

**CALHOUN COUNTY**  
**PROCEEDINGS OF THE**  
**BOARD OF COMMISSIONERS**

November 7, 2013

1. CALL TO ORDER/ROLL CALL

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00 p.m., Thursday, November 7, 2013 in the Commissioners' Meeting Room, County Building, Marshall, MI.

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

Present: Comrs. Dunn, Todd, Haadsma, King, VanSickle and Kale

Excused: Comr. Frisbie

Staff Present: County Administrator/Controller Kelli Scott, Assistant County Administrator Brad Wilcox, Corporation Counsel Richard Lindsey, Human Resources Director Kim Archambault and Deputy Clerk Lora Stevens

2 and 3. INVOCATION AND PLEDGE OF ALLEGIANCE

The Board held a moment of silence followed by Comr. VanSickle leading the Pledge of Allegiance.

4. APPROVAL OF AGENDA

"Moved Comr. Haadsma, supported by Comr. Dunn to approve the agenda of the November 7, 2013 Regular Session of the Calhoun County Board of Commissioners with the addition of Agenda Item 9B4. Veterans Affairs Interview Committee Creation and Appointments of Derek King, Kathy-Sue Dunn, Brad Wilcox, Carl Gibson and Scott Losey."

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

5. APPROVAL OF MINUTES

A. Minutes of the October 17, 2013 Regular Session

"Moved Comr. Haadsma, supported by Comr. Todd to approve the minutes of the October 17, 2013 Regular Session of the Calhoun County Board of Commissioners as presented."

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

6. CITIZENS' TIME

Jack Hunn, Emmett Township, stated he submitted a letter of interest to serve on the Veterans Affairs Committee and wanted the Board to be able to put a face with a name.

7. ELECTED/APPOINTED COUNTY OFFICIALS' COMMENTS

Treasurer Christine Schauer introduced Deputy Treasurer Nina Baranowski and Land Bank Authority Executive Director Krista Trout-Edwards. She announced they had completed the tax foreclosure property auctions with sales totaling over \$900,000, which was nearly triple what was made yearly over the past few years. She believes this was because they had changed auction companies to one that is paid with a buyer's fee and so they advertised more and marketed the properties more aggressively. She wished everyone a Happy Thanksgiving.

Chief Assistant Prosecutor Matthew Smith gave a positive report of his department, stating he was pleased with the first ten months of their term. He reported they had the same number of felony pleas as last year, and slightly less trials in Circuit Court. He added that they were starting their seventh murder trial, and because they were still a little short-handed they issued a memo to the assistant prosecuting attorneys stating they could not take time off for the rest of the year due to the case load.

Water Resources Commissioner Chris Kosmowski reminded the Board that a Deficit Elimination Plan had been brought before them in September due to deficits in several drain funds she had inherited when she took office. She explained that beginning soon they will begin informing residents in those districts by sending out over 6,000 letters to residents as well as letters to be published in the paper to inform the public of the situation. She stated the Board would also be sent a copy of the letter.

8. SPECIAL ORDER OF BUSINESS

A. Update on Senior Services Needs Assessment from Carl Gibson, Senior Services Manager

Carl Gibson, Senior Services Manager, stated that they found promoting safety, dignity and independence was the key goal. He stated senior services was one of the fastest growing areas of need in government due to the rapid growth of the aging population. He explained this was a cooperative study with the Area Agency on Aging and explained the resources used to gather the information for the assessment. He stated dental services was the highest felt need because it was not covered by Medicaid or Medicare, as was vision and home repair services.

Gibson noted that Comrs. Kale and Dunn serve on the Senior Millage Allocation Committee (SMAC) and Comr. Haadsma is the Chair.

B. Public Hearing to Receive Comment Regarding the Land Bank Blight Grant

Res. 190-2013

“Moved Comr. VanSickle, supported by Comr. King to open the public hearing regarding the Land Bank Blight Grant.”

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

Calhoun County Land Bank Authority Executive Director Krista Trout-Edwards explained the grant was to remove fifteen structures in Albion, five which are owned by the Calhoun County Treasurer in the foreclosure process and ten owned by the Land Bank Authority. She stated the grant supplied \$155,795 for demolition and required a 25% match from the Treasurer’s office. She explained that MSHDA required the properties to be beautified after demolition. She noted the demolition must be done by the end of 2014 and having them done by spring was their goal so they could get them seeded before summer.

Comr. King inquired if the Land Bank went through County Purchasing to solicit bids for the demolition work.

