

Steve Hinkley, Chairperson	Calhoun County Sheriff's Office
Ryan Harvey, Vice-Chairperson	Township Association
VACANT	Calhoun County Board of Commissioners
Toby Baker	Michigan State Police
Eric Krause	City of Albion
Kevin Leiter	Area Metropolitan Services Agency
Shannon Bagley	City of Battle Creek – Seat #1
Patrick O'Donnell	City of Battle Creek – Seat #2
Scott Wolfersberger	City of Marshall

Roll Call

Pledge of Allegiance

Agenda Approval

Election of Officers

Public Comments – 3-minute limit per person; see [public comment policy](#).

Meeting Minutes Approval

1. January 14, 2025 - Regular Meeting.

Consent Agenda

1. Excuse absent board members.
2. Routine agreements, invoices, and reimbursements.
3. Check register and accounts payable.
4. Reports and items to file.

Executive Director Report

Old Business

1. Updated Meeting Schedule (TAC to fourth Wednesday).

New Business

1. Resolution 2025-002: User Fees.
2. Consumers Energy Easement Agreement.
3. Administrative Services Agreement w/ Calhoun County.
4. CISD Work-Based Learning Training Agreement.

Board Member Comments

Adjournment



Consolidated Dispatch Authority

315 WEST GREEN ST
MARSHALL, MI 49068
NON-EMERGENCY PHONE: 269-781-0911

CALHOUNMI911.GOV

 CALHOUNCO911

 CALHOUNCO911

CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY
Governing Board of Directors
January 14, 2025, at 2:30 PM
Calhoun County Administrative Building- Law Library
315 W Green St, Marshall MI 49068

The meeting was called to order by Chair Steve Hinkley at 2:30 PM

ROLL CALL:

Directors Present:

- Steve Hinkley, Chairperson
- Ryan Harvey, Vice-Chair
- Eric Krause, City of Albion
- Shannon Bagley, City of Battle Creek (Seat #1)
- Toby Baker, Michigan State Police
- Patrick O'Donnell, City of Battle Creek (Seat #2)
- Scott Wolfersberger, City of Marshall

Directors Excused:

- Kevin Leiter, Area Metropolitan Services Agency
- Vacant, County Board of Commissioners

Others Present:

- Michael Armitage, CCCDA
- Robert Stahelin, CCCDA
- Kate Chism, CCCDA

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL A motion was made by Patrick O'Donnell approve the January 14, 2025, CCCDA Governing Board agenda. The motion was seconded by Ryan Harvey.

All were in favor.

Motion was approved.

ELECTION OF OFFICERS

Election of Officers- A motion was made by Steve Hinkley to open the floor for nomination of officers. The Motion was seconded by Patrick O'Donnell. All were in favor. The motion passed. A nomination was made by Shannon Bagley to re-elect Steve Hinkley as board chair. The nomination was accepted. The motion was seconded by Ryan Harvey. A nomination was made by Steve Hinkley to re-elect Ryan Harvey as board vice chair. The nomination was accepted. The motion was seconded by Eric Krause. A motion was made by Patrick O'Donnell to close the floor for nominations. The motion was seconded by Eric Krause. All were in favor. The motion passed. A unanimous vote was taken to elect officers as nominated.

PUBLIC COMMENTS- Three-minute limit per person; see public comment policy.

None.

MEETING MINUTES

1. A motion was made by Shannon Bagley to accept the December 10, 2024, CCCDA Governing Board minutes. The motion was seconded by Scott Wolfersberger.

All were in favor.

Motion was approved.

CONSENT AGENDA

The following items were listed on the Board's consent agenda:

1. Excuse Absent Board Members
2. Routine Agreements, Invoices, and Reimbursements
3. Check Register and Accounts Payable

4. Reports and Items to File

A motion was made by Ryan Harvey to approve the January 14, 2025, Consent Agenda. The motion was seconded by Patrick O'Donnell.

All were in favor.

Motion was approved.

EXECUTIVE DIRECTOR'S REPORT

Highlights from the Executive Director's report were shared by Michael Armitage.

1. Staffing: 19 full time employees, three in training, three vacancies. Short staffing is mostly being felt due to staff on short term and long-term disability.
2. QA: This process still going very well.
3. Cyanide Kit: This policy has been implemented and in use.
4. AT & T Outage: 12/11/24 a widespread outage affected the Marshall area. This caused admin lines to be down. Radio consoles were affected a second fiber line for out bond for radio towers.
5. Operations Manager: An offer has been accepted. A start date of 2/3/25 is planned.
6. Radio Project: Equipment is being moved. The project is still running on schedule. Getting sites energized has caused some delays. Once all sites are energized and all equipment in place, in depth testing will be done. 1,000 sites/locations prior to cut over will be tested. Patching might be needed for firetrucks. A question was raised by Scott Wolfersberger to gain insight on the radio project as this is his first board meeting. An over was provided by Michael Armitage.

OLD BUSINESS

1. Updated 2025 Meeting Schedule- A conflict for the November 2025 meeting was discovered. A change from 11/11 to 11/4 is proposed. A motion was made by Shannon Bagley to accept the change to the November meeting date from 11/11 to 11/4. The motion was seconded by Eric Krause.
All were in favor.
The motion passed.

NEW BUSINESS

1. Resolution 2025-001: PTO accrual- PTO policy changes is affecting only non-union and salaried employees. Past policies have not been closely followed. There have been payroll issues with accrual VS dump for Deputy Director position. Now is a good time to address it. The PTO schedule is identical to the County. It is a more competitive PTO rate. There is limited financial impact, liability of pay out with higher caps. A motion was made by Ryan Harvey to approve resolution 2025-001. The motion was seconded by Shannon Bagley. A roll call vote was taken:
Steve Hinkley, yes; Ryan Harvey, yes; Toby Baker, yes; Eric Krause, yes; Shannon Bagley, yes; Patrick O'Donnell, yes; Scott Wolfersberger, yes.
All were in favor.
The motion passed.
2. MMRMA Renewal- There was an 11 % decrease in cost due to moving radio equipment out of our possession. A motion was made by Patrick O'Donnell to approve the MMRMA renewal and authorize the

executive director to executive director to execute on behalf of the authority. The motion as seconded by Eric Krause.

All were in favor.

The motion passed.

3. POAM –The current agreement is causing burnout to many employees. The current LOU is causing employees to work 10+ days consecutively. Protections are also causing issues. The proposed change would be one protection per shift. For advanced vacancies, night shift would be held over and pull in early for days. A motion was made by Scott Wolfersberger to accept the LOU. The motion was seconded by Ryan Harvey.

All were in favor.

The motion passed.

BOARD COMMENTS

The board expressed appreciation of all the hard work Michael Armitage continues to do throughout the radio project.

Scott Wolfersberger made an introduction of himself to the group.

ADJOURNMENT

The meeting was adjourned at 2:59 PM.

Consent Agenda

February 11, 2025

1. Excuse Absent Board Members (approve)

No pages attached.

**2. Routine Agreements, Invoices, and Reimbursements
(approve)**

3. Check Register and Accounts Payable (approve)

4. Reports and Items for File:

- a. Year-to-Date Budget Performance Report
- b. MPSCS Credit Balance Report
- c. Latest Approved TAC Minutes
- d. General Correspondence:

Claims Payable 01/11/24 - 02/07/24

Payment Date Range 01/11/24 - 02/07/24

Vendor	Invoice No.	Invoice Desc	Status	Invoice Date	Due Date	G/L Date	Payment Date	Invoice Amount
Fund 261 - 911 Service Fund								
Org 261320 - Training								
Account 261320-810000 - Education & Training								
11356 - SAVANT LEARNING SYSTEMS	VA11810	Full Catalog 4/1/22-4/1/23	Paid by Check # 1000798	01/24/2024	02/23/2024	12/31/2023	01/30/2024	\$1,530.00
Account 261320-810000 - Education & Training Totals							Invoice Transactions 1	\$1,530.00
Org 261320 - Training Totals							Invoice Transactions 1	\$1,530.00
Org 261325 - Dispatch								
Account 261325-718060 - Retirement CDA MERS DB								
1036 - MERS	00151290- 5,001501692	CCFDA MERS DB - December 2023 INC- CM 00150169-2	Paid by EFT # 1391	01/10/2024	02/09/2024	01/12/2024	01/12/2024	(\$353.27)
1036 - MERS	00151290- 5,001501692	CCFDA MERS DB - December 2023 INC- CM 00150169-2	Paid by EFT # 1391	01/10/2024	02/09/2024	01/12/2024	01/12/2024	\$14,840.00
Account 261325-718060 - Retirement CDA MERS DB							Invoice Transactions 2	\$14,486.73
Account 261325-718070 - Retirement CDA MERS DC								
1036 - MERS	21678	CCFDA MERS DC - PP 2	Paid by EFT # 1419	01/18/2024	01/18/2024	01/18/2024	01/19/2024	(\$0.30)
1036 - MERS	22921	CCFDA MES DC - PP 3	Paid by EFT # 1470	02/01/2024	02/01/2024	02/02/2024	02/02/2024	(\$0.02)
Account 261325-718070 - Retirement CDA MERS DC							Invoice Transactions 2	(\$0.32)
Account 261325-740000 - Uniform Supplies Expense								
11539 - MARSHALL CUSTOM EMBROIDERY	48219	Uniform Hats	Paid by Check # 1000669	12/12/2023	12/12/2023	12/31/2023	01/23/2024	\$381.60
Account 261325-740000 - Uniform Supplies Expense							Invoice Transactions 1	\$381.60
Account 261325-801000 - Contractual Services								
11059 - TIMOTHY KENNETH FIFER	2743	Harrell, Cooper Backgrounds	Paid by EFT # 1101	01/09/2024	02/08/2024	01/19/2024	01/23/2024	\$1,318.75
11059 - TIMOTHY KENNETH FIFER	2747	Zebolsky Background	Paid by EFT # 1145	01/16/2024	02/15/2024	01/26/2024	01/30/2024	\$850.00

