

# WORKING MEETING

September 19, 2019

Convened: 9:00 am

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

Also Present: Jim Measel-WTVB, Undersheriff Eichler, Sheriff Pollack, County Complex Scott Walls, COA Director Amy Duff, 911 Director Kurt Spaulding, County Clerk Teresa Kubasiak, IT Director Matt Fosdick and Administrator Bud Norman.

Agenda was approved.

## PERSONNEL, PLANS & POLICY

(Commissioner Norris)

### Personnel Requests-Commission on Aging

COA Director, Amy Duff, is requesting to fill a Regular Part-Time Aide position. The starting wage is \$10.79 per hour; 20 – 29 hours per week; effective as soon as possible. Benefits are sick, vacation, personal and holiday time. The COA has funds available for the positions. The Committee recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that approval is given to Commission on Aging to hire a Regular Part-Time Aide with a starting wage of \$10.79 per hour; 20-29 hours per week, effective 9/25/2019**

COA Director Amy Duff, then requested that the Bookkeeper position permanently stay at 40 hours per week effective January 1, 2020. The Committee approved to move the position from 35 to 40 hours per week for the 2018 calendar year. They then approved for the position to stay at 40 hours per week for 2019. This request will alleviate having to make this request to the Committee on a yearly basis. The Committee recommends:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ that approval is given to Commission on Aging to permanently keep the Bookkeeper position at 40 hours per week, effective 1/1/2020.**

Lastly, Duff is requesting to increase the hours of the In-Home Services Director from 35 to 40 hour per week. There is enough need to warrant the change. The increase in hours will cost approximately \$8,000 per year. If approved, the change would be effective October 1, 2019. The Committee recommends:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the request from Commission of Aging to increase the hours for the In-Home Services Director position from 35 hours per week to 40 hours per week, effective October 1, 2019.**

**October 17<sup>th</sup> Work Meeting-Change Date**

The Administrator stated that there is a conflict with the October 17<sup>th</sup> work meeting. He is asking to move it to October 18<sup>th</sup> at 9:00 am. The Committee recommends:

**Motion by                      seconded by                      that is approval is given to move the October 17<sup>th</sup> work meeting to October 18<sup>th</sup> at 9:00 am.**

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

**911 Report**

The 911 Director provided a written report for review. August 2019: Law Enforcement: 4,027 (2019) 3,990 (2018), Fire: 319 (2019) 319 (2018), Emergency Medical: 362 (2019) 351 (2018). Total Events: 5,138 (2019), 5,067 (2018).

**Undersheriff Report** **(August 2019)**

Total Arrests:	53
Total Citations:	236 of the 236, Secondary Road: 181
Traffic Accidents:	33 1 on the Interstate
Total Car/Deer Accidents :	13
Reserve Deputies:	342.75 hours
Posse:	70 hours - FAIR
Inmate Transport	77.00 hours (Warrants, Writs, Hospital, etc.)
Marine Patrol:	194 hours this season
Overtime:	Road patrol –181 hours Corrections – 185.50 hours- Court-26.50 hours- SRP 26 hours
49 pounds of prescription drugs collected.      0- Meth Lab.	
Foreclosures – For this year	35– Sales, 88 – prepared                      \$2,332,017.34

**Jail Administrator’s Report** **(August 2019)**

Average Daily Count for August: 103  
Average break down:                      85 males/18 females

As of 9/5/19 count is **102 with 17 females**  
Jail incidents for August: 36

**Animal Control Report** **(August 2019)**

**Total Animal Intake: 29** (12 from Hillsdale County)      Total Reclaim: 14      Total Adopted: 0      Total Other/Transfer: 15

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

**Request to Travel Out of State-Sheriff Staff, Administration County Complex**

Administrator Norman is requesting approval for select members of the Jail Committee to travel to Indiana on September 26 & 27<sup>th</sup>, to tour the Tipton Jail. The Committee recommends:

**Motion by                      seconded by                      that approval is given for the selected Jail Committee members to travel to Indiana on September 26-27<sup>th</sup>, to tour the Tipton Jail**

Administrator Norman is also requesting that approval be given for Undersheriff Eichler to travel to Atlanta GA on October 2 and 3<sup>rd</sup>. He will be meeting with vendors regarding the New Jail. Byce and Associates and Clark Construction will also be attending.

