

# WORKING MEETING

February 6, 2020

Convened: 9:00 AM

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

Also Present: Don Reid of the Daily Reporter, Register Nancy Hutchins, Undersheriff Eichler, WTVB Jim Measel, County Clerk Terry Kubasiak and Administrator Norman.

The Agenda was amended adding Copy Machine Request-Clerk's Office under House.

## PERSONNEL, PLANS & POLICY (Commissioner Norris)

### Coronavirus Update

Rebecca Burns Health Officer and Dr Vogel from the Health Department provided a Coronavirus update. The Coronavirus that we are hearing about is considered "novel", meaning it has never been seen in humans and the symptoms are similar to the flu. No cases have been reported in this area. Screenings are being done in airports of everyone who is at risk. Incubation can be up to 2 weeks, if they have symptoms.

### Policies Review

Administrator Norman indicated a Plans and Polices Committee was put in place with different individuals throughout the Courthouse to review current County polices and make recommendations. A hand out was provided to the committee with 28 different policies. 14 of them had no changes, 7 with minor changes, 2 with major changes and 5 new polices were created. The committee requested to review the 5 new policies as well as Harassment and Discrimination Policy.

## SHERIFF & PUBLIC SAFETY (Commissioner Kolcz)

None

## HOUSE (Commissioner Matthew)

### Request for Truck Purchase-Drain

Drain Commissioner Mike Hard is asking for approval to purchase a new truck for his office. He failed to include it in his budget but did include the purchase of the DPW truck in his budget. Mr. Hard obtained 3 quotes for a 2020 F250 Truck, these quotes are all coming in at a little under \$35,000. The County's portion of the purchase is 20%, which would be roughly \$7,000. Once the new truck is purchased they will sell his 2008 truck and the County will receive 20% of that profit. The Committee Recommends:

**Motion by Commissioner to purchase a 2020 F250 for no more than \$35,000, with the County's portion being no more than \$7,000. seconded by that approval is given to the Drain**

**Tire Recycling Program**

Administrator Norman said in the past the County would obtain 1-2 trailers for tire recycling depending on demand. This year the grant will only cover up to \$2,000 and if the trailer is not full then they will only cover \$2.00 a tire, the county would have to pay for the additional cost. Discussion took place and the committee recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that approval is given to obtain one trailer for the Tire Recycling Program.**

**Copy Machine Request– Clerk’s Office**

The County Clerk is requesting to replace the office copy machine. The current machine is leaving black streaks in the copies and is over 5 years old. They have received a quote from Solutions of Southwest Michigan for \$4200. This is the cost of a refurbished Minolta Bizhub 364e/454e copier with print, scan & fax capabilities. The Committee recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve for the County Clerk to purchase a refurbished Minolta Bizhub 364e/454e copier in the amount of \$4200, with the funds coming from Capital Outlay.**

**Conservation District Update**

Conservation District Manger Jordan Beehler provided the committee with an update. She encourages individuals who have Natural Resource questions of any kind to contact their office, they have a qualified staff to assist. Upcoming Events: The Conservation Districts Annual Meeting will be held on February 20<sup>th</sup> at Coldwater Township. Tree Sales are going on now. If you know of someone who might be interested in purchasing trees, have them contact the Conservation District.

**Jail Update**

Administrator Norman said a tour of the new jail was done. Final Design is to be completed by the end of February, Bids will begin in March. Bids for the underwriting have been sent, waiting for these RFP to come in.

**FINANCE** **(Commissioner Hazelbaker)**

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts and Budget Request-Capital Outlay (Drain Truck).**

**Bills & Accounts**

Administrator Norman presented a summary of the Bills and Accounts from 2019 & 2020 (Jail Operations-Health Care- 24%, Contract Services- 20%, Computer Software Services-14%, Computer Services Contract—12% and Attorney Fees-10%) to make up 80% of the invoices. The Committee Recommends:

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the Bills and Accounts in the amount of \$373,288.73.**

**Budget Request-Capital Outlay (Drain Truck)**

The Administrator advised because this request was not factored into the budget, he is recommending the County’s portion of the truck for the Drain Office be taken out of Capital Outlay. The Committee Recommends:

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the request to take the County’s portion of the truck purchase for the Drain Office out of Capital Outlay.

**LEGISLATIVE** **(Commissioner Gordon)**

**Resolution-Second Amendment Sanctuary County (Cheboygan and Mackinac Counties)**

A copy of the resolution was provided to the Committee. Gordon said that a Branch County group reached out to him regarding the Second Amendment Sanctuary requesting to come in front of the Board, he advised them to speak to Administrator Norman.

It was moved and seconded to go into closed session to discuss ongoing union negotiations. Upon roll call vote the Committee went into closed session at 9:59 am.

The Committee returned to open session at 10:27am

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 10:28 am.

The Committee returned to open session at 10:43 am, thereupon adjourning at 10:44 am.

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