

# WORKING MEETING

June 4, 2020

Convened: 9:00 AM

Present: Commissioner Gordon, Commissioner Matthew, Commissioner Norris, Commissioner Kolcz and Commissioner Hazelbaker, via Video conference call.

Also Present: Undersheriff Eichler, Sheriff Pollack, Jim Measel-WTVB, Don Reid-Daily Reporter, Amy Duff-COA, Rebecca Burns & Chuck Asher-District Health Dept., Laura Sutter-AAA, Tim Stoll, Matt Fosdick-IT Director, via Video conference call.

County Clerk Terry Kubasiak, Treasurer Ann Vrablic and Administrator Norman in the Commissioners Boardroom.

Agenda addition: Employee Travel Policy under Personnel. The agenda was approved as amended.

## PERSONNEL, PLANS & POLICY

(Commissioner Norris)

### Proposed 2021 County Holidays

A list of the County holidays for 2021 were submitted to the Committee for review and approval. The Committee Recommends:

**Motion by  
approved as presented.**

**seconded by**

**that the County holidays for 2021 be**

### Employee Travel Policy

The Committee discussed the Employee Travel Policy currently in effect due to COVID-19. It was suggested to change the travel distance an employee could travel since the Stay at Home order has been lifted. There was discussion as to whether a travel policy was still necessary. The Administrator will contact the health department for more information and bring it back to the Board meeting. A motion will be made to either amend the current policy or eliminate it. The Committee Recommends:

**Motion by  
travel policy, as presented.**

**seconded by**

**to amend/eliminate the current COVID-19**

### Community Action Agency – Senior Meal Programs

Michelle Williamson and Chuck Asher from the Community Action Agency (CAA), along with two program volunteers, spoke about the senior meals program and the need for funding. This program has been available for over 25 years. In June of 2019 they began a wait list and by March 2020 they had 67 clients on the list. They have tried to reduce expenses, so funds can go to the program. At the end of May 2020, they had 181 clients that were getting home delivered meals. Most of the clients live alone. They currently receive about \$195,000 in grant funding. The CAA would like to put a millage on the November ballot of .2 mills. This would generate approximately \$297,000. All Committee members agreed it was a very worthwhile program, but were concerned with the timing of the request

with many people still unemployed due to the COVID-19 pandemic. A committee member asked how much taxpayers were already paying for current millages?

The Administrator will provide this information along with a legal opinion and a cost analysis for millage amounts less than .2 mills.

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

Commissioner Kolcz noted a concern from Batavia Twp. regarding a dumping site in the township. He also has a request from Matteson Twp. to have the Matteson Lake Dam inspected.

**HOUSE** **(Commissioner Matthew)**

The Administrator provided a Jail update. Site work, steel foundation & detention equipment is complete. Sand fill is now 90%, storm pipe is 90% and the watermain is started. Foundation work for building only to start about 06/08/2020. Office side-all underground utilities to start about 06-17-2020.

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

**Motion by                      seconded by                      that authorization is given to approve the following items by Consent Agenda: Bills & Accounts, L4029 report.**

**Bills & Accounts**

Administrator Norman presented a summary of the Bills and Accounts (Jail Operations-Board & Care-35%, Contract Services-25%, Building Repair & Maintenance-17%, Jail Operations-Commissary Supplies—6%, Supplies-5%) to make up 88% of the invoices. The Committee Recommends:

Motion by                      and seconded by                      to approve the Bills and Accounts in the amount of 1,747,895.95.

**Equalization Report L-4029 for 2020**

The 2020 L-4029 Equalization report was presented for approval. The Committee recommends:

Motion by                      seconded by                      to approve the 2002 L-4029 report as presented.

**Jail Construction Bids**

The Administrator provided Jail construction bid information for review. Areas discussed were: Masonry – 3 bids received with the lowest bid going to Bracy & Jahr at \$1,635,400; Carpentry – 3 bids received with the lowest bid going to Cook Jackson at \$619,936; Roofing – 4 bids received with the lowest bid going to Division 7 Building Contractor at \$362,464; Metal Wall Panels – 4 bids received with the lowest bid going to Architectural Glass & Metals at \$544,276; Glass & Glazing – 2 bids received with the lowest bid going to Battle Creek Glass at \$79,860; General Trades – 3 bids received with the lowest bid going to Schweitzer, Inc. at \$833,886 and Fire Protection going to Ryan Fire Protection at \$402,050. The total cost for all the recommended bids was \$4,477,872, which is under what was expected. The Committee Recommends:

**Motion by                      seconded by                      to accept the recommended low bids for the jail construction project as presented.**

None

It was moved and seconded to go into closed session to discuss union negotiations.

Upon roll call vote the results were as follows:

Yes: Norris, Hazelbaker, Kolcz, Matthew, Gordon - 5

No – 0

The Committee went into closed session at 10:39 am and returned to open session at 11:04 am.

It was asked if Committee and Board meetings would continue to be held via Zoom? The Administrator stated that regular in-person meetings would resume in July.

The meeting adjourned at 11:06 am.

Submitted by:           Commissioner Matthew  
                                  Commissioner Gordon  
                                  Commission Norris

Commissioner Kolcz  
Commissioner Hazelbaker