Commissioners, as presented."

On a **VOICE VOTE**, Motion **CARRIED**.

5. Approval of Minutes

A. *Minutes of the November 7, 2024, Board of Commissioners' Regular Meeting*

Minutes of the November 7, 2024, Board of Commissioners' Regular Meeting.

Res.153-2024

"Moved Comr. Thompson, second by Comr. Hatcher to approve the Minutes of the November 7, 2024, Board of Commissioners' Regular Meeting, as presented."

On a **VOICE VOTE**, Motion **CARRIED**.

6. Citizens' Time

There was none.

7. Elected/Appointed County Officials' Comments

There were none.

8. Special Order of Business

A. Michigan State University Extension Annual Report

Julie Pioch, Michigan State University Extension District 13 Director, shared the 2023 Annual Report noting the 419 programs offered in 2023, and adding that 2,000 county residents participated in the programs.

Ms. Pioch introduced MSUE staff members and highlighted their programs across seven counties.

MSUE representative Kathy Fisher, Supervisor of Education for District 13, shared programs offered through the 4H program.

B. 2025 Administrator/Controller's Budget Recommendation and Public Hearing

Res.154-2024

“Moved Comr. French, second by Comr. Thompson to Open Public Hearing.”

On a **VOICE VOTE**, Motion **CARRIED**.

Assistant County Administrator-Internal Services Megan Banning provided a presentation explaining the budget process, 2025 budget assumptions, and summaries of expenditures and revenues, including the long-term forecast for the Road Department and General Fund.

Ms. Banning highlighted planned capital improvement plan (CIP) projects, including elevator repairs, flooring, generators and other items, and summarized significant general fund expenditure increases, including health care inflationary costs, inmate medical/food and other jail/public safety costs. Banning then highlighted the proposed Road Department 2025 budget.

At 7:33pm Chair King asked if there was any member of the public who would like to comment. There was none.

Res.155-2024

“Moved Comr. Hatcher, second by Comr. French to Close the Public Hearing.”

On a **VOICE VOTE**, Motion **CARRIED**.

9. Consent Agenda

A. Petitions, Communications, Reports

- 1. Other County Resolutions to be Acknowledged*
- 2. Financial Statements for Information Only: October 2024*

B. Resolutions

- 1. Amended 2024 Apportionment Report*
- 2. Youth Center Grant Application - Juvenile Justice Facility Infrastructure*

Res.156-2024

“Moved Comr. Thompson, second by Comr. Morehart to approve the Consent Agenda of the November 21, 2024, Board of Commissioners' Regular Session, as presented.”

On a **VOICE VOTE**, Motion **CARRIED**.

10. Special Committee/Workshop/Board Reports

Chair King shared the Board of Health met Monday to interview new candidates.

Comr. French noted Carewell Services involvement and support with Senior Services.

11. Unfinished and Old Business

There was none.

12. New Business and County Administrator's Report

A. Administrator/Controller's Report

County Administrator/Controller Kelli Scott thanked the current commissioners for their service the past year and thanked Megan Banning for her leadership with numerous departments.

Kelli Scott welcomed Teri Zadigian as the new Administrative Assistant in the Administration office.

Ms. Scott thanked elected officials and department heads for their work to develop the 2025

budget, noting the county has a strong AA bond credit rating.

Kelli Scott shared the Opioid Settlement Steering Committee met November 14, wherein the Medical Examiner's mid-year report noted a decrease in drug related deaths in Calhoun County.

Administrator/Controller Scott reported the Veterans Affairs Committee met and highlighted the veterans' relief fund.

Kelli Scott shared her support for House Bills 4274 and 4275 related to revenue sharing in support for state funding.

B. New Business

1. Bid Award: RFP#115-24 Janitorial Services

Kelli Scott stated that the janitorial contract serves nine County buildings, and that the County issued a competitive request for proposals, resulting in the recommendation to contract with a new service provider.