Trout-Edwards confirmed there was a bid process they had used for other demolition work and local bidders were given points in the scoring process. She noted they are also required to follow the State procurement policy for these grants.

Corporation Counsel Lindsey stated a thorough review process had been developed by Krista (Trout-Edwards), Assistant County Administrator Wilcox, Purchasing Coordinator Leslie Obrig and himself.

There was no public comment.

Res. 191-2013

“Motion by Comr. VanSickle, supported by Comr. Dunn to close the public hearing regarding the Land Bank Blight Grant.”

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

9. CONSENT AGENDA

A. Petitions, Communications, Reports

1. Bay County Resolution Supporting House Bill 4194

B. Resolutions

1. Hospital Finance Authority Appointment  
(Term to Expire January 4, 2016)

{a} Christine Schauer (replacing Jon Bartlett)

2. Information Technology Executive Committee Appointment  
(Term to Expire December 31, 2014)

{a} Nina Baranowski (replacing Jon Bartlett)

3. Revised Intergovernmental Contract with Southwest Michigan Behavioral Health Regional Entity (SWMBH) for the Coordination of the Provision of Substance Use Disorder Services

Res. 192-2013

“Motion by Comr. VanSickle, supported by Comr. Dunn to approve the Consent Agenda of the November 17, 2013 Regular Session of the Calhoun County Board of Commissioners as amended.”

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

10. SPECIAL COMMITTEE/ WORKSHOP/BOARD REPORTS

Comr. King gave a Parks and Recreation Commission update, stating Historic Bridge Park restrooms would be closed November 12. He stated they were utilizing grant money in the Ott Preserve to repair fencing and putting up signs to ban off-road vehicles (ORVs), as it is illegal for them to be in the park. He noted the Trailway bid has not been let by the State yet but it is expected any time. He stated logging would start in Kimball Pines to clear the infestation of IPS beetles in the plantation pines on November 21. King stated the property left by the bankrupted Renaissance Faire organization will be removed at minimal cost to the county.

Comr. VanSickle stated the Planning Commission meeting scheduled for November 4 had been cancelled and they would meet on their regularly scheduled date of November 25.

Comr. Todd commended the Treasurer’s office and the Land Bank for working to improve our community and he appreciated all of their work.

11. UNFINISHED AND OLD BUSINESS

There was none.

12. NEW BUSINESS AND COUNTY ADMINISTRATOR’S REPORT

A. County Administrator/Controller’s Report

Administrator/Controller Scott stated the Budget Committee met on October 28 and that the process to balance the 2014 budget has been difficult but will be successful. She stated the budget process is on track for approval by the Board of Commissioners on December 5. She noted one positive trend being health care claims costs were trending down; we had budgeted a 10% increase and we now expect only 6%.

Scott presented an update on the Honeywell Energy Savings Program started in 2010 with over \$7 million in building improvements. She stated Honeywell came in and measured the county's savings attributable to the program and for the second year we are paying less, both for energy and operations, and that Honeywell has guaranteed over a million dollars in savings over the life of the 20-year project term. She stated most of the savings was in electricity and in the Justice Center alone we were using over a million kilowatt hours less per year. She stated Honeywell is required to report actual savings each year through a contracted auditor.

B. New Business

1. Road Department Purchase of Plow Truck and Attachments

Administrator/Controller Scott stated Managing Director Peterson found a unique deal for a truck that was damaged before it even went on the road. She stated the price being asked for the truck was \$58,050 and that was within the Road Department's budget and so there would not be a request for a budget amendment.

Road Department Managing Director Jerry Peterson explained the truck was a 2013 IHC that was being delivered to another road agency and was in an accident, damaging the cab, the hood, the radiator and the grill. He stated there was a brand new sander, front plow and underbody scraper for it and the dump box didn't get damaged in the accident. He explained that these trucks new are about \$220,000 but they are including a new cab so all we would have to buy in addition to the \$58,000 was a new radiator and hood then put it together in-house.

Scott noted that with the two trucks purchased with grant money, we would have three new plow trucks on the road this winter.

Peterson stated normally these trucks came with a five year or 100,000 mile drive train warranty and this truck currently had 11,000 miles on it.

Comr. King asked how many miles we expected to get out of the trucks.

Peterson stated many of our trucks have 200,000 to 300,000 miles on them. He explained that the trucks' engines were built for hundreds of thousands of miles but the salt causes frame destruction and the under body scrapers cause vibration problems.

