PROCEEDINGS OF THE
BOARD OF COMMISSIONERS

SEPTEMBER 4, 2025

1. Call to Order/Roll Call

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00p.m., Thursday, September 4, 2025, 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, Monique French, Al Morehart, Dominic Oo, Dan Strowbridge, and Gary Tompkins
Excused: Comr. Matt Saxton.

Staff Present: Administrator/Controller Kelli Scott, Assistant County Administrator-Internal Services Megan Banning, Assistant County Administrator-Community Services Doug Ferrall, Corporation Counsel Kate Ambrose, HR/Labor Relations Director Kim Archambault, Communications Director Amber Coco, and Deputy Clerk to the Board of Commissioners Susan Connolly.

2. Moment of Silence/Invocation

Comr. Derek King called for a moment of silence.

3. Pledge of Allegiance

Comr. Oo led the Pledge of Allegiance.

4. Approval of Agenda

Res.105-2025

"Moved Comr. Morehart, second by Comr. Oo to approve the agenda of the September 4, 2025, 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 August 21, 2025 Board of Commissioners' Regular Meeting

Minutes of the August 21, 2025, Board of Commissioners' Regular Meeting.

Res.106-2025

"Moved Comr. Tompkins, second by Comr. Strowbridge to approve the Minutes of the August

21, 2025, Board of Commissioners' Regular Meeting, as presented."

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

6. Citizens' Time

Tina Brown of Pennfield Township shared concerns related to water flooding on their residential property following Road Department construction.

Barry Wayne Adams of Marshall expressed concerns related to the Marshall Ford Blue Oval Battery Park and the surrounding property development.

Joe Harris of Emmett Charter Township shared updates on cemetery maintenance and repairs.

7. Elected/Appointed County Officials' Comments

Community Development Assistant Director, Lucy Hough introduced Jack Carlsen, the County's new Veteran Affairs Manager. Jack Carlsen introduced himself to the board.

8. Special Order of Business

There was none.

9. Consent Agenda

A. Petitions, Communications, Reports

B. Resolutions

1. Updated Bylaws of the Michigan Works! Southwest Workforce Development Board

2. 2025 MERS Delegate Certification

Res.107-2025

"Moved Comr. Tompkins, second by Comr. Morehart to approve the Consent Agenda of the September 4, 2025, Board of Commissioner's Regular Session, as presented."

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

10. Special Committee/Workshop/Board Reports

There was none.

11. Unfinished and Old Business

There was none.

12. New Business and County Administrator's Report

A. ***Administrator/Controller's Report***

Administrator/Controller Kelli Scott shared board and committee highlights and thanked the commissioners for their participation in Lunch and Learn sessions with County employees and in the County's public podcast series "Inside Calhoun" online at battlecreekpodast.com.

B. ***New Business***

1. Calhoun County Public Health Department FY26 Budget

Kelli Scott noted that $1.4 million dollars in Federal funding reductions greatly impacted the 2026 Budget for the Health Department. Scott added that 56% of the Department's revenues for the 2026 budget still come from Federal and State grants.

Health Officer Eric Pessell shared that unfortunately, due to the budget, 5 unfilled positions will remain vacant and 6 staffed positions will be eliminated by the end of this month.

Res.108-2025

“Moved Comr. Strowbridge, second by Comr. Oo to approve the Calhoun County Public Health Department Fiscal Year 2026 Budget, as presented.”

On a **ROLL CALL VOTE**
YES – 6, Comrs. King, French, Morehart, Oo, Strowbridge, and Tompkins.
Excused - 1, Comr. Saxton.
Motion **CARRIED**.

2. Resolution to Approve 2025 Opioid Settlement Funds Appropriation

County Administrator/Controller Kelli Scott noted the appropriation is in follow up to the June authorization of the 2025 Opioid Settlement Funds Request for Proposals (RFP) process, including the timeline and review committee.

Kelli Scott highlighted prior appropriations made by the Board of Commissioners, noting that the largest investment of the funds internally were to expand treatment services within the jail. to enhance the effectiveness of the drug treatment court, and to offer and expand harm reduction services managed by the Health Department.

Ms. Scott thanked the County's Opioid Settlement Funds Steering Committee for their support of this year's appropriation of nearly $600,000 to be disbursed to numerous community partners. Scott stated that the committee is recommending 7 of the 9 applications submitted using a scoring matrix customized from a template from the Michigan Association of Counties.

Comr. Tompkins asked of there was a timeframe to use the funds. Scott replied that the grant year is 12 months starting Oct.1.

Res:109-2025

“Moved Comr. Tompkins, second by Comr. Oo to approve the Resolution to Approve 2025 Opioid Settlement Funds Appropriation, as presented.”

On a **ROLL CALL VOTE**
YES – 6, Comrs. King, French, Morehart, Oo, Strowbridge, and Tompkins.
Excused - 1, Comr. Saxton.
Motion **CARRIED**.

