

WORKING MEETING

November 7, 2019

Convened: 9:00 AM

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

Also Present: Jim Measel-WTVB, Sheriff Pollack, Register of Deeds Nancy Hutchins, Complex Manager-Scott Walls, Undersheriff Eichler, County Clerk Terry Kubasiak, District Court Administrator Sarah Collins, IT Director Matt Fosdick, Airport Manager Joe Best, Drain Commissioner Mike Hard, Treasurer Ann Vrablic and Administrator Bud Norman.

Agenda was approved

PERSONNEL, PLANS & POLICY (Commissioner Norris)

Personnel Reclassification Requests-MIDC

Chief Public Defender- Matt Glaser submitted a letter and spoke to the committee regarding his request to reclassify his Administrative Assistant and Public Defender Secretary. The request will be sent to the reclassification committee for their review.

Motion by _____ seconded by _____ that the MIDC reclassification request will be forwarded to the Reclassification Committee for further review.

Request to fill Position- Traffic Clerk (District Clerk)

A request was received from the District Court Judge to fill a full-time clerk position that will be vacated on November 7, 2019. This is an SEIU level 6 position. The court is intending to move a part time employee to fill this position once approved. The court is also asking to fill the part time position which is also an SEIU level 6 position. The Committee recommends:

Motion by _____ seconded by _____ that approval is given to fill an SEIU level 6 full time position in the District Court.

Motion by _____ seconded by _____ that approval is given to fill an SEIU level 6 part time position in the District Court at the starting tier two wage of \$13.26.

Commissioner Appointment-Methods to Fill Position

Administrator Norman discussed the voting options for filling the vacant District 3 Commissioner position. Option 1: the Board could make a standard motion naming the choice. Option 2: the name of each candidate would be read with a show of hands by the board members voting in favor of the candidate. Option 3: the name of each candidate would be read and a roll call vote would be taken. The committee decided on option 3. The candidates for the position are Tom Matthews, Michael Arnold and Verna Winger.

None

HOUSE**(Commissioner Hazelbaker)****Request to Purchase-MCT Replacement Project (911)**

IT Director Matt Fosdick presented a purchase requisition for 20 Dell Latitude 5424 computers and related equipment. These computers will replace the mobile computers that are currently used in the Sheriff's department vehicles. The cost of the project is \$79,096.00. Fosdick stated that he has received just under \$80,000 in grant money for the project. The county may have to pay a minimal amount for incidentals after the grant money has been expended.

Motion by _____ seconded by _____ to approve the purchase request for 20 replacement mobile computers for the Sheriff Department vehicles in the amount of \$79,096.00.

Request to Sell-1996 Truck (Airport)

Airport Manager Joe Best is asking to sell a 1996 truck and some other miscellaneous items that aren't being used. He would like to use the proceeds from the sale to buy a snowplow. Best stated that he has received a newer truck from the County Complex that he can use so the 1996 isn't needed. The truck is worth approximately \$6000.

Motion by _____ seconded by _____ to allow the Airport Manager to sell a 1996 truck along with some other miscellaneous items that aren't being used.

Request to Purchase-Snow Plow (Airport)

Airport Manager Joe Best is asking to purchase a snowplow for the airport. Funds from the sale of a truck and other items would be used to pay for the plow. After discussion, the committee asked Best to obtain a quote for the snow plow to be sure there will be enough money available for what he needs.

Resolution-Lindsey Intercounty Drain Notes

Drain Commissioner Mike Hard spoke to the committee regarding his request for approval to adopt a resolution for the Lindsey Intercounty Drain Notes. The Lindsey Intercounty Drain is between Branch and Hillsdale Counties. Branch County makes up only 30% of the drain while Hillsdale County is 70%. The Drainage Board will be selling bonds in the amount of \$225,000 for 15 years, to make improvements to the drain. They are asking the Counties for a full faith in credit pledge in hopes to get a better rate on the bonds. If one of the county's decides not to pledge full faith in credit then neither county will apply.