Res. 193-2013

"Moved Comr. King, Supported by Comr. VanSickle to approve the following: Resolved the County Board of Commissioners does hereby approve the Road Department request to purchase a damaged 2013 International plow truck, plow, salt spreader, under body plow, and cab for \$58,090.00 as presented."

On a roll call vote – Yes – 6, Excused – 1 (Frisbie). Motion **CARRIED**.

2. Stormwater, Asset Management and Wastewater (SAW) Grant Application for a SAW Stormwater Management Plan (SWMP)

Administrator/Controller Scott stated items 12B2 and 3 are coming from the Water Resources Office under the policy requiring grant proposals be approved by the Board when a local match is required. Water Resources Commissioner Chris Kosmowski explained last year the Governor announced a grant the Stormwater, Asset Management the Stormwater, Asset Management and Wastewater (SAW) Grant that is now available. She stated her grant proposal was to develop a Stormwater Management Plan and expand the current Geographical Information System plus archiving records electronically. She noted she was asking for \$540,000.

Comr. Haadsma inquired how Commissioner Kosmowski learned about these grants.

Kosmowski explained she was the President of the Michigan Water Environment Association and learned about the grants through this and various other associations.

Comr. Vansickle stated this was an excellent way to protect history as some of these records were over one hundred years old.

Res. 194-2013

“Moved Comr. Haadsma, Supported by Comr. Todd to approve the following:  
Resolved the Calhoun County Board of Commissioners does hereby approve the proposed form of the Stormwater, Asset Management and Wastewater (SAW) Grant Agreement between Calhoun County, the Michigan Finance Authority (MFA) and Department of Environmental Quality (DEQ) as presented. It is further resolved that the Calhoun County Water Resources Commissioner, a position currently held by Christine Kosmowski, is designated as the Authorized Representative for Purposes of the SAW Grant Agreement and is authorized and directed to execute the SAW Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.

On a roll call vote – Yes – 6, Excused – 1 (Frisbie). Motion **CARRIED**.

3. Stormwater, Asset Management and Wastewater (SAW) Grant Application for Charlotte Drive County Drain Project

Water Resources Commissioner Chris Kosmowski explained that because the grant money was available and because they had a petition project that had been deemed necessary, they were allowed to ask for planning and design monies. She stated her intention was to apply for grant monies for the Charlotte Drive Drain Project in Clarence Township. She stated it was not a huge amount of money but it would help defray some of the costs that would otherwise be charged back to the township, the county and the residents in that area.

Res. 195-2013

“Moved Comr. VanSickle, Supported by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Stormwater, Asset Management and Wastewater (SAW) grant application for the design of the Charlotte Drive County Drain project as presented.”

On a roll call vote – Yes – 6, Excused – 1 (Frisbie). Motion **CARRIED**.

4. Children’s Special Health Care Services Staffing Change

Administrator/Controller Scott stated this request was for a staffing change in the Health Department.

Health Department Nursing Manager Michelle Thorne stated the health accreditation process states staffing must be adequate to provide services. She explained currently the staffing is a 1.0 FTE Program Representative, being a clerical/administrative person, and there is a .5 FTE Registered Nurse (RN) who goes out to work with the patients. She stated they would like to switch those, with the RN being a 1.0 FTE and the rep being a 0.5 FTE, with the RN going out for home visits and generating revenue while the rep will serve clients.

Comr. Haadsma inquired what the initial cost increase would be.

Thorne noted the cost increased would be approximately \$23,000 for benefits for going full time.

Haadsma inquired how it would impact union membership.

Human Resources Director Archambault explained the Program Representative was an IOUE union member and the RN was a non-union position. She stated the Health Director told her that he had received a warning from the state that they needed to make this change to meeting their guidance requirement.

Res. 196-2013

“Moved Comr. Dunn, Supported by Comr. VanSickle to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Children’s Special Health Care Services Staffing Change to increase the Public Health Nurse to full-time status and reduce the Program Representative to part-time status.”

On a roll call vote – Yes – 6, Excused – 1 (Frisbie). Motion **CARRIED**.

5. Interlocal Agreement Between the Calhoun County Consolidated Dispatch Authority and Calhoun County

Administrator/Controller Scott stated Corporation Counsel prepared this on behalf of the Consolidated Dispatch Authority asking to transfer a communications tower owned by the county to the Dispatch Authority through an Interlocal Agreement.

Corporation Counsel Lindsey stated the communications tower north of the Juvenile Home, north of the City of Marshall was a key part of the communication system for the 911 system of the entire county.