		Account 261325-801000 - Contractual Services Totals				Invoice Transactions 2		\$2,168.75
		Account 261325-810000 - Education & Training						
6562 - NATIONAL ACADEMIES OF EMERGENCY DISPATCH	SIN360203	EMD Recert: 7 employees	Paid by Check # 1000793	01/12/2024	02/11/2024	01/11/2024	01/30/2024	\$385.00
6562 - NATIONAL ACADEMIES OF EMERGENCY DISPATCH	SIN360235	Stahelin EMD recert	Paid by Check # 1000793	01/12/2024	02/11/2024	01/11/2024	01/30/2024	\$50.75
		Account 261325-810000 - Education & Training Totals				Invoice Transactions 2		\$435.75
		Account 261325-813010 - Legal Fees Misc						
1435 - McGINTY, HITCH, PERSON, ANDERSON & REVORE, P.C.	01152024	Nov- Dec Services	Paid by Check # 1000670	01/15/2024	02/15/2024	12/31/2023	01/23/2024	\$1,137.50
		Account 261325-813010 - Legal Fees Misc Totals				Invoice Transactions 1		\$1,137.50
		Account 261325-850030 - Communications Telephone						
1233 - AT&T	269781232601124	269 781-2326 218 0 12/5-1/4	Paid by Check # 1000662	01/04/2024	01/26/2024	12/31/2023	01/23/2024	\$1,078.71
1233 - AT&T	0195445806	831-001-0449 0311/7-2/6	Paid by Check # 1000663	01/07/2024	02/06/2024	01/19/2024	01/23/2024	\$474.08
1233 - AT&T	8733835801	831-001-0449 044 1/7-2/6	Paid by Check # 1000664	01/07/2024	02/06/2024	01/19/2024	01/23/2024	\$377.02
1233 - AT&T	6750055808	831-000-7417 064 Jan 11	Paid by Check # 1000785	01/11/2024	02/10/2024	01/26/2024	01/30/2024	\$1,110.66
1233 - AT&T	287311826381224	287311826381 12/12-1/11	Paid by Check # 1000786	01/11/2024	02/06/2024	01/26/2024	01/30/2024	\$117.85
1233 - AT&T	287282455009224	287282455009 1/17-2/16	Paid by Check # 1000938	01/16/2024	02/11/2024	02/02/2024	02/06/2024	\$53.50
		Account 261325-850030 - Communications Telephone				Invoice Transactions 6		\$3,211.82
		Account 261325-850060 - Communications Internet						
5811 - VERIZON WIRELESS	99549242575	342007071-00001 12/24-1/23	Paid by Check # 1000947	01/23/2024	02/15/2024	02/02/2024	02/06/2024	\$114.07
		Account 261325-850060 - Communications Internet				Invoice Transactions 1		\$114.07
		Account 261325-873020 - Vehicle Expense Fuel						
10393 - WEX BANK	94017321	December 2023 Fuel Usage	Paid by EFT # 1400	12/23/2023	01/22/2024	12/31/2023	01/16/2024	\$49.99
		Account 261325-873020 - Vehicle Expense Fuel Totals				Invoice Transactions 1		\$49.99
		Account 261325-915000 - Subscription Fees						
10847 - RAVE WIRELESS INC	INV-59246	Rave 911 Suite Standard 1/1/24-12/31/24	Paid by EFT # 1102	12/20/2023	01/19/2024	01/11/2024	01/23/2024	\$10,000.00
		Account 261325-915000 - Subscription Fees Totals				Invoice Transactions 1		\$10,000.00

Account 261325-921000 - Electricity								
1981 - CONSUMERS ENERGY	201453241072	1000 5433 6795 10 1/2 Mile Rd 12/5-1/4	Paid by Check # 1000465	01/04/2024	01/29/2024	12/31/2023	01/16/2024	\$137.65
1981 - CONSUMERS ENERGY	202966063084	1000 8203 3174 John Patterson Way 12/2-1/2	Paid by Check # 1000466	01/02/2024	01/25/2024	12/31/2023	01/16/2024	\$169.84
1865 - CITY OF MARSHALL	3100880000224	3100880000 12/4- 1/4 18 1/2 Mile Rd	Paid by Check # 1000666	01/04/2024	02/09/2024	12/31/2023	01/23/2024	\$136.97
1981 - CONSUMERS ENERGY	202877095346	1000 7586 7869 Walnut 12/13- 1/11	Paid by Check # 1000667	01/11/2024	02/06/2024	12/31/2023	01/23/2024	\$180.12
1865 - CITY OF MARSHALL	2806000003 1223	ACCT# 2806000003 SERV 12/5/23 - 1/4/24	Paid by Check # 1000697	12/31/2023	02/02/2024	12/31/2023	01/23/2024	\$2,728.04
1981 - CONSUMERS ENERGY	205546788040	1000 5358 6192 Athens 12/19- 1/18	Paid by Check # 1000788	01/18/2024	02/12/2024	01/26/2024	01/30/2024	\$232.63
1981 - CONSUMERS ENERGY	203945001389	1000 5482 0483 D Dr N 12/15-1/16	Paid by Check # 1000789	01/16/2024	02/08/2024	01/26/2024	01/30/2024	\$222.67
1981 - CONSUMERS ENERGY	201720232092	1000 5300 5110 B Dr S 12/18-1/17	Paid by Check # 1000790	01/17/2024	02/09/2024	01/26/2024	01/30/2024	\$119.02
1981 - CONSUMERS ENERGY	201453275598	1030 0828 9730 Bedford Rd 12/28- 1/28	Paid by Check # 1000940	01/28/2024	02/20/2024	02/02/2024	02/06/2024	\$72.97
1981 - CONSUMERS ENERGY	201097399201	1000 5300 4964 Meachem 12/26- 1/24	Paid by Check # 1000941	01/24/2024	02/16/2024	02/02/2024	02/06/2024	\$254.56
						Account 261325-921000 - Electricity Totals	Invoice Transactions 10	\$4,254.47
Account 261325-922000 - Natural Gas								
2492 - FERRELLGAS LP	RNT10176869	12/20/23- 12/16/24 18 1/2 Mile Rd Tank Rental	Paid by Check # 1000668	12/22/2023	01/21/2024	01/11/2024	01/23/2024	\$49.00

5167 - SEMCO ENERGY, INC.	0366822.500224	0366822.500 John Patterson Way 12/4-1/4	Paid by Check # 1000794	01/04/2024	02/02/2024	12/31/2023	01/30/2024	\$19.35
5167 - SEMCO ENERGY, INC.	0317738.501224	0317738.501 Rittenhouse 12/1-1/3	Paid by Check # 1000795	01/03/2024	02/02/2024	12/31/2023	01/30/2024	\$20.21
5167 - SEMCO ENERGY, INC.	0312111.501224	0312111.501 Meachem 12/1-1/3	Paid by Check # 1000796	01/03/2024	02/02/2024	12/31/2023	01/30/2024	\$22.04
9839 - MICHIGAN GAS UTILITIES	4892072828	0506642759-00001 12/20-1/22 Walnut st	Paid by Check # 1000944	01/25/2024	02/16/2024	02/02/2024	02/06/2024	\$41.98
5167 - SEMCO ENERGY, INC.	0359518.500224	0359518.500 27 Mile Rd 12/15-1/19	Paid by Check # 1000945	01/19/2024	02/15/2024	02/02/2024	02/06/2024	\$20.55
5167 - SEMCO ENERGY, INC.	0354886.500224	0354886.500 Bedford Rd 12/12-1/16	Paid by Check # 1000946	01/16/2024	02/13/2024	02/02/2024	02/06/2024	\$18.80
Account 261325-922000 - Natural Gas Totals						Invoice Transactions 7		\$191.93
Account 261325-931010 - Equipment-Repair and Maint								
4982 - ROE-COMM INC	359883	12/29/23 work, radio repair	Paid by Check # 1000468	12/29/2023	01/08/2024	12/31/2023	01/16/2024	\$266.00
4982 - ROE-COMM INC	359923	1/1/24-12/31/24 Service Contract	Paid by Check # 1000673	01/05/2024	01/15/2024	01/11/2024	01/23/2024	\$41,038.40
6361 - CRITICAL SYSTEM SERVICES LLC	CCDA	Quarterly Service	Paid by Check # 1000791	01/23/2024	02/22/2024	01/26/2024	01/30/2024	\$6,822.01
10146 - COMMUNICATIONS VENTURE CORPORATION	16473	5 yr software support	Paid by Check # 1000792	01/19/2024	02/18/2024	01/26/2024	01/30/2024	\$35,842.34
6361 - CRITICAL SYSTEM SERVICES LLC	CSS8451	Liebert Minimate Maintenance	Paid by Check # 1000942	01/31/2024	03/01/2024	02/02/2024	02/06/2024	\$729.94
Account 261325-931010 - Equipment-Repair and Maint Invoice Transactions 5						Invoice Transactions 5		\$84,698.69
Account 261325-943000 - Equipment Rental-Office Equip								
4811 - RADIO COMMUNICATIONS INC	16069	Jan-March 2024 Antenna Site Lease	Paid by Check # 1000467	01/03/2024	01/18/2024	01/05/2024	01/16/2024	\$4,944.30
Account 261325-943000 - Equipment Rental-Office						Invoice Transactions 1		\$4,944.30
Account 261325-955000 - Miscellaneous								