Chair King questioned whether current employees would be offered positions with the new vendor. Assistant County Administrator Megan Banning replied that staffing recommendations were provided to the new vendor for their consideration.

Res.157-2024

“Moved Comr. Miller, second by Comr. Morehart to approve Bod Award: RFP#115-24 Janitorial Services, as presented.”

On a **ROLL CALL VOTE**

Yes – 6, Comrs. King, Miller, Hatcher, Thompson, French, and Morehart.

Absent/Excused - 1, Comr. Frisbie.

Motion **CARRIED**.

2. CCRD Bid Award: RFP#113-24 Mineral Aggregate

Ms. Scott stated that this is a proposed one-year contract with three recommended vendors, all of which must meet MDOT specifications for materials, and that the Road Department would again this year be ensuring compliance through inspections and materials testing.

Res.158-2024

“Moved Comr. Thompson, second by Comr. Hatcher to approve Calhoun County Road Department Bid Award: RFP#113-24 Mineral Aggregate, as presented.”

On a **ROLL CALL VOTE**

Yes – 6, Comrs. King, Miller, Hatcher, Thompson, French, and Morehart.
Absent/Excused - 1, Comr. Frisbie.
Motion **CARRIED**.

3. *Office Space Lease Agreement - Calhoun County Land Bank Authority*

Administrator/Controller Scott reported that the proposed lease renewal with the Land Bank Authority will generate approximately \$16,000 annually in revenues for the County to maintain the facility.

Res.159-2024

“Moved Comr. Morehart, second by Comr. Hatcher to approve the Office Space Lease Agreement - Calhoun County Land Bank Authority, as presented.”

On a **ROLL CALL VOTE**

Yes – 6, Comrs. King, Miller, Hatcher, Thompson, French, and Morehart.
Absent/Excused - 1, Comr. Frisbie.
Motion **CARRIED**.

4. *Office Space Lease Amendment - Calhoun County Public Defender Office*

Kelli Scott noted that the lease amendment will extend the Public Defender's office space to 6,900 square feet, and is related to the facts that the MDHHS is decreasing their footprint within the Toeller Building and the County Veteran Affairs Office is relocating to the second floor. Ms. Scott noted that the lease cost is paid for entirely by the State of Michigan because of the requirements of the Public Defender's Office to comply with standards set forth by the Michigan Indigent Defense Commission (MIDC).

Res.160-2024

“Moved Comr. Thompson, second by Comr. Miller to approve the Office Space Lease Amendment - Calhoun County Public Defender Office, as presented.”

On a **ROLL CALL VOTE**

Yes – 6, Comrs. King, Miller, Hatcher, Thompson, French, and Morehart.
Absent/Excused - 1, Comr. Frisbie.
Motion **CARRIED**.

13. Citizens' Time

There was none.

14. Commissioners' Time

Comr. French congratulated the Land Bank on their recent event.

Comr. French called for a moment of silence to pay tribute to Linda Morrison, who recently passed away.

15. Claims Payable Listing

- A. *Claims Payable for October 31, 2024, through November 13, 2024, in the amount of \$2,928,036.88*

Res.161-2024

“Moved Comr. Thompson, second by Comr. Miller to approve the Calhoun County Claims Payable for October 31, 2024, through November 13, 2024, in the amount of \$2,928,036.88, as presented.”

On a **ROLL CALL VOTE**

Yes – 6, Comrs. King, Miller, Hatcher, Thompson, French, and Morehart.

Absent/Excused - 1, Comr. Frisbie.

Motion **CARRIED**.

16. Announcements

Chair King noted that the Harper Creek High School Girls Volleyball team will be playing at Kellogg Arena on Friday evening for the semi-state finals.

17. Adjournment

The meeting was adjourned at 7:56 p.m. at the call of the Chair.

smc

Susan M. Connolly
Deputy Clerk to the Board of Commissioners