He explained when Consolidated Dispatch was formed, the ownership of the assets needed was split between the Cities of Battle Creek and Marshall, the county and some townships. He stated that Jeff Troyer, Executive Director of the Calhoun County Consolidated Dispatch Authority (CCDA) had been trying to inventory these assets and make sure everything is up to date and functioning properly. He stated the CCDA had been insuring and maintaining this tower for about two years. He explained the Interlocal Agreement transfers ownership of the tower and an easement to the CCDA and the County would maintain the right to put public safety equipment on the tower if the need arises. He stated that if the CCDA was ever dissolved, the equipment and easement would revert back to the County.

Res. 197-2013

“Moved Comr. King, Supported by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Interlocal Agreement between the CCDA and Calhoun County as presented and the Board Chair is authorized to sign the Agreement, Bill of Sale, and Easement Agreement on behalf of Calhoun County.”

On a roll call vote – Yes – 6, Excused – 1 (Frisbie). Motion **CARRIED**.

6. Approval of CDBG Grant Agreement Between MSHDA and Calhoun County and the Agreement Between the Board of Commissioners and Community Action

Administrator/Controller Scott stated this agenda item came from the Office of the Treasurer and was to approve a grant received from Michigan State Housing Development Authority (MSHDA). She stated it was part of the allocation grant we can apply for every two years and the application was approved by the Board in July.

Deputy Treasurer Nina Baranowski stated MSHDA had approved Calhoun County for a \$300,000 grant to complete minor and major home repairs as well as emergency home repair throughout Calhoun County for duration of now through July 2015. She stated this would be done in partnership with Community Action. She stated Community Action had a call list and would take people through the application process.

Res. 198-2013

“Moved Comr. Haadsma, Supported by Comr. Todd to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Resolution to Authorize Approval of CDBG Grant Agreement Between MSHDA and Calhoun County and the Resolution to Authorize the Approval of Agreement between Board of Commissioners and Community Action as presented. It is further resolved the Calhoun County Board Chair is authorized to sign the agreements on behalf of Calhoun County and the Board of Commissioners.”

On a roll call vote – Yes – 6, Excused – 1 (Frisbie). Motion **CARRIED**.

7. Senior Millage Allocation Committee Funding Recommendations for Fiscal Year 2014

Administrator/Controller Scott stated Item 12B7 was the annual request to approve the Senior Millage Allocation Committee's funding recommendations for Fiscal Year 2014.

Senior Services Manager Carl Gibson explained there were thirteen members appointed to the Senior Millage Allocation Committee (SMAC) and they recommended how the funding of \$1,835,000 would be assigned. He stated there was a modification in this year's recommendation, as they were always done on an annual basis in the past. He explained they found the need to simplify the process so they were now proposing 1, 3 and 5 year contracts.

Res. 199-2013

"Moved Comr. Haadsma, Supported by Comr. Todd to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Senior Millage Allocation Committee Funding Recommendations for Fiscal Year 2014 as Presented."

On a roll call vote, Yes – 6, Excused – 1 (Frisbie). Motion **CARRIED**.

8. Resolution to Authorize Submission of an Application to the Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) for Non-Entitlement Residential Blight Removal in the City of Albion

Administrator/Controller Scott stated 12B8 was the request to authorize submission of an application to MSHDA through the office of the Treasurer and the Land Bank for a blight removal grant that was the subject of the public hearing earlier in the meeting.

Land Bank Executive Director Krista Trout-Edwards reiterated that they were asking for just under \$156,000, the Land Bank would be contributing just over \$28,000 and the Treasurer just over \$15,000 to complete the project.

Res. 200-2013

"Moved Comr. Haadsma, supported by Comr. Todd to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the Resolution to Retroactively Authorize Submission of an Application to Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) for Non-Entitlement Residential Blight Removal in the City of Albion as presented."

On a roll call vote, Yes – 6, Excused – 1 (Frisbie). Motion **CARRIED**.

9. Changes to the Authorized Staffing Report

Administrator/Controller Scott explained this was another request for a staffing allocation change required according to budget controls the Board approves with the annual budget process. She stated this request was to delete one position and replace it with another. She explained the Facilities Manager was retiring and so Assistant County Administrator Wilcox decided to reorganize and reclassify the position and create savings in the process. She stated HR/Labor Relations Director Archambault had been working with Assistant Administrator Wilcox since he oversees the facilities area.