1429 - BESCO WATER TREATMENT INC	4231077	2032320 Water Delivery 12/28/23	Paid by Check # 1000464	01/05/2024	02/04/2024	12/31/2023	01/16/2024	\$16.50
1858 - CINTAS	5193419133	Jan Med Cabinet Refill	Paid by Check # 1000665	01/18/2024	02/17/2024	01/19/2024	01/23/2024	\$153.10
1429 - BESCO WATER TREATMENT INC	4244184	2032320 Water Delivery 1/11/24	Paid by Check # 1000787	01/12/2024	02/11/2024	01/26/2024	01/30/2024	\$135.50
6585 - DAVID JAMES MILLER	01082024	30yrd roll off dumpster	Paid by Check # 1000797	01/08/2024	02/07/2024	01/26/2024	01/30/2024	\$610.00
6585 - DAVID JAMES MILLER	01122024	30 yrd roll off dumpster	Paid by Check # 1000797	01/12/2024	02/11/2024	01/26/2024	01/30/2024	\$610.00
1429 - BESCO WATER TREATMENT INC	4249028	1/25/24 Water Delivery CUST# 2032320	Paid by Check # 1000939	01/25/2024	02/24/2024	02/02/2024	02/06/2024	\$36.00
10201 - ABIGAIL KIDDER	AK1312024	Items for Hope/ Grooming	Paid by Check # 1000943	01/31/2024	03/01/2024	02/02/2024	02/06/2024	\$95.89
Account 261325-955000 - Miscellaneous Totals						Invoice Transactions 7		\$1,656.99
Account 261325-958010 - Insurance Premium								
4173 - MICHIGAN MUNICIPAL RISK MGT	M000153022424	Policy M0001530 1/14/24-1/14/25 installment	Paid by Check # 1000671	01/10/2024	02/24/2024	01/19/2024	01/23/2024	\$17,221.00
4173 - MICHIGAN MUNICIPAL RISK MGT	R000153022424	Policy R0001530 1/14/24-1/14/25 Installment	Paid by Check # 1000671	01/10/2024	02/24/2024	01/19/2024	01/23/2024	\$3,000.00
Account 261325-958010 - Insurance Premium Totals						Invoice Transactions 2		\$20,221.00
Account 261325-981000 - Capital Outlay								
4339 - MOTOROLA SOLUTIONS INC	1187115338	Change order No. 2 & 3	Paid by Check # 1000672	01/10/2024	02/09/2024	01/11/2024	01/23/2024	\$1,199.00
10146 - COMMUNICATIONS VENTURE CORPORATION	16450	Host controller equipment upgrade	Paid by Check # 1000792	12/31/2023	01/30/2024	01/26/2024	01/30/2024	\$51,145.62
Account 261325-981000 - Capital Outlay Totals						Invoice Transactions 2		\$52,344.62
Account 261325-991020 - Loans Principal								
11152 - SOUTHERN MICHIGAN BANK AND TRUST	SMBT02012024	CCFDA Loan PAYOFF	Paid by EFT # 1401	01/11/2024	01/18/2024	01/12/2024	01/18/2024	\$61,420.77
Account 261325-991020 - Loans Principal Totals						Invoice Transactions 1		\$61,420.77
Account 261325-992020 - Loans Interest								
11152 - SOUTHERN MICHIGAN BANK AND TRUST	SMBT02012024	CCFDA Loan PAYOFF	Paid by EFT # 1401	01/11/2024	01/18/2024	01/12/2024	01/18/2024	\$119.42

Account 261325-992020 - Loans Interest Totals	Invoice Transactions 1	<u>\$119.42</u>
Org 261325 - Dispatch Totals	Invoice Transactions 55	<u>\$261,838.08</u>
Fund 261 - 911 Service Fund Totals	Invoice Transactions 56	<u>\$263,368.08</u>
		<u>\$263,368.08</u>

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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261 911 Service Fund

261320 Training

261320 615010	Surcharges State	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
261320 703020	Salaries Regular	15,000	0	15,000	.00	.00	15,000.00	.0%
261320 703030	Salaries Overtime	2,500	0	2,500	.00	.00	2,500.00	.0%
261320 703050	Salaries S&A	0	0	0	.00	.00	.00	.0%
261320 715000	Social Security E	0	0	0	.00	.00	.00	.0%
261320 715010	Medicare Expense	0	0	0	.00	.00	.00	.0%
261320 716000	Insurance Health	0	0	0	.00	.00	.00	.0%
261320 716005	Insurance HSA	0	0	0	.00	.00	.00	.0%
261320 716020	Insurance Vision	0	0	0	.00	.00	.00	.0%
261320 716030	Insurance Dental	0	0	0	.00	.00	.00	.0%
261320 716040	Insurance Waiver	0	0	0	.00	.00	.00	.0%
261320 717000	Insurance Life	0	0	0	.00	.00	.00	.0%
261320 718060	Retirement CDA ME	0	0	0	.00	.00	.00	.0%
261320 718070	Retirement CDA ME	0	0	0	.00	.00	.00	.0%
261320 719000	Workers Compensat	0	0	0	.00	.00	.00	.0%
261320 720000	Unemployment	0	0	0	.00	.00	.00	.0%
261320 810000	Education & Train	10,000	0	10,000	675.00	.00	9,325.00	6.8%
261320 861000	Travel	2,500	0	2,500	.00	.00	2,500.00	.0%
261320 861004	Mileage	0	0	0	.00	.00	.00	.0%
261320 955999	Misc Operating -	0	0	0	.00	.00	.00	.0%
TOTAL Training		0	0	0	675.00	.00	-675.00	100.0%