Motion by _____ seconded by _____ that approval is given to adopt the Resolution regarding the Lindsey Intercounty Drain Notes, Series 2019, as presented.

Jail Update

Administrator Norman said a meeting was held with Byce & Associates on October 23, 2019 to discuss mechanical, lighting, plumbing and design. A second meeting was held with Clark Construction on November 6th, to discuss design assist and building design. The last tree was taken down on November 6th, at the Jail building site. A question was asked if these two meetings that were held were open or closed meetings? Administrator Norman said they were closed. There is belief they are violating the open meetings act and it

was asked if the Administrator could check with county counsel. The second concern is transporting non-county employees in personal vehicles for these meetings, if it is a liability to the County, it was asked if the Administrator could check with Risk Management.

FINANCE

(Commissioner Norris)

Motion by seconded by that authorization is given to approve the following items by Consent Agenda: Bills & Accounts and Budget Amendment Request (Special Fund #211-346)

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts (Jail Operations-Board and Care-20%, Building Maintenance & Repair-13% Supplies-9%, Legal Fees-8% and Jail Operations-Commissary Supplies-8%) to make up 58% of the invoices. The Committee Recommends:

Motion by and seconded by to approve the Bills and Accounts in the amount of \$239,778.52

Budget Amendment Request (Special Fund #211.346)

911 is requesting to fund a new line for special election costs. 911 is requesting a budget transfer of \$22,950.72 from Capital Outlay (211.346.970.0000) to Special Elections Costs (211.346.961.0200) in the amount of \$22,950.72.

Motion by seconded by to approve the Budget Transfer request made by 911, as presented.

2020 General Fund Budget-Draft #3

Administrator Norman presented Draft #3 of the 2020 General Fund budget. At this point there is a \$2.1M deficit. He presented some options for consideration to get closer to a balanced budget. 1)- Continuing status-as to what the departments have currently 2) Reduce Fund Balance 3) Reduce employee wages 4) Reduce other departments 5) Staff reductions 6) Increase Pension/OPEB liability. The Administrator will bring forward a draft that would reduce capital outlay and the fund balance to show the committee what that would look like. The Committee did not agree with any of the other options.

LEGISLATIVE

(Commissioner Gordon)

Resolution-Branch County Parks Grant with DNR

The Parks Department is asking for approval from the Committee to adopt the Resolution of Agreement between County of Branch and Michigan Department of Natural Resources Conservation Fund for the construction of a new restroom facility at Memorial Park. This is a 50% match, the financial obligation of the Parks Department will be \$135,000, making the total project cost \$270,000. The Parks Department has the money in their budget. The Committee Recommends:

Motion by second by that approval is given to adopt the Resolution of Agreement between the County of Branch and Michigan Department of Natural Resources Grants Management Land and Water Conservation Fund Development Project, as presented.

Resolution-HB 4937-38 and SB 504-505 Adopt 4-Year Terms for County Commissioners.

A copy of Branch County's Resolution supporting the 4 years terms for County Commissioners were provided to the committee for their review. They will bring this back at a later date.

Resolutions-Support HB 4590 Tourism Reinvestment Excise Tax (Alger County)

A copy of the Alger County's resolution on HB 4590 to create a tourism reinvestment excise tax, was presented to the committee for their review. If needed they will bring back at a later date.

OTHER

It was moved and seconded to go into closed session to discuss ongoing Union negotiations. Upon roll call vote the committee took a 5-minute recess and went into closed session at 10:17 am.

The committee returned to open session at 10:37 am.

It was moved and seconded to go into closed session to discuss the attorney/client privileged letter dated 07/19/17. Upon roll call vote the committee went into closed session at 10:38 am.

The committee returned to open session at 11:00 am. at which time the meeting was adjourned.

Submitted by: Commissioner Kolcz Commissioner Gordon
 Commissioner Hazelbaker Commission Norris