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that approval is given for the Undersheriff to travel to Atlanta, GA October 2<sup>nd</sup> & 3<sup>rd</sup> to meet with vendors regarding the new jail.**

**Resolution Authorizing Fiber Premise Project-IT Department**

IT Director Matt Fosdick is requesting approval of a resolution that will allow the County to pursue obtaining ultra-high-speed fiber internet connection service for all County residents. This is the first step of the project, pursuant to, and in accordance with, the provisions of Act 48 of 2002. The Committee Recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the Resolution authorizing furtherance of the pursuit of obtaining ultra-high-speed fiber internet connectivity availability for all county residents.**

**Jail Update (October 17, 2019)**

Administrator Norman said that the Sheriff’s Department met with the Architect to discuss doors, frames and hardware. E.M.P. Design Assist RFP’s will be discussed at the next work meeting. They are waiting for the results of the latest Soil Boring. The Site Plans are being submitted for review. The Administrator will invite Byce and Associates and Clark Construction to the October 18<sup>th</sup> Work Meeting to give an update.

**Chamber Update**

Cayden Sparks, who is the Executive Director of the Coldwater Chamber of Commerce, spoke to the Committee, thanking them for County ‘s Corporate Partnership. He provided brochures with information on different events the Chamber holds and what’s new with the Chamber. He stated that their next event will be a Business for Breakfast Educational Outlook on September 26th, at Broadway Grille.

**Service Recognition October – 25 Year**

The individual will be invited to attend a Board meeting to be recognized by the Board of Commissioners.

**FINANCE**

**Commissioner Vrablic)**

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts, Budget Amendment Requests-Special Funds 911 (#211-346 & Drains (#804-445) and RFP Clearing and Grubbing.**

**Bills & Accounts**

Administrator Norman presented a summary of the Bills and Accounts. (Jail Operations-Board and Care-29%, Attorney Fees-12%, Office Equipment/Furniture 10% and Jail Operations-Commissary Supplies-8% and Drug Test Kits-5%) to make up 81% of the invoices. The Committee Recommends:

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the Bills and Accounts in the amount of \$275,753.09

**Budget Amendment Requests-Special Funds 911 (#211-346 & Drains (#804-445)**

There was a clerical error when the 2019 budget numbers were entered. The 911 amendments are to increase 211-346-545-0101 911 Phone Surcharge by \$55,000 and to increase line item# 211-346-718.0000 Employer’s Retirement Contribution by \$55,000.

Drain Commission Budget Amendments are to increase 801-445-600.000 Department Revenue in the amount of \$350,000 and to increase line item #801-445-700.0000 Expenditures in the amount of \$350,000.

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that approval is given for the Line Item Transfer's, as presented.

**RFP Clearing and Grubbing**

After the Bid Hearing there were two company's that submitted bids for the Clearing and Grubbing of the new jail site. The first bid came in at \$72,600 from Rusty 4 Farms of Albion, MI and the second bid for \$132,130 from Your Guy Tree Service of Fremont, IN. Clark Construction felt that the lower bid would be able to handle the job of removing the trees, stumps and root system. The Committee Recommends:

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the bid from Rusty 4 Farms in the amount of \$72,600, for tree clearing and grubbing.

**911 Line Item Transfer**

911's requested a line item transfer of \$10,000 to pay for the LEIN Multi Bridge software renewal and for the laptop software renewal. The Committee recommends:

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that approval is given for 911 Line Item Transfer in the amount of \$10,000; transfer from Installment Purchase #211.346.9641.03 to Computer Software #211.346.744.01.

**2020 General Fund Budget-Draft #1**

The Administrator presented the first draft of the 2020 budget. The proposed budget, based on Departmental Budget hearings, show Expenses of \$15,662,727.56 and Revenues of \$12,911,937.46 = \$2.8M deficit. This is an improvement from 2019's Draft #1 of \$3.5M.

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

**None**

**Public Comment**

Commissioner Vrablic stated he will be submitting his Letter of Resignation from the Board. His last day will be October 25, 2019.

**Other**

It was moved and seconded to go into closed session to discuss the Attorney/Client privileged letter dated 09/10/2019. Upon roll call vote the committee went into closed session at 10:06 am.

The committee returned to open session at 10:22 am.

It was moved and seconded to go into closed session to discuss Union negotiations. Upon roll call vote the committee went into closed session at 10:22 am.

The committee returned to open session at 10:54 am.

After a short recess, it was moved and seconded to go into closed session to discuss Attorney/Client privileged letter dated 07/19/17. Upon roll call vote the committee went into closed session at 11:03 am.

The committee returned to open session at 11:16 am and the meeting was adjourned.

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