261325 Dispatch

261325 402000	Property Tax - Re	-3,727,070	0	-3,727,070	-1,860,952.33	.00	-1,866,117.67	49.9%
261325 410000	Property Tax - Pe	-587,315	0	-587,315	-75,172.23	.00	-512,142.77	12.8%
261325 411000	Property Tax - Re	-1,200	0	-1,200	318.69	.00	-1,518.69	-26.6%
261325 412000	Property Tax - Pe	0	0	0	.00	.00	.00	.0%
261325 432000	Payment In Lieu o	-6,700	0	-6,700	.00	.00	-6,700.00	.0%
261325 437000	Industrial Facili	-33,220	0	-33,220	.00	.00	-33,220.00	.0%
261325 445000	Penalties and Int	-650	0	-650	-3.71	.00	-646.29	.6%
261325 573000	Local Community S	0	0	0	.00	.00	.00	.0%
261325 581000	Local Contributio	0	0	0	.00	.00	.00	.0%
261325 607015	Fees FOIA	-500	0	-500	-24.00	.00	-476.00	4.8%
261325 615010	Surcharges State	-315,000	0	-315,000	-49,184.00	.00	-265,816.00	15.6%
261325 615020	Surcharges 911	-765,000	0	-765,000	-56,557.28	.00	-708,442.72	7.4%
261325 615030	Surcharges Local	-718,583	0	-718,583	-179,645.99	.00	-538,937.01	25.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
261 911 Service Fund							
261325 665000 Interest	-25,000	0	-25,000	-2,914.56	.00	-22,085.44	11.7%
261325 665050 Interest - Invest	0	0	0	.00	.00	.00	.0%
261325 667000 Rent	0	0	0	.00	.00	.00	.0%
261325 675000 Miscellaneous Rev	-143,955	0	-143,955	-104.37	.00	-143,850.63	.1%
261325 692000 Carry Over Miscel	-178,013	0	-178,013	.00	.00	-178,013.00	.0%
261325 696020 Proceeds from Bon	0	0	0	.00	.00	.00	.0%
261325 697010 Proceeds Premium	0	0	0	.00	.00	.00	.0%
261325 703020 Salaries Regular	2,214,529	0	2,214,529	136,969.06	.00	2,077,559.94	6.2%
261325 703030 Salaries Overtime	175,000	0	175,000	24,959.83	.00	150,040.17	14.3%
261325 703050 Salaries S&A	0	0	0	5,402.05	.00	-5,402.05	100.0%
261325 708000 Termination Pay	0	0	0	.00	.00	.00	.0%
261325 709000 Paid Time Off Wag	0	0	0	.00	.00	.00	.0%
261325 712001 Funeral Leave Wag	0	0	0	208.09	.00	-208.09	100.0%
261325 715000 Social Security E	135,933	0	135,933	10,244.06	.00	125,688.94	7.5%
261325 715010 Medicare Expense	31,790	0	31,790	2,395.75	.00	29,394.25	7.5%
261325 716000 Insurance Health	545,000	0	545,000	43,345.86	.00	501,654.14	8.0%
261325 716005 Insurance HSA	75,000	0	75,000	.00	.00	75,000.00	.0%
261325 716020 Insurance Vision	8,500	0	8,500	478.60	.00	8,021.40	5.6%
261325 716030 Insurance Dental	31,500	0	31,500	1,724.13	.00	29,775.87	5.5%
261325 716040 Insurance waiver	26,000	0	26,000	1,962.36	.00	24,037.64	7.5%
261325 717000 Insurance Life	1,750	0	1,750	.00	.00	1,750.00	.0%
261325 718060 Retirement CDA ME	315,000	0	315,000	.00	.00	315,000.00	.0%
261325 718070 Retirement CDA ME	169,874	0	169,874	13,715.23	.00	156,158.77	8.1%
261325 719000 Workers Compensat	9,208	0	9,208	711.90	.00	8,496.10	7.7%
261325 720000 Unemployment	216	0	216	77.24	.00	138.76	35.8%
261325 724020 Allowance Auto	0	0	0	.00	.00	.00	.0%
261325 724030 Allowance Cell Ph	1,920	0	1,920	.00	.00	1,920.00	.0%
261325 728000 Office Supplies	6,500	0	6,500	.00	.00	6,500.00	.0%
261325 728050 Small Equipment	45,000	0	45,000	1,412.85	.00	43,587.15	3.1%
261325 735000 Building Maintena	1,250	0	1,250	.00	.00	1,250.00	.0%
261325 740000 Uniform Supplies	7,500	0	7,500	.00	.00	7,500.00	.0%
261325 755010 Kitchen Supplies	250	0	250	.00	.00	250.00	.0%
261325 755020 Food Supplies Exp	0	0	0	.00	.00	.00	.0%
261325 801000 Contractual Servi	295,658	0	295,658	21,194.94	.00	274,463.06	7.2%
261325 801030 Cont Svc Property	10,000	0	10,000	.00	.00	10,000.00	.0%
261325 804000 Auditing and Acco	11,000	0	11,000	.00	.00	11,000.00	.0%
261325 808010 Association Dues	4,200	0	4,200	800.00	.00	3,400.00	19.0%
261325 810000 Education & Train	36,000	0	36,000	2,485.00	.00	33,515.00	6.9%
261325 810010 Administrative Fe	106,000	0	106,000	.00	.00	106,000.00	.0%
261325 813010 Legal Fees Misc	17,500	0	17,500	.00	.00	17,500.00	.0%
261325 820010 Interpreter Fees	1,000	0	1,000	.00	.00	1,000.00	.0%
261325 835020 Health Services E	1,000	0	1,000	.00	.00	1,000.00	.0%
261325 835030 Health Services D	0	0	0	.00	.00	.00	.0%
261325 850030 Communications Te	55,000	0	55,000	2,199.12	.00	52,800.88	4.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
261 911 Service Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
261325 850060 Communications In	2,500	0	2,500	114.03	.00	2,385.97	4.6%	
261325 850070 Communications Co	500	0	500	.00	.00	500.00	.0%	
261325 850080 Communications Ma	3,500	0	3,500	.00	.00	3,500.00	.0%	
261325 861000 Travel	32,000	0	32,000	36.00	.00	31,964.00	.1%	
261325 861004 Mileage	600	0	600	.00	.00	600.00	.0%	
261325 864000 Printing and Publ	2,500	0	2,500	56.22	.00	2,443.78	2.2%	
261325 873020 Vehicle Expense F	1,400	0	1,400	.00	.00	1,400.00	.0%	
261325 874000 Advertising Expen	8,000	0	8,000	.00	.00	8,000.00	.0%	
261325 886000 Property Tax Expe	0	0	0	104.34	.00	-104.34	100.0%	
261325 915000 Subscription Fees	83,010	0	83,010	27,839.17	.00	55,170.83	33.5%	
261325 921000 Electricity	55,000	0	55,000	2,454.90	.00	52,545.10	4.5%	
261325 922000 Natural Gas	3,000	0	3,000	166.89	.00	2,833.11	5.6%	
261325 931010 Equipment-Repair	164,400	0	164,400	21,148.40	.00	143,251.60	12.9%	
261325 942000 Building Rental	0	0	0	.00	.00	.00	.0%	
261325 943000 Equipment Rental-	10,300	0	10,300	5,142.06	.00	5,157.94	49.9%	
261325 955000 Miscellaneous	17,500	0	17,500	340.13	.00	17,159.87	1.9%	
261325 955999 Misc Operating -	0	0	0	.00	.00	.00	.0%	
261325 958010 Insurance Premium	50,000	0	50,000	.00	.00	50,000.00	.0%	
261325 964000 Refunds and Rebat	0	0	0	.00	.00	.00	.0%	
261325 981000 Capital Outlay	270,682	0	270,682	161,832.00	.00	108,850.00	59.8%	
261325 991010 Bonds Principal	540,000	0	540,000	.00	.00	540,000.00	.0%	
261325 991020 Loans Principal	0	0	0	.00	.00	.00	.0%	
261325 991030 Leases Principal	96,364	0	96,364	.00	.00	96,364.00	.0%	
261325 992010 Bonds Interest	817,500	0	817,500	.00	.00	817,500.00	.0%	
261325 992020 Loans Interest	0	0	0	.00	.00	.00	.0%	
261325 992030 Leases Interest	4,372	0	4,372	.00	.00	4,372.00	.0%	
261325 993000 Agency Fees	0	0	0	500.00	.00	-500.00	100.0%	
261325 993100 Bond Issuance Cos	0	0	0	.00	.00	.00	.0%	
261325 996000 Discount on Bonds	0	0	0	.00	.00	.00	.0%	
TOTAL Dispatch	0	0	0	-1,734,219.57	.00	1,734,219.57	100.0%	
TOTAL 911 Service Fund	0	0	0	-1,733,544.57	.00	1,733,544.57	100.0%	
TOTAL REVENUES	-6,532,206	0	-6,532,206	-2,224,239.78	.00	-4,307,966.22		
TOTAL EXPENSES	6,532,206	0	6,532,206	490,695.21	.00	6,041,510.79		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-1,733,544.57	.00	1,733,544.57	100.0%

** END OF REPORT - Generated by Michael Armitage **

TECHNICAL ADVISORY COMMITTEE

Calhoun County Administrative Building – Garden Level Conference Room

Wednesday, November 20, 2024 – 2:00 p.m.

Present:

Lt Tony Geigle—Emmet Township DPS/ TAC Chairperson (2:11 arrival)
Adam Mattens—Calhoun County Sheriff Representative
Toby Baker—Michigan State Police
Josh Lankerd & Marty Erskine- Marshall Police or Fire Representative
Kurt Swope---Fire Chief's Council
Director Nick Smith—Medical Control Authority Representative
Chief Robert Cipicic- Springfield Department of Public Safety Representative

Excused:

Director Scott Kipp—Albion Department of Public Safety Representative
Capt Titus—Battle Creek Police or Fire Representative

Others Present:

Michael Armitage— CCCDA
Tina Smith--CCCDA
Kate Chism—CCCDA
Sarah Meyer—CC GIS

Meeting was called to order at 2:03 P.M. by Tony Geigle

Consent Agenda

1. Approval of August 21, 2024, meeting minutes. Meeting Minutes- A motion was made by Nick Smith to accept the August,2024, meeting minutes as presented. The motion was seconded by Robert Cipicic.

All were in favor.

The motion passed.

2. Approval of November 30, 2024, TAC Agenda- A motion was made by Nick Smith to accept the November, 2024, TAC Agenda. The motion was seconded by Robert Cipicic.

All were in favor.

The motion passed.

Public Comment

No Public Comment

Reports

Law Enforcement- Question on when portables will be available. Brief discussion regarding dates for availability.

EMS- None.

Fire- Questions regarding the timeline for the CAD interface. There is not a firm timeline.

RMS Committee- None.

OLD BUSINESS

1. Radio Project Update- A brief update regarding progress of tower sites and radio project as a whole was presented by Michael Armitage. Site visits are taking place by the radio work group. A draft document is being constructed.

NEW BUSINESS

1. MCA Update- Procedure workgroup. This group is looking at response times, separating rural vs urban zones.
2. ANG CAD- The ANG base is persistently requesting access. There is a variety of potential issues, one of them being CJIS clearance. Brief discussion among group members regarding the need for the access. Michael Armitage will reach out to LEIN office to get clarification on CJIS compliance.
3. SS4A- This grant was not approved. Answer to come about why it was denied.

Public Comment

None.

Member Comments

None.

Adjournment

Meeting was adjourned at 2:27 PM.

Calhoun County Consolidated Dispatch Authority

315 W. Green St., Marshall MI 49068

Administration: (269) 781-0911 • Emergency: 911

www.calhounmi911.gov

2025 Meeting Schedule

CCFDA Governing Board

Location: 315 W. Green St., Law Library (Room 3-700), Marshall MI 49068

Meetings begin at 2:30pm.

January 14, 2025
February 11, 2025
March 11, 2025
April 8, 2025
May 13, 2025
June 10, 2025
July 8, 2025
August 12, 2025
September 9, 2025
October 14, 2025
November 4, 2025*
December 9, 2025

CCFDA TAC

Location: 315 W. Green St., Law Library (Room 3-700), Marshall MI 49068

Meetings begin at 2pm.

