

# WORKING MEETING

May 9, 2019

Convened: 9:00 AM

Present: Commissioner Gordon, Commissioner Vrablic, Commissioner Kolcz, Commissioner Norris and Commissioner Hazelbaker

Also Present: Donald Reid of the Daily Reporter, Sheriff Pollack, Undersheriff Eichler, Fred Blankenship-Jail Administrator, Jim Measel-WTVB, Scott Walls-County Complex Manager, County Clerk-Terry Kubasiak and Administrator Bud Norman.

Item G was removed from the Agenda and it was approved as amended.

## **PERSONNEL, PLANS & POLICY**

**(Commissioner Norris)**

### **Proposal – Branch County Conservation District and Biz Aid, LLC**

Samantha Buterbaugh, owner of Biz Aid, LLC, spoke to the committee regarding a grant application. She explained that her company is located on Darling Drive in Coldwater and has been offering a recycling collection program in Branch County since 2013. Buterbaugh has applied for a recycling grant from the State of Michigan, to allow for the purchase of a large compactor. A local match of funds is a requirement, if the grant is awarded, so she is asking for some financial support from the County. Without this equipment the recycling program is in jeopardy of closing. The Branch County Conservation District has partnered with Biz Aid in this process. They have gotten commitments of financial support from some private partners and local municipalities. Buterbaugh stated that facility and program tours are available and that recycling collection is offered to all households and businesses, including free cardboard, battery and Styrofoam recycling. The Committee Recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that Branch County commit \$1,000 to go toward the local match for the recycling grant submitted by Biz Aid and the Conservation District for a trash compactor.**

## **SHERIFF & PUBLIC SAFETY**

**(Commissioner Kolcz)**

### **Worker's Compensation Grant**

Scott Walls said that a Worker's Compensation Safety Grant in the amount of \$5,000 has been received. The money will be used to expand the apron at the entrance of the Courthouse. They will extend concrete out toward the parking lot and install heating elements underneath. This will take care of the current issue of snow and ice accumulating in that area causing a slipping hazard. The work will begin at 4am on June 3rd. The main entrance will still be used with a slight detour, so that security will not be disrupted. The area should be available for use on the following day.

**Quincy Park Land Easement-DNR and Branch County Quincy Park**

An updated lease agreement between the DNR and the County Parks Department was presented to the Committee for review and approval. The agreement is to maintain and operate the Quincy Marble Lake boat access site. The Lease is written for a 25 year period. The Committee Recommends:

**Motion by                      seconded by                      to approve the updated Lease Agreement  
between the DNR and the Branch County Parks Department for Quincy-Marble Lake boat  
access site.**

**Appoint Attorney for Lake George**

Administrator Norman has not yet been provided with the information needed for the Board to be able to appoint an Attorney for Lake George lake level issue. The Administrator is working with Stacey Hissong who will be providing the paperwork. There will be no cost to the County.

**Jail Update**

The Jail Committee met on May 8<sup>th</sup>. They continued to update the design of the administrative area with the input from the Sheriff and his staff. They had to pause until there is a Construction Manager to be able to provide feedback as to what can be done within cost. They agreed that they are at the point where they can have the Department of Corrections review the plans. They are still awaiting the results on the Geotechnical Survey to see if the soil will support the Jail Construction. The American Jail Association Conference will take place May 19-21<sup>st</sup>. Three Jail committee members will attend, along with the engineer and architect. The Board of Commissioners Tipton Tour is slated for the end of June/July. They are hoping that they will be further along in the construction process at that time. Lastly, the Construction Service review took place. Proposals were accepted through 2:00 pm, on May 8<sup>th</sup>. Six sealed proposals were received. Eleven individuals were present for the proposal opening, with two commissioners excusing themselves.

The Administrator asked if the committee would like to interview all six candidates or did they want the Jail Committee to review and rate the candidates, sending the top four to be interviewed? The preference of the Committee was to interview the four best qualified candidates for construction services. The interviews will take place on May 23rd, during the Working Meeting, which begins at 11 am. The candidates will be given 20 minutes to present and the board will have 20 minutes to ask questions.

**Bills & Accounts**

Administrator Norman presented a summary of the Bills and Accounts. (Jail Operations-Board and Care-22%, Audit Fees -12%, Attorney Fees-11%, Jail Operations-Commissary Supplies-9%, and Equipment Purchase -8%) to make up 62% of the invoices. The Committee Recommends:

**Motion by                      seconded by                      to approve the Bills and Accounts in the  
amount of \$383,316.33**

**Resolution-Authorization of Clerk for Parks Board**

A Resolution was provided to the Committee asking for approval to appoint the Road Commission Manager, as the Clerk to the Parks Board. The Committee Recommends:

**Motion by                      seconded by                      to approve the resolution appointing the Branch  
County Road   Commission Manager, as the Clerk to the Branch County Parks Board.**

**Resolution –Authorization of Clerks for Road Commission Board**

A Resolution was provided to the Committee asking for approval to appoint the Road Commission Manager, as the Clerk to the Road Commission Board. The Committee Recommends:

**Motion by                      seconded by                      to approve the resolution appointing the Branch  
County Road   Commission Manager, as the Clerk to the Road Commission.**

**Other**

It was moved and seconded to go into closed session to discuss the attorney/client privileged letter dated 07/19/2017. Upon roll call vote the Committee went into closed session at 9:41 am.

The committee returned to open session at 9:50 am.

When the committee returned to open session immediate action was taken to move forward with a property purchase.

Motion by Commissioner Hazelbaker, seconded by Commissioner Vrablic to authorize the Administrator to submit a check for \$1000 as a start to the agreement to purchase property on East Chicago Street.

During discussion, the motion was amended as follows:.

Motion by Commissioner Hazelbaker, seconded by Commissioner Vrablic to authorize the Administrator to submit a check \$1000 as earnest money for the property on East Chicago Street and to enter into a purchase agreement on behalf of the County. MOTION CARRIED

The meeting was adjourned at 9:52 am.

Submitted by: Commissioner Vrablic                      Commissioner Kolcz                      Commissioner Gordon  
                                 Commissioner Hazelbaker                      Commission Norris