

# WORKING MEETING

June 6, 2019

Convened: 9:00 AM

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

Also Present: Donald Reid of the Daily Reporter, Sheriff Pollack, Jim Measel-WTVB, County Clerk Terry Kubasiak, Register of Deeds Nancy Hutchins, Equalization Jody Connell, Complex Manager-Scott Walls, Airport Manager-Joe Best, Prosecuting Attorney-Val White and Administrator Bud Norman.

The amended agenda was approved.

## **PERSONNEL, PLANS & POLICY** (Commissioner Norris)

### **August 2019 Work Meeting Schedule**

The Administrator stated that there is a conflict with the August 6th work meeting and asked to move it to August 1st at 9:00 am. The Committee recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that is approval is given to move the August 6<sup>th</sup> work meeting to August 1<sup>st</sup> at 9:00 am.**

### **Request for Staff-Corrections Officer-Sheriff Department**

The Sheriff is requesting to fill a Corrections Officer position that will be vacant as of June 30, 2019, due to a retirement. The position is a POAM Tier 2 rate of \$13.839 per hour, with the new hire benefit package. The Committee Recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that approval is given to the Sheriff's Department to hire a full time Correction Office at the POAM Tier 2 rate of \$13.839 per hour, with the new hire benefit package.**

### **Request for Staff, Felony Clerk-Prosecutor's Office**

Prosecuting Attorney Valerie White is requesting to fill a vacant Felony Clerk position, effective immediately due to a resignation. The temporary clerk, who was filling in, is done as of today. White has requested a higher starting wage, as she cannot get someone with legal experience at new hire rate of pay. She has no one that can train in her office, as the oldest employee has been here for 3 months. Although the Committee sympathized with her situation, they explained that all other departments have experienced the same problems that she is facing. They suggested that if she can come up with another plan, they would happy to give it consideration. The Committee Recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that approval is given to the Prosecutor's Office to hire a full time Felony Clerk at the GELC Tier 2 level 6 rate of pay of \$12.77 per hour, with the new hire benefit package, effective immediately.**

**Commission on Aging Board-Resignation**

The COA Director has advised the Administrator that Steven O’Donnell had submitted his resignation from the COA board at their last Board meeting. His term would have expired on 12/31/2020. The Committee Recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to accept the resignation from Steven O’Donnell from the Commission on Aging Board.**

**MIDC Update**

Administrator Norman has the Public Defender interviews scheduled to begin at 3:00 pm on June 18<sup>th</sup>. The working meeting will begin at 2:30 pm. There will be five interviews with the last one beginning at 6:00 pm.

**SHERIFF & PUBLIC SAFETY** **(Commissioner Kolcz)**

**None**

**HOUSE** **(Commissioner Hazelbaker)**

**Jail Update**

Administrator Norman gave a brief Jail update. The focus right now is hiring a Construction Manager and they would like to set up a joint meeting with the MIDC and MDOC.

**FINANCE** **Commissioner Vrablic)**

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts, Tax Rate Request-Form L-4029-Equalization and Credit/Debit Card Payments-Equalization.**

**Bills & Accounts**

Administrator Norman presented a summary of the Bills and Accounts (Computer Services Contract-58%, Jail Operations-Board and Care-16%, Attorney Fees-10%, Jail Operations-Commissary Supplies-8% and Membership and Dues-2%) to make up 94% of the invoices. The Committee Recommends:

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the Bills and Accounts in the amount of \$358,465.67

**Tax Rate Request-Form L-4029-Equalization**

The committee reviewed the 2019 L-4029 Tax Rate Request submitted by Equalization. The Committee Recommends:

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the 2019 L-4029 Report, as submitted.

**Credit/Debit Card Payments-Equalization and Building Departments**

Equalization Director Jody Connell is asking for approval to begin accepting credit/debit, in addition to cash and checks as a form of payment for hard and electronic data. The Committee Recommends:

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ that approval is given to Equalization Department to begin accepting credit/debit card payments

**Resolution-Airport Grant Funding**

The Administrator and Airport Manager spoke about the resolution that was presented for rehabilitating Runway 422. The estimated cost of the project is \$1,392,000.00. The cost would be shared by Federal, State and Local units. The committee was presented with options for funding the project at a previous meeting. \$45,000 has already been allocated with an additional \$24,600 to be allocated in 2020 to cover the County’s portion.

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the resolution to rehabilitate Runway 422 at the Branch County Airport.**

**Construction Manager Evaluation**

Administrator Norman presented an evaluation/scoring matrix for review. It was generated from the information provided by the Board from the Construction Manager interviews that were held. The scoring areas included: Relevant Experience; Qualifications; Timeliness and Local Preference. The fee proposal from each company was also provided. When the scoring was tabulated for each company it was determined that Clark scored the best, with Granger being second, Performance Services third and Skillman last. After discussion it was determined that Clark would be the choice for Construction Manager on the jail project.

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the hiring of Clark Construction Company as the Construction Manager for the Jail project.**

**LEGISLATIVE** \_\_\_\_\_ **(Commissioner Gordon)**

**Resolution-Annexation of Property-Quincy Township by Village of Quincy**

Quincy Village Manager Eric Zuzga spoke to the Committee regarding a request for approval to annex some property into the Village from Quincy Township. A map of the village, highlighting the areas in question, was presented for review. One section is where the county park and old cement plant are located; the next is the property behind McDonald’s, other areas are by the lagoons. This has been discussed with the Quincy Township Supervisor and approved by the Village Council. A public Hearing is set for June 11, 2019 at 4:05pm.

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the resolution allowing Quincy Village to annex some properties from Quincy Township into the Village.**

**Resolution-Annexation of Property- Village of Union City**

Union City Village submitted a resolution asking for Board approval to annex a piece of property at 1268 Arbogast Rd from Union Township to the Village. A copy of a resolution adopted by the Union City Village Council on May 13<sup>th</sup>, 2019 was presented, as well as the petition, the request from the property owner to annex the property and a copy of council minutes from the May 13<sup>th</sup> meeting. The Committee Recommends:

**Motion by                      seconded by                      to allow Union City Village to move forward  
with their request for annexation of land and to set a public hearing for July 9, 2019 at  
4:05pm.**

**Notice of Hearing**

The hearing on the Annexation of Property by Village of Quincy will be held on Tuesday, June 11<sup>th</sup> @ 4:05 pm, as published by the Village of Quincy.

**Resolutions**

A Resolution from Wexford County, regarding funding the Great Lakes Restoration Initiative, was presented to the committee for review.

A Resolution from Bay County, regarding the construction of a 200-bed State Psychiatric Hospital was presented to the committee for review.

**Legislative Update**

On July 2nd, State Senator Shirkey and Representative Leutheuser will be attending the working meeting. Administrator Norman asked the Committee if there was anything specific they wanted information on. Suggested items were the No Fault Auto Insurance laws, State Budget, Term Limits and Roads.

**Other**

It was moved and seconded to go into closed session to discuss the Attorney/Client privileged letter dated 07/2017. Upon roll call vote the committee went into closed session after a 5 minute recess at 10:09 am.

The Committee returned to open session at 10:26 am and the meeting was adjourned.

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