January 15, 2025
February 26, 2025
March 26, 2025
April 23, 2025
May 28, 2025
June 25, 2025
July 23, 2025
August 27, 2025
September 24, 2025
October 22, 2025
November 26, 2025
December 17, 2025*

*Date moved from regular pattern due to a conflict.

Meetings are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, political affiliation, sexual orientation, gender identity or disability. Persons with disabilities needing accommodations for effective participation in the meeting should contact the CCFDA administrative office at (269) 781-0911 at least 24 hours in advance of the meeting to request mobility, visual, hearing, or other assistance.



Consolidated Dispatch Authority

315 WEST GREEN ST
MARSHALL, MI 49068
NON-EMERGENCY PHONE: 269-781-0911

CALHOUNMI911.GOV

 CALHOUNCO911

 CALHOUNCO911

TO: All Calhoun County Municipalities (Service Users)
FROM: Michael Armitage, Executive Director *MA*
DATE: February 7, 2024
RE: User Fees Based on Call for Service (CFS) Formula

The attached table designates each service user's percent of the quarterly billed user fee for April 2024 through March 2025, in accordance with the CFS Formula Implementation Guidelines, Section V, #2.

This percentage is based on an average of the service user's 2022, 2023, and 2024 calls for service statistics determined by CCCDA's computer aided dispatch (CAD) system. The annual aggregate user fees total \$718,584 and are reflective of the user fee reduction as a result of the voter-approved 911 millage.

Each service user's percentage is multiplied by the quarterly revenue to be generated (blue column). This column identifies each service user's actual cost for quarters two through four of calendar year 2025 and the first quarter of 2026.

Please feel free to contact me with any questions at marmitage@calhouncountymi.gov or call/text 734-474-1574.

Calhoun County Consolidated Dispatch Authority

2025 Q2-Q4 / 2026 Q1 User Fees

Service User				Three Year	% of Total	Qtrly Bill
	2022	2023	2024	Avg	Avg CFS	
Albion City	9,764	9,325	8,784	9,291	5.4051%	\$ 9,710.11
Albion TWP	476	467	371	438	0.2548%	\$ 457.76
Athens TWP	593	560	507	553	0.3219%	\$ 578.29
Athens Village	472	595	536	534	0.3109%	\$ 558.44
Battle Creek City	74,102	81,274	79,685	78,354	45.5831%	\$ 81,888.18
Bedford TWP	6,866	6,577	6,331	6,591	3.8346%	\$ 6,888.67
Burlington TWP	553	519	562	545	0.3169%	\$ 569.24
Burlington Village	94	127	88	103	0.0599%	\$ 107.65
Calhoun County	16,605	16,071	18,017	16,898	9.8304%	\$ 17,659.92
Clarence TWP	413	415	376	401	0.2335%	\$ 419.44
Clarendon TWP	407	438	441	429	0.2494%	\$ 448.00
Convis TWP	544	583	501	543	0.3157%	\$ 567.15
Eckford TWP	405	340	315	353	0.2056%	\$ 369.27
Emmett TWP	17,220	14,701	12,992	14,971	8.7095%	\$ 15,646.34
Fredonia TWP	754	644	662	687	0.3995%	\$ 717.64
Homer TWP	262	234	240	245	0.1427%	\$ 256.40
Homer Village	658	555	557	590	0.3432%	\$ 616.61
Lee TWP	255	441	280	325	0.1893%	\$ 340.01
Leroy TWP	1,146	1,132	1,051	1,110	0.6456%	\$ 1,159.72
Marengo TWP	1,920	1,639	1,346	1,635	0.9512%	\$ 1,708.75
Marshall City	14,998	16,198	15,995	15,730	9.1513%	\$ 16,439.92
Marshall TWP	2,258	1,639	1,390	1,762	1.0253%	\$ 1,841.83
Newton TWP	631	631	607	623	0.3624%	\$ 651.10
N.H.B.P.	913	1,124	1,114	1,050	0.6110%	\$ 1,097.71
Pennfield TWP	7,754	7,390	8,328	7,824	4.5517%	\$ 8,176.94
Sheridan TWP	1,743	1,458	3,367	2,189	1.2737%	\$ 2,288.09
Springfield City	7,303	6,618	6,833	6,918	4.0246%	\$ 7,230.07
Tekonsha TWP	809	372	595	592	0.3444%	\$ 618.70
Tekonsha Village	395	574	851	607	0.3529%	\$ 634.03

Calhoun County Consolidated Dispatch Authority

RESOLUTION 2025-002

A RESOLUTION TO SET USER FEES

Calhoun County Consolidated Dispatch Authority (“CCFDA”).

A regular meeting of the Board of the CCFDA was held at Calhoun County Consolidated Dispatch Authority located at 315 W. Green St. Marshall Michigan 49068 on the 11th day of February 11, 2025, at 2:30 p.m..

The meeting was called to order at ____ p.m., by _____.

Present: Members

Absent: Members

WHEREAS, the forming Interlocal Agreement and E9-1-1 Service Plan specifically addresses adopting user fees in the event that millage and/or 9-1-1 surcharge monies are insufficient to cover the costs of financing consolidated dispatch; and

WHEREAS, the current 911 surcharge rate is insufficient to cover the costs of consolidated dispatch; and

WHEREAS, the 911 service plan authorizes the Calhoun County Consolidated Dispatch Authority (CCFDA) Governing Board of Directors to impose user fees through resolution, and

WHEREAS, the CCFDA Governing Board of Directors approved the Calls for Service (CFS) formula in guidelines, to be effective on July 1, 2013; and

NOW, BE IT RESOLVED that the CCFDA Governing Board of Directors hereby adopts the following user fees, to be collected quarterly for the period beginning April 1, 2025, through March 31, 2026:

Motion by _____, seconded by _____ to ADOPT Resolution 2025-002, roll call vote:

Ayes: Members

Nays: Members

Motion declared [adopted/not adopted].

Service User	2022	2023	2024	Three Year Avg	% of Total Avg CFS	Qtrly Bill
Albion City	9,764	9,325	8,784	9,291	5.4051%	\$ 9,710.11
Albion TWP	476	467	371	438	0.2548%	\$ 457.76
Athens TWP	593	560	507	553	0.3219%	\$ 578.29
Athens Village	472	595	536	534	0.3109%	\$ 558.44
Battle Creek City	74,102	81,274	79,685	78,354	45.5831%	\$ 81,888.18
Bedford TWP	6,866	6,577	6,331	6,591	3.8346%	\$ 6,888.67
Burlington TWP	553	519	562	545	0.3169%	\$ 569.24
Burlington Village	94	127	88	103	0.0599%	\$ 107.65
Calhoun County	16,605	16,071	18,017	16,898	9.8304%	\$ 17,659.92
Clarence TWP	413	415	376	401	0.2335%	\$ 419.44
Clarendon TWP	407	438	441	429	0.2494%	\$ 448.00
Convis TWP	544	583	501	543	0.3157%	\$ 567.15
Eckford TWP	405	340	315	353	0.2056%	\$ 369.27
Emmett TWP	17,220	14,701	12,992	14,971	8.7095%	\$ 15,646.34
Fredonia TWP	754	644	662	687	0.3995%	\$ 717.64
Homer TWP	262	234	240	245	0.1427%	\$ 256.40
Homer Village	658	555	557	590	0.3432%	\$ 616.61
Lee TWP	255	441	280	325	0.1893%	\$ 340.01
Leroy TWP	1,146	1,132	1,051	1,110	0.6456%	\$ 1,159.72
Marengo TWP	1,920	1,639	1,346	1,635	0.9512%	\$ 1,708.75
Marshall City	14,998	16,198	15,995	15,730	9.1513%	\$ 16,439.92
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Newton TWP	631	631	607	623	0.3624%	\$ 651.10
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Pennfield TWP	7,754	7,390	8,328	7,824	4.5517%	\$ 8,176.94
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Springfield City	7,303	6,618	6,833	6,918	4.0246%	\$ 7,230.07
Tekonsha TWP	809	372	595	592	0.3444%	\$ 618.70
Tekonsha Village	395	574	851	607	0.3529%	\$ 634.03

Steve Hinkley, Chair

The undersigned, duly qualified and acting Secretary of the Board of the CCCDA, Calhoun County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of Resolution No. 2025-0002 adopted by the Board of the CCCDA at a regular meeting held on February 11, 2025, the original of which is a part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Kate Chism, Executive Assistant

Calhoun County Consolidated Dispatch Authority

Staff Report for Agenda Items

Meeting Date: February 11, 2025

From: Michael Armitage, Executive Director

Item: New Business – Consumers Energy Easement

Background:

Consumers Energy is requesting an easement on a parcel owned by the authority at 427 Hubbard Street, Battle Creek, Michigan 49037. The purpose of the easement is to install an underground power service to the new tower at that location.

Financial Impact:

N/A

Recommended Motion:

Approve the easement request and authorize the Executive Director to execute on behalf of the authority.