3. Authorization to Purchase Real Property at 15290 15 Mile Rd

Ms. Scott stated that this request was to purchase property to address the need to relocate the recycling center from the current location at the County's Road Department, noting that the purchase is contingent on site plan approval by Marshall Township.

Lucy Hough, Assistant Director of Community Development, highlighted the benefits of the relocation of the center, including increased hours and a drive-through facility to create an off-road footprint. Ms. Hough added the new facility would offer year-round collection and meet newly legislated Material Marketing Plan goals.

Comr. Strowbridge inquired whether environmental surveys have been completed. Land Bank Authority Executive Director Krista Trout-Edwards replied that SME Environmental has performed environmental surveys using Brownfield grant funds, and that the results indicated that this property meets the qualifications for this use.

Res.110-2025

“Moved Comr. Strowbridge, second by Comr. French to approve the Authorization to Purchase Real Property at 15290 15 Mile Road, as presented.”

On a **ROLL CALL VOTE**
YES – 5, Comrs. King, French, Oo, Strowbridge, and Tompkins.
ABSTAIN - 1, Comr. Morehart
Excused - 1, Comr. Saxton.
Motion **CARRIED**.

4. Amendment to the CCCDA Administrative Services Agreement

Kelli Scott shared that the Agreement provides for the County to offer to the Dispatch Authority for a fee IT, Human Resources, GIS, Communications and other Administrative Services.

Ms. Scott reported that the Amendment addresses the Authority's need to have a dedicated employee to enter Circuit Court Warrants for the Sheriff's Department, in addition to 911 dispatchers' other roles and responsibilities.

Administrator/Controller Scott noted that the intent is for the County to reimburse the Authority for 65% of the personnel costs for the remainder of 2025 and then for CCCDA to incorporate 100% of the cost of the position into their budget for 2026, which will require another amendment to the agreement at the end of 2025.

Ms. Scott thanked Corporate Counsel, Kate Ambrose for drafting the amended agreement.

Res.111-2025

"Moved Comr. Tompkins, second by Comr. Oo to approve the Amendment to the Calhoun County Dispatch Authority Administrative Services Agreement, as presented."

On a **ROLL CALL VOTE**
YES – 6, Comrs. King, French, Morehart, Oo, Strowbridge, and Tompkins.
Excused - 1, Comr. Saxton.
Motion **CARRIED**.

5. Interlocal Agreement to Provide IT Services - City of Marshall

Administrator/Controller Scott noted that the Marshall City Council approved this new interlocal agreement earlier in September, and that the agreement is for three years with an option to extend. Kelli Scott added that the agreement does require an additional position for the IT Help Desk, the cost of which will be covered 100% by revenues from the new Agreement.

Res.112-2025

"Moved Comr. Morehart, second by Comr. French to approve the Interlocal Agreement to Provide IT Services - City of Marshall, as presented."

On a **ROLL CALL VOTE**
YES – 6, Comrs. King, French, Morehart, Oo, Strowbridge, and Tompkins.
Excused - 1, Comr. Saxton.
Motion **CARRIED**.

6. Human Resources Request for approval of Greenhouse Applicant Tracking System

Kelli Scott stated that this request addresses the need to replace Human Resources software for applicant tracking and onboarding, and noted that the vendor chosen, Greenhouse, offers an updated system at a slightly lower cost.

HR/Labor Relations Director Kim Archambault added the system will be used to post positions, track applicants and is an easier sytem for what they are currently using.

Res.113-2025

"Moved Comr. Strowbridge, second by Comr. Oo to approve the Human Resources Request for approval of Greenhouse Applicant Tracking System, as presented."

On a **ROLL CALL VOTE**
YES – 6, Comrs. King, French, Morehart, Oo, Strowbridge, and Tompkins.
Excused - 1, Comr. Saxton.
Motion **CARRIED**.

13. Citizens' Time

Craig Brown from Pennfield Township provided photographs of the flooding issue on his property.

Joe Harris from Emmett Township shared his support for the need for dedicated warrant entry and encouraged the County to look at all options other than incorporating the duty into the CCCDA Administrative Services Agreement. Harris also offered to share a 1975 Emmett Township historical society report with board members.

Barry Wayne Adams of Marshall noted the ramifications of Federal tariffs.

14. Commissioners' Time

There was none.

15. Claims Payable Listing

A. Claims Payable for August 14, 2025, through August 27, 2025, in the amount of $3,805,585.52

Res.114-2025

"Moved Comr. Tompkins, second by Comr. Morehart to approve the Calhoun County Claims Payable for August 14, 2025, through August 27, 2025, in the amount of $3,805,585.52, as presented."

On a **ROLL CALL VOTE**
YES – 6, Comrs. King, French, Morehart, Oo, Strowbridge, and Tompkins.
Excused - 1, Comr. Saxton.
Motion **CARRIED**.

16. Announcements

There were none.

17. Adjournment

The meeting was adjourned at 7:47p.m. at the call of the Chair.

smc

____

Susan M. Connolly
Deputy Clerk to the Board of Commissioners