Assistant Administrator Wilcox explained they were losing a Facilities Manager with 38 years of institutional knowledge and combining that position with an Administrative Services position that had not been filled due to budget constraints. He stated we would gain the administrative efficiencies we lost with that position but still have skills and expertise in facility management.

Res. 201-2013

“Moved Comr. Todd, supported by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the addition of the Administrative Services Manager position to the Authorized Staffing Allocation Report and the removal of the Facilities Manager position.”

On a roll call vote, Yes – 6, Excused – 1 (Frisbie). Motion **CARRIED**.

13. CITIZEN’S TIME

There was none.

14. COMMISSIONERS TIME

Comr. King stated a lot of the Commissioners went to the Safety Day breakfast at the Road Department on October 30 and noted MDOT and Enbridge were in attendance. He stated one thing he took from the breakfast is that residents should be aware that the salt truck travels at only 25 miles per hour for safety reasons. He noted that was a state mandate so residents should keep it in mind for safety reasons.

Corporation Counsel Lindsey noted the Safety Day picture of the Commissioners was the most commented on and shared photo on the County Facebook page.

Comr. Todd commended the Treasurer’s Department and the Land Bank for the work and their diligence in making our communities more attractive.

Comr. Todd thanked Comrs. King, Dunn, Kale, Haadsma and Administrator/Controller Scott for a job well done supporting the NAACP Senior Branch in Battle Creek. He stated they had an awesome time for their 80<sup>th</sup> Freedom Fund Banquet, and that it was a great success.

Comr. Todd reminded Senior Services Manager Carl Gibson to remember the good men and women at Starr Commonwealth when looking for volunteers. He stated they were willing to come out and provide support to the seniors in this community.

Comr. Kale noted Comr. Todd did a great job MC’ing the NAACP dinner with a little help from Comr. Haadsma.

Comr. Kale extended his appreciation on behalf of the Albion area to the Treasurer’s office for the grant to remove blight and their work with the day care center.

## 15. CLAIMS PAYABLE

- A. Calhoun County Claims Payable for October 11 - 31, 2013 in the amount of \$10,432,472.78, P-Card Claims for September 2013 in the amount of \$90,340.24 and Road Department payables from October 24 and 28, 2013 in the amount of \$577,495.36

### Res. 202-2013

“Moved Comr. Haadsma, supported by Comr. King to approve the following: Resolved, the Calhoun County Board of Commissioners does hereby approve the Calhoun County Claims Payable for October 11 - 31, 2013 in the amount of \$10,432,472.78, P-Card Claims for September 2013 in the amount of \$90,340.24 and Road Department payables from October 24 and 28, 2013 in the amount of \$577,495.36 as presented.”

On a roll call vote, Yes – 6, Excused – 1 (Frisbie). Motion **CARRIED**.

## 16. ANNOUNCEMENTS

Comr. Todd announced the Senior Branch of the NAACP would be having their first “Coffee and Civil Concerns” Saturday, November 9 from 9:00 – 10:00 a.m., hosted by Brownstone Café in downtown Battle Creek. He invited everyone to attend if they had any concerns or complaints and Comr. Haadsma would be in attendance as the legal representative for the Battle Creek Branch.

Comr. King extended his congratulations to the local sports teams, especially volleyball, which were moving on throughout the season. He noted in particular the Lakeview and Harper Creek girls’ volleyball teams had moved on to District play.

Comr. Kale announced Comr. Dunn’s birthday was Saturday, November 9.

## 17. CLOSED SESSION TO DISCUSS PENDING LITIGATION

### Res. 203-2013

“Moved Comr. Haadsma, supported by Comr. King to retire to closed session to discuss pending litigation.”

On a roll call vote, Yes – 6, Excused – 1 (Frisbie). Motion **CARRIED**.

The Calhoun County Board of Commissioners held closed session from 8:44 p.m. to 9:03 p.m.

18. SETTLEMENT PROPOSAL

Res. 204-2013

“Moved Comr. Haadsma, supported by Comr. Dunn to approve the following: Resolved the Calhoun County Board of Commissioners does hereby approve the settlement proposed by counsel as presented and Administrator/Controller Kelli Scott is authorized to sign any documents necessary to resolve and dismiss the case.”

On a roll call vote, Yes – 6, Excused – 1 (Frisbie). Motion **CARRIED**.

19. ADJOURNMENT

The meeting was adjourned at 9:05 p.m. at the call of the Chair.

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Chairman  
Calhoun County Board of Commissioners

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Clerk  
Calhoun County