EASEMENT FOR ELECTRIC FACILITIES

SAP# 1072358601
Design# 11720560
Agreement# MI00000082709

CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY, whose address is 315 West Green Street, Marshall, Michigan 49068 (hereinafter "Owner")

for \$1.00 and other good and valuable consideration [exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to MCLA 207.526(f)] grants and warrants to

CONSUMERS ENERGY COMPANY, a Michigan corporation, One Energy Plaza, Jackson, Michigan 49201 (hereinafter "Consumers")

a permanent easement to enter Owner's land (hereinafter "Owner's Land") located in the City of Battle Creek, County of Calhoun, and State of Michigan as more particularly described in the attached Exhibit A to construct, operate, maintain, inspect (including aerial patrol), survey, replace, reconstruct, improve, remove, relocate, change the size of, enlarge, and protect a line or lines of electric facilities in, on, over, under, across, and through a portion of Owner's Land (hereinafter "Easement Area") as more fully described in the attached Exhibit B, together with any pole structures, poles, or any combination of same, wires, cables, conduits, crossarms, braces, guys, anchors, transformers, electric control circuits and devices, location markers and signs, communication systems, utility lines, protective apparatus and all other equipment, appurtenances, associated fixtures, and facilities, whether above or below grade, useful or incidental to or for the operation or protection thereof, and to conduct such other activities as may be convenient in connection therewith as determined by Consumers for the purpose of transmitting and distributing electricity.

Additional Work Space: In addition to the Easement rights granted herein, Owner further grants to Consumers, during initial construction and installation only, the right to temporarily use such additional work space reasonably required to construct said lines. Said temporary work space shall abut the Easement Area, on either side, as required by construction.

Access: Consumers shall have the right to unimpaired access to said line or lines, and the right of ingress and egress on, over, and through Owner's Land for any and all purposes necessary, convenient, or incidental to the exercise by Consumers of the rights granted hereunder.

Trees and Other Vegetation: Owner shall not plant any trees within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, roots, and other vegetation within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, or other vegetation located outside of the Easement Area which are of such a height or are of such a species whose mature height that in falling directly to the ground could come into contact with or land directly above Consumers' facilities.

Buildings/Structures: Owner agrees not to build, create, construct, or permit to be built, created, or constructed, any obstruction, building, septic system, drain field, fuel tank, pond, swimming pool, lake, pit, well, foundation, engineering works, installation or any other type of structure over, under, or on said Easement Area, whether temporary or permanent, natural or man-made, without a prior written agreement executed by Consumers' Real Estate Department expressly allowing the aforementioned.

Ground Elevation: Owner shall not materially alter the ground elevation within the Easement Area without a prior written agreement executed by Consumers Real Estate Department allowing said alteration.

Exercise of Easement: Consumers' nonuse or limited use of this Easement shall not preclude Consumers' later use of this Easement to its full extent.

Ownership: Owner covenants with Consumers that they are the lawful fee simple owner of the aforesaid lands, and that they have the right and authority to make this grant, and that they will forever warrant and defend the title thereto against all claims whatsoever.

Successors: This Easement shall bind and benefit Owner's and Consumers' respective heirs, successors, lessees, licensees, and assigns.

Counterparts: This Easement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. It is not necessary that all parties execute any single counterpart if each party executes at least one counterpart.

Date: _____

Owner: CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Signature

By: _____
Print Name

Its: _____
Print Title

Acknowledgment

The foregoing instrument was acknowledged before me in _____ County, _____,
on _____ by _____ of
Date Name Title

Calhoun County Consolidated Dispatch Authority, on behalf of said entity.

Notary Public

Print Name

County, _____

Acting in _____ County

My Commission expires: _____

**PROPERTY OWNERS MAIL
SIGNED EASEMENT TO:**

Amber Wiswell
Consumers Energy Company
311 East Michigan Avenue
Battle Creek, Michigan 49014
ROW Manager: Adam Hillman

Prepared By:

Mara Armstrong 1/14/25, EP7-464
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201
Revised by Mark Proffer 1/28/2025

**REGISTER OF DEEDS OFFICE USE
ONLY**

Return recorded instrument to:
Carrie J. Main, EP7-464
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

EXHIBIT A

Owner's Land

Land situated in the City of Battle Creek, County of Calhoun, State of Michigan:

A parcel of land in the Northeast 1/4 of Section 35, Town 1 South, Range 8 West, described as: Lots 3 and 4 of Assessors Plat of Fox Park, Calhoun County Records.

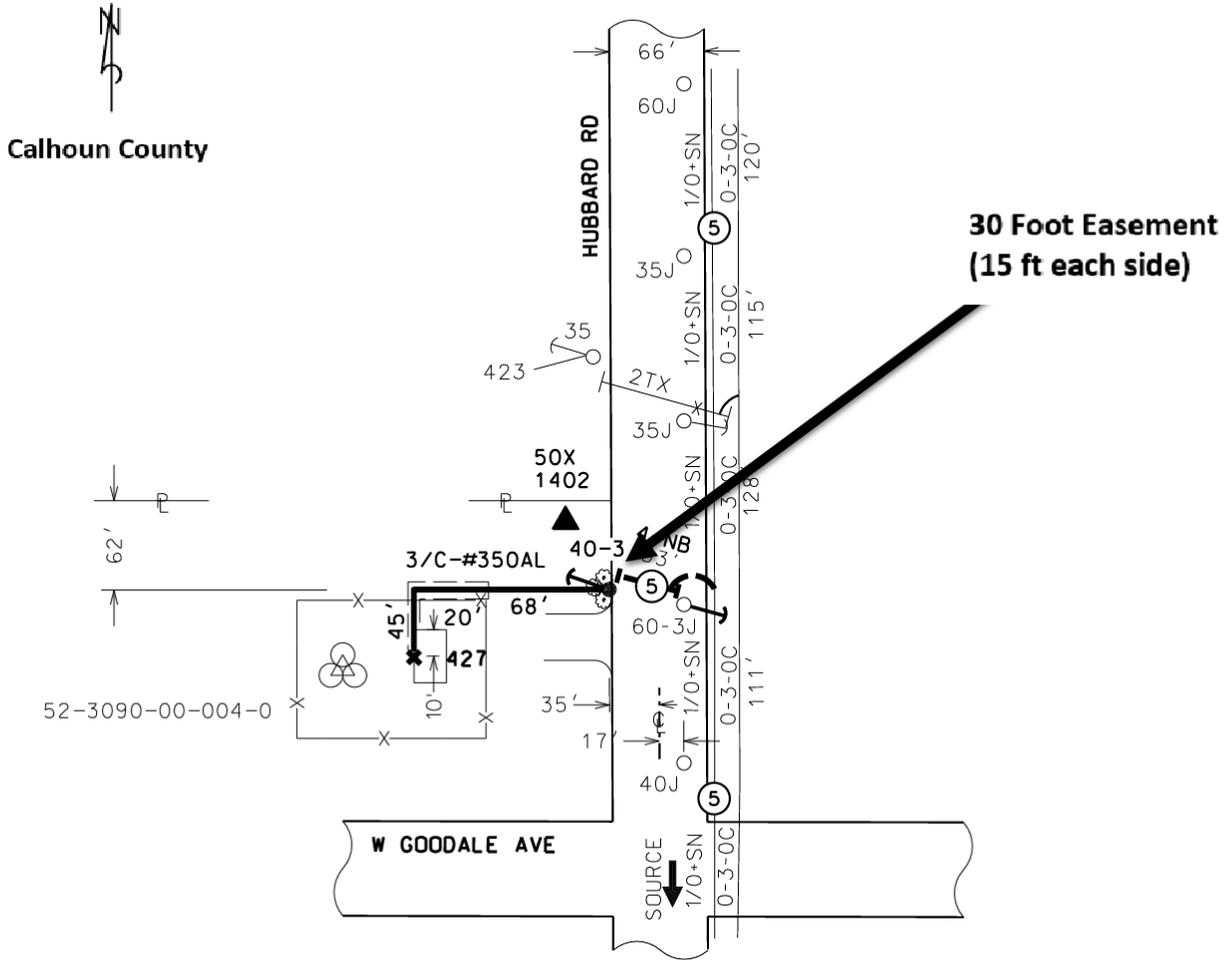
Also known as: 427 Hubbard Street, Battle Creek, Michigan 49037

Parcel ID: 52-3090-00-004-0

EXHIBIT B

Easement Area

A 30.00-foot-wide strip of land, being 15.00 feet on each side of the facilities of the line constructed on Owner's Land, the facilities to be located approximately as shown in the attached drawing.



Calhoun County Consolidated Dispatch Authority

Staff Report for Agenda Items

Meeting Date: February 11, 2025

From: Michael Armitage, Executive Director

Item: New Business – Administrative Services Agreement

Background:

To reflect changes to administrative services provided to CCCDA by the county, an updated agreement is proposed. Updated sections include:

- Section IV: Information Technology Services
 - Rave Alert.
 - Application servers updated from two (2) to eight (8).
 - On Base Licenses.
- Section X: Accounting and Compensation for Services
 - GIS services were added.
 - Communications costs moved to this section.
- Section VI NEW: GIS Services.

Financial Impact:

- Section IV: Information Technology Services
 - Rave Alert – 1/3 of costs. **This is a budgeted item and this just solidifies the current practice.**
 - Application servers updated from two (2) to eight (8). **Annual increase of \$1,700.**
 - On Base Licenses. **Increase of \$1,854.84.**
- Section X: Accounting and Compensation for Services
 - GIS services were added. **This is a budgeted item, increase of \$36,000.**
 - Communications costs moved to this section. **Increase of \$3,000 (for grant writing services).**

Recommended Motion:

Approve the agreement.

**ADMINISTRATIVE SERVICES AND FRINGE BENEFITS AGREEMENT
BETWEEN THE CALHOUN COUNTY CONSOLIDATED
DISPATCH AUTHORITY AND CALHOUN COUNTY**

This Agreement is made this ____ day of _____, 2025, by and between the Calhoun County Consolidated Dispatch Authority ("Authority") and Calhoun County ("County").

