

WORKING MEETING

October 18, 2019

Convened: 9:00 am

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

Also Present: Jim Measel-WTVB, Don Reid-Coldwater Daily Reporter, Undersheriff Eichler, Sheriff Pollack, County Complex Scott Walls, Register of Deeds -Nancy Hutchins, Treasurer-Ann Vrablic, Joe Best-Airport Manager, Emergency Manager-Tim Miner, Joe Mrak w/Securitecture and Administrator Bud Norman.

Agenda was approved.

PERSONNEL, PLANS & POLICY

(Commissioner Norris)

Commissioner Appointment

The Committee will be accepting resumes through November 6th, for the appointment of Commissioner Vrablic's seat that will be vacated as of October 25th. They have 3 people who are interested in the position so far.

SHERIFF & PUBLIC SAFETY

(Commissioner Kolcz)

911 Report

The 911 Director provided a written report for review. September 2019: Law Enforcement: 3,727 (2019) 3,867 (2018), Fire: 318 (2019) 309 (2018), Emergency Medical: 363 (2019) 293 (2018). Total Events: 4,832 (2019), 4,866 (2018).

LifeCare Ambulance

Priority 1 Responses-216, Late 59, Percentage 73%. **Priority 3 Responses**-156, Citizen Assist calls 17, Pre-Scheduled/Interfacility 67%, Public Service/Event Coverage 10%.

Sheriff Report

Sheriff Pollack urged the people to please contact legislatures regarding the Governor's recent Veto's. One in particular is the secondary road funding. They could potentially lose one person taking them from 9 to 8 deputies. The cut in funding would not allow for weekend coverage.

Undersheriff Report

(September 2019)

Total Arrests:	38	
Total Citations:	194	of the 194, Secondary Road: 144
Traffic Accidents:	24	0 on the Interstate
Total Car/Deer Accidents :	0	
Reserve Deputies:	101.00 hours	
Posse:	0 hours	
Inmate Transport	46.00 hours	(Warrants, Writs, Hospital, etc.)
Marine Patrol:	167.00 hours	
Overtime:	Road patrol –184.75 hours	Corrections – 309 hours- Court-25.50 hours- SRP 36 hours

74 pounds of prescription drugs collected. 0- Meth Lab.

Foreclosures – For this year 38– Sales, 98 – prepared \$2,572,860.49

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

Average Daily Count for September: 100
Average break down: 80 males/20 females

As of 10/2/19 count is 94 with 21 females

Jail Incidents for September 35

Animal Control Report **(September 2019)**

Total Animal Intake: 18 (6 from Hillsdale County) **Total Reclaim: 10** **Total Adopted: 1** **Total Other/Transfer: 4**

As of 10/7/19: 3 dogs in the shelter

MSP Report

Lieutenant Coleman said they have 5 Probationary Troopers who are now on their own. He said they are down people they need help. They have to staff St Joseph, Calhoun and Branch Counties.

HOUSE **(Commissioner Hazelbaker)**

Request to Travel Out of State-Sheriff -OMI Meeting

Administrator Norman is requesting to travel out of state on October 25th, to Bryon, Ohio for the OMI (Ohio, Michigan, Indiana) meeting. He is also asking for approval to be able to attend these meetings on a quarterly basis, so that he does not have to obtain approval each time. The Committee Recommends:

Motion by _____ seconded by _____ that approval is given to Administrator Norman to travel out of state on October 25th to Bryon, Ohio and on a quarterly basis, to attend the OMI meetings.

Request to Purchase Copy Machine-Treasurer

The Treasurer’s Office is in need of a new copier. A quote was obtained from Solutions of Southwest Michigan LLC, for a refurbished Minolta Bizhub 364E B/W Copier w/ Print, Scan, Fax and Finisher, in the amount of \$4,000. This is to be taken out of Contingencies. The Committee Recommends:

Motion by _____ and seconded by _____ that approval is given to the Treasurer’s Department to purchase a refurbished Minolta Bizhub 364E B/W Copier, in the amount of \$4,000, to be taken out of Contingencies.

Jail Progress Update

Architect Joe Mrak from Securitecture presented an update on the design and status of the New Jail. The floor plan is consistent with what has been presented previously. There are two renderings of what the Jail might look like however, the architectural design still has to be finalized. The tree clearing has been taking place even though there has been an area that has been roped off. The Department of Environmental Quality report is expected this week on that area.

Jail Groundbreaking Ceremony-October 25th

The Jail groundbreaking ceremony will be held on October 25, at 3:00 pm.

Service Recognition October – 20 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, 3rd Quarter Investment Report, Special Fund Airport #295-Request for Funds and Non-Union and Elected Wages Scales for 2020.

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts. (Jail Operations-Board and Care-27%, Attorney Fees-19%, Capital Outlay 18%, Printed Forms and Bindings-5% and Equipment Repair and Maintenance-5%) to make up 74% of the invoices. The Committee Recommends:

Motion by seconded by to approve the Bills and Accounts in the amount of \$236,796.82

3rd Quarter Investment Report-Treasurer

The Treasurer provided the committee with the 3rd Quarter Investment Report for their review.

Motion by seconded by to approve the Treasurer’s 3rd Quarter Investment Report

Special Funds-Airport #295-Request for Funds

Airport Manager, Joe Best is requesting an increase of \$15,000 for their 2020 budget, due to two unexpected expenses that wiped their fund balance out. On a good note he said the Airway Runway Project came in at \$133,000 under budget, this will reduce their out of pocket expense. The Committee Recommends:

Motion by seconded by to include the request for an additional \$15,000 in the Airport’s Special Fund budget for 2020.

Non-Union and Elected Wage Scales for 2020 (NLT 12/17/19)

Administrator Norman is asking that non-union and elected wages for 2020 be completed no later than the December 17, 2019. Generally, these are set by the second meeting in October. The Committee Recommends:

Motion by seconded by to suspend Board Rules, for the delay in setting the Elected Official wage scale for 2020.

Motion by seconded by to delay the setting of the Non-union and Elected Official wage scale for 2020, no later than December 17, 2019.

Conservation District Budget Request

Lyndsay Morrison who is the Farm Bill Biologist with the Conservation District was happy to announce a grant she applied for in July through the Department of Natural Resources was approved. They will be turning 110 acres of farmland, at the Coldwater Lake State Park into grasslands.

Jordan Beehler who is now the Conservation District Manager, thanked the committee for their continued support. She went over a few of the things the Conservation District does in the community. For fiscal year 2020, they are requesting the same amount of county support that they have received for the last 10 years, that amount is \$4,418.

Budget Development Schedule 2020-Amended

Administrator Norman presented an Amended Budget Development Schedule for 2020.

2020 General Fund Budget-Draft #2

The Administrator discussed the departmental requests for the 2020 budget. He explained the increases and decreases by department and provided a summary of Draft #2. He stated that the health insurance costs have not been received yet. The 2020 budget shortfall at this time is \$2.6M.

2020 Special Fund Draft #1

Administrator Norman presented Draft #1 of the 2020 Special Funds; all but 12 have been balanced.

Audit RFP

Administrator Norman said Maner Costerisan who is the current County auditor, contract expires at the end of the year. They are willing to extend the contract 1-3 years for a 3-4% increase over each year. It was agreed by the Committee to go out for RFP's to seek other options.

LEGISLATIVE

(Commissioner Gordon)

None

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 10:40 am.

The committee returned to open session at 10:53 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 10:54 am.

The committee returned to open session at 11:29 am and the meeting was adjourned.

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