WHEREAS, the parties entered into an Administrative Services and Fringe Benefits Agreement as of January 1, 2015; and

WHEREAS, the parties amended that Agreement on February 6, 2023; and

WHEREAS, the parties amended the Agreement on January 2024; and

WHEREAS, the parties wish to terminate that Agreement and replace it with this Agreement as of the effective date as set forth herein;

NOW THEREFORE, the parties agree as follows:

SECTION I
PURPOSE

The Authority was created as of January 1, 2009, by an Interlocal Agreement between the County of Calhoun, the Cities of Marshall, Albion, and Battle Creek, and the Area Metropolitan Services Agency and is charged with operating the central dispatch system for participating Local Government Units, the County, and other supporting agencies. The Authority is a separate and independent entity having its own employees and other applicable powers and rights. The purpose of this agreement is to provide a cooperative mechanism for the Authority to receive certain administrative services and labor from the County and, to the extent possible, participate in fringe benefit program(s) offered by the County to its current employees. This Agreement is entered into pursuant to, and authorized by, the Urban Cooperation Act of 1967, MCL §124.501 et. Seq.

SECTION II
FISCAL SERVICES

The County may provide payroll, accounts payable, bookkeeping, accounting, budgeting, fiscal planning, receipting, and other financial services as the Authority requests and as the County Administrator/Controller deems reasonable. Payroll and other checks as needed by the Authority may be created by the County and, if applicable, signed by the County Clerk and County Treasurer. The County Treasurer may be the repository for Authority Funds and, if applicable, shall maintain those Funds in a segregated account, to the extent feasible. Financial services provided shall not include analysis but will include access to such financial information as is reasonably needed for the Authority. Such services shall at a minimum enable the Authority to operate under Michigan law and the Interlocal Agreement. This agreement shall not include the cost of any independent audit of the Authority's accounts which shall be the responsibility of the Authority.

SECTION III
HUMAN RESOURCES SERVICES

The County Human Resources Department may provide the following services to the Authority: 1) new employee orientation (including completion of initial employment forms); 2) providing postings for employment through the County internet and through other means as specified from time to time by the Authority; 3) administering and coordinating pre-employment testing as necessary for Authority employees; 4) tracking leave, including FMLA leave, for Authority employees; 5) maintaining Authority personnel files and medical records; 6) administering unemployment and workers compensation claims for the Authority; and 7) acting as benefits coordinator for the Authority. The County Human Resources Department may also provide such additional services to the Authority as the County Administrator/Controller and Authority Executive Director deem reasonable.

SECTION IV
MAIL AND COPIER SERVICES

The Authority shall be provided with coded access to the County's copiers and will be charged the same rate charged to County departments per the County's centralized cost allocation plan based on the number of actual copies. The Authority will also be able to use the County mail room and the County address at no charge to receive mail and will be charged for the actual postage used for Authority using the County's rate.

SECTION V
INFORMATION TECHNOLOGY SERVICES

To the extent possible, the County may provide Information Technology ("IT") services, including internet access and e-mail, together with help desk support to the Authority. The Authority agrees that it will follow County IT protocols and County IT policies. The County may provide such other IT services as the County Administrator/Controller deems reasonable. The cost for IT services will be updated on an annual basis determined by annual increased software costs and equipment needs. The 2025 cost for IT services is described in the table below;

Information Technology Services Provided	Annual Rate
IT PC Support (12 Terminals @ \$31.00 per month) w/Help Desk Support	\$ 4,464.00
On-Call Support 24/7/365	\$ 2,000.00
MS Office 365 (36 Lic.)	\$ 10,368.00
Internet Services Provider (36 Users @ \$11 per Month)	\$ 4,752.00
On Base Licenses	\$ 1,854.84
Rave Alert	1/3 of Total Annual Rate
Application Server Hosting (X 8)	\$ 4,750.00
Application Server Backup (X 8)	\$ 1,500.00

SECTION VI
GEOGRAPHIC INFORMATION SERVICES

6.1 To the extent possible, the County may provide Geographic Information Services (GIS) services, including, but not limited to:

- A. Creating, editing and maintaining GIS layers and data for use in the Computer Aided Dispatch (CAD), CommandCentral Aware systems and development of a county-wide address point layer;
- B. The development and creation of hard copy and digital maps, as needed, to use as communication tools with the public and area safety agencies.

SECTION VII
HEALTH INSURANCE

To the extent and while feasible, the County may act as the administrator for the Authority's health insurance and shall, to extent feasible, enable the enrollment of Authority employees in the County's health insurance plan. The direct costs of health insurance shall be borne entirely by the Authority together with the cost of administering the same as set forth in Paragraph VIII below.

SECTION VIII
LIFE INSURANCE

To the extent and while feasible, the County may enable the enrollment of Authority employees in the County's life insurance plan. Such plan may be administered by the Human Resources Department and the direct costs of any such insurance shall be borne entirely by the Authority together with the cost of administering the same as set forth in Paragraph VIII below.

SECTION IX
COMMUNICATION SERVICES

The County will provide Communications services including but not limited to, brand development and implementation, messaging assistance, communications strategy, social media campaigns, press releases, media relations, annual reports, print materials, multi-media content, outreach materials, grant support services and other communication items. The County may also provide other requested communications services as the Authority requests from time to time and as the County Administrator/Controller deems reasonable.

SECTION X
ACCOUNTING AND COMPENSATION FOR SERVICES

10.1 The Authority shall pay for the services provided by the County pursuant to paragraphs II, III, VI and IX, as follows. For services provided pursuant to paragraph II and VI, the Authority shall pay during the term of this agreement the sum of Eight Thousand Five Hundred Dollars (\$8,500.00) per year; the sum of Four Thousand and 00/100 Dollars (\$4,000.00) per year for services provided by the Treasurer's Office; the sum of Thirty-Six Thousand and 00/100 Dollars (\$36,000) per year; for services provided by Geographic Information Services; and the sum of Fifteen Thousand and 00/100 Dollars (\$15,000.00) per year for Communication Services. For services provided pursuant to paragraph III, the Authority shall pay the sum of \$525.00 per Authority employee per year (total of 36 employees x \$525 = \$18,900) as of the effective date of this Agreement, In the event that the Authority changes the number of employees which would be covered by the services set forth in paragraph III, it will notify the County within thirty (30) days of the change in the number and the County will issue a new invoice during its next applicable billing cycle reflecting the changed number of employees. The Authority shall pay for IT costs at the rate set forth in Paragraph V.

10.2 For ease in accounting relative to fringe benefits (health insurance, life insurance, and pension benefits), wherever possible, the County will create a sub-account for the Authority within the County's relevant plan. If sub accounting is not possible, the Authority will pay a pro-rata share of the County's costs based on a percentage calculated by using the number of Authority employees as the numerator and all personnel in the specific health benefit plan as the denominator. It is the intent of the parties that, to the greatest extent possible, the Authority bear all of the direct costs of fringe benefits provided to its employees, plus an administrative cost for Human Resources Department administering the same.

10.3 The County Administrator/Controller shall, on a periodic basis, provide invoices to the Authority's Executive Director which will be paid within thirty (30) days from receipt or such other time as may be agreed upon by the parties to this Agreement.

SECTION XI
INDEMNIFICATION

The County and Authority agree, to the extent allowed by law, to mutually indemnify the other for any costs, including attorney fees, incurred as a result of their actions or inactions or those of their employees, officers and agents.

SECTION XII
MISCELLANEOUS

12.1 This Agreement constitutes the complete expression of the agreement between the County and Authority on the subjects contained herein and there are no other oral or written agreements or understandings between the entities concerning these subjects. Any prior agreements or understandings on the matters addressed in this Agreement are hereby rescinded, revoked or terminated. This Agreement may be modified or amended only by subsequent written agreement approved by the County Board of Commissioners and the Authority Board.

12.2 This Agreement shall be interpreted in a manner consistent with applicable law. If any portion is held to be illegal, invalid, or unenforceable, the remainder of the Agreement shall be deemed severable and shall remain in full force and effect.

12.3 The term of this Agreement shall be five (5) years and the Agreement may be terminated by resolution of either the County Board of Commissioners or the Authority Board, provided that the effective date of the termination shall be ninety (90) days after the date of such resolution, unless the other party agrees in writing to a shorter termination period. The Agreement shall automatically renew thereafter on an annual basis unless either party gives notice of termination at least ninety (90) days prior to the annual date of termination. The parties agree that actual costs such as those for postage, copies, and fringe benefits shall be passed on to the Authority and shall not require any modification of this Agreement. Modification in the amounts allocated/charged by the County for services shall be reviewed on a periodic basis by the Executive Director of the Authority and the Administrator/Controller of the County and, in the event changes are made, agreed to in writing by the two of them.

12.4 Nothing in this Agreement shall be interpreted as obligating or requiring the Authority to utilize the County's fringe benefits. Rather, the Authority reserves the right to obtain other benefit plan or insurance arrangements on one or more of the listed benefits without terminating this Agreement or its right to obtain other fringe benefits through the County.

12.5 Any notices pursuant to this Agreement shall be sent to the parties and shall be directed to the persons and addresses stated below:

Administrator/Controller
Calhoun County
315 W. Green Street
Marshall, MI 49068

Executive Director
CCCDA
315 W. Green Street
Marshall, MI 49068

12.6 The effective date of this Agreement shall be January 1, 2025.

SECTION XIII
INDEPENDENT CONTRACTOR

No employee, agent, or volunteer of a Party is, nor shall be, considered an employee, agent, or volunteer of the other Party. No employee, agent, or volunteer of a Party shall be entitled to any compensation or benefit from the other Party.

Each Party shall remain responsible for any claims arising out of their employees' own acts or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase any Party liability for, or immunity from, tort claims.

SECTION XIV
CONTROL OF COUNTY PERSONNEL

In providing services under this Agreement, the parties recognize that County personnel will, from time to time, be doing work for the Authority. The County and the Authority agree that the point of contact for all communication and direction regarding work to be performed by County personnel under this Agreement shall be the Executive Director of the Authority. The County reserves the right to control and direct all of its employees and when they may perform services under this Agreement.

SECTION XV
NONDISCRIMINATION

In carrying out the terms of this Agreement, the Parties hereto shall adhere to all applicable Federal, State and local laws and regulations prohibiting discrimination. The parties hereto, as required by law, shall not discriminate against persons to receive services under this Agreement or against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight or marital status. Breach of this covenant shall be regarded as a material breach of this Agreement.

By the signatures executed below, the parties agree to the terms of this Agreement and the signatories represent that they have the authority to execute this Agreement on behalf of the party for which they have signed.

Calhoun County

By: _____, 2025
Derek King
Its: Board Chair

Calhoun County Consolidated Dispatch Authority

By: _____, 2025
Steve Hinkley
Its: Board Chair

Calhoun County Consolidated Dispatch Authority

Staff Report for Agenda Items

Meeting Date: February 11, 2025

From: Michael Armitage, Executive Director

Item: New Business – CISD Work-Based Learning Training Agreement

Background:

The Calhoun County Area Career Center, through CISD, has been working on job training opportunities for students interested in the 911 profession. Historically, they have partnered with Eaton County 911 for this program. This opportunity not only provides a close option for students, but we anticipate it opening the doors for some to pursue their aspirations here at CCCDA.

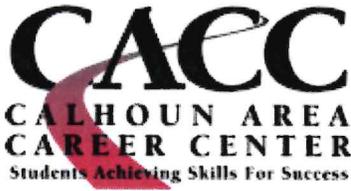
This program provides an unpaid internship of up to 45 hours over 2-3 months. They also provide their students with 40-hour, state certified, 911 training through a private vendor. We do have a certified instructor for this course and could potentially host it in-house.

Financial Impact:

N/A

Recommended Motion:

Approve the agreement and authorize the executive director to execute on behalf of the authority.



475 E. Roosevelt Ave.
 Battle Creek, MI, 49017
 (269) 968-2271
 Fax: (269) 968-4344

WORK-BASED LEARNING TRAINING AGREEMENT

School Year: 2024-2025		State-Approved CTE PSN: 17432	
STUDENT/LEARNER INFORMATION			
Name:		UIC:	Grade:
Home Address:			
Personal Cell #:		Birth Date:	
Emergency Contact	Name:	Phone #	
CTE Program:		CIP:	PSN:
CTE Instructor:		Placement Coordinator:	
SENDING SCHOOL INFORMATION			
Sending School:			
Counselor:		Counselor's Email:	
EMPLOYER INFORMATION			
Business:			
Supervisor:		Telephone Number(s):	
Worker's Disability Carrier:		Policy #:	Exp:
Liability Insurance Carrier:		Policy #:	Exp:
Site Inspected Date:		Site Inspector:	
PLACEMENT INFORMATION			
Type of Placement:		Starting Wage (if paid):	
Start Date:	End Date:	Safety Training Date:	

It is the policy of the Calhoun Intermediate School District and the Board of Education to provide an equal opportunity for all individuals and not to discriminate on the basis of religion, race, color, national origin, ancestry, sex, disability, height, weight, marital status or age in its programs, services, activities or employment. With respect to employment, the District does not discriminate on the basis of genetic information. The following person has been designated to handle inquiries regarding the district's nondiscrimination policies. Assistant Superintendent for Human Resources, Calhoun Intermediate School District, 17111 G Drive North, Marshall, MI 49068. (269) 781-5141 or (269) 781-7071

WORK-BASED LEARNING TRAINING AGREEMENT

WORK & SCHOOL SCHEDULE					
Hours to be worked (cannot exceed 24 hours per week when school is in session for students ages 16 & 17)					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start	7:45AM	7:45AM	7:45AM	7:45AM	7:45AM
Finish	10:30AM	10:30AM	10:30AM	10:30AM	10:30AM
Location	CACC	Work Site	CACC	Work Site	CACC

CO-OP TRAINING PLAN	All students must participate in orientation and safety training.
Public Safety Intern	
<p>A1. Demonstrate safe work practices B3. Communicate effectively as a member of a team E6. Demonstrate appropriate public relations. D3. Perform assigned tasks in compliance with agencies policies and procedures. C1. Knowledge of criminal laws and procedures.</p>	

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WORK-BASED LEARNING TRAINING AGREEMENT

WORK-BASED LEARNING ROLES & RESPONSIBILITIES

Student and Parent/Guardian:

- The student will abide by the regulations and policies of the placement site and the home school.
- The student understands that he/she will not be able to attend the placement site if he/she has not attended school.
- The student and/or parent/guardian will contact the specialist with any placement related concerns.

CACC:

- By mutual agreement of all parties, the district may provide temporary job coaching services as warranted by the needs of the student and/or training site.
- The student will earn high school credit toward graduation from successful completion of the work-based learning.

Work-Based Specialist:

- The specialist will arrange for in-school related instruction, consultation, and advisor service, to all parties concerned with the work-based learning program.
- The specialist will oversee the training site by regular visits, and be responsible for all reports and necessary paperwork.

Training Site:

- The training site will provide a safe working environment and will instruct the student of proper safety procedures prior to the student performing his/her duties.
- The training site agrees to provide the student direct and close supervision by an experienced adult (Supervision means within sight and sound of the student).
- The training site will provide the student with the broadest occupational experience in keeping with the job responsibilities listed on the training plan.
- The training site agrees, as requested by the specialist, to complete periodic evaluation forms assessing the student's performance.
- The training site will conform to all Federal, State, and local laws and regulations regarding the employment of personnel, including non-discrimination against any applicant because of race, creed, color, sex, national origin, or disability.
- The training site agrees to contact the specialist if concerns arise.
- The training site has read and acknowledges receipt of related documents from the CACC Work-Based Specialist regarding risk management, education, and employment of minors.

Calhoun Area Career Center Policies:

- Any hazardous work performed by the student shall be incidental to the training, be intermittent and for short periods of time, be under close supervision of a qualified and experienced work-site supervisor, and be documented on the training agreement and training plan.
- This training agreement for the student may be revoked by the specialist/employer if:
 1. In the event of inappropriate conduct and/or performance of the student while at the training site, CACC program or home school classes.
 2. In the event that responsible precautions have not been observed for the student.

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WORK-BASED LEARNING TRAINING AGREEMENT

WORK-BASED LEARNING PROGRAM GUIDELINES

Work-based learning programs (WBL) make use of business and industry sites as part of the CACC's curriculum. The goal of this program is to expand learning into the work environment. Because WBL is part of the students related occupational program, these guidelines need to be followed.

Before starting the program the student will:

1. Complete the criteria for work-based programs as stated in the student handbook.
2. Have the Occupational Training Agreement and Guidelines completed, signed, and returned to the Work-based Learning Counselor.
3. Maintain a "C" or better average in all high school courses.

While participating in this program, the student will:

1. Return to the CACC a minimum of one day per week, during that day's session. They will report to their related occupational program on the day(s) determined by the teacher/employer.
2. Sign in AND Sign out of their job placement using the QR code their supervisor provides.
3. The QR code MUST remain in the possession of the supervisor and cannot be released to the student.
4. Follow the attendance policies as stated in the student handbook. The work-site attendance and weekly CACC attendance are counted the same as related program attendance. It should be noted that most employers will not tolerate the number of absences that the CACC does. **YOU SHOULD NOT MISS WORK UNLESS IT IS UNAVOIDABLE.** Call the employer and text your instructor if you are unable to be in attendance at work. All absences must be documented in order to be excused.
5. Attend classes at the local high school on a regular basis. If you do not attend school when school is in session, you should not go to WBL either. If your hours or nature of your work change, you must notify your co-op coordinator immediately. If you quit, are fired, or return to class on a different day, you must notify the CACC immediately.
6. Be evaluated at the end of each marking period by the employer. WBL grades will be combined with your CACC class grade to form one quarterly grade.

<i>My student will get to their WBL site via:</i>	<i>Personal Transportation</i>	<i>CACC transportation</i>
Student:	<p>WE HAVE REVIEWED THESE GUIDELINES AND AGREE TO FOLLOW THEM.</p> <p><i>Failure to comply with these guidelines can result in a reduction of hours at the worksite, reduction in credit, and/or removal from the WBL program.</i></p> <p><small>The signature of the employer below certifies that the employment of the student learner will conform to all federal, state and local laws and regulations, including those that prohibit discrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.</small></p>	
Parent/Guardian:		
Instructor:		
School Coordinator:		
Employer:		

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