

**BRANCH COUNTY BOARD OF COMMISSIONERS**  
**SEPTEMBER SESSION (SECOND DAY)**  
**September 22, 2020**

1/ The Board of Commissioners of the County of Branch met, pursuant to adjournment, on Tuesday, September 22, 2020.

Chairman Gordon called the meeting to order at 4:00 pm via video conference call.

Present: Commissioners Ted Gordon, Tom Matthew, Terri Norris, Leonard Kolcz, and Randall Hazelbaker via video conference call.

County Clerk Teresa Kubasiak and Administrator Bud Norman were present in the Boardroom at the Courthouse.

Administrator Norman led the Board in the Pledge of Allegiance.

2/ Motion by Commissioner Norris, seconded by Commissioner Kolcz, to approve the agenda.

Upon roll call vote the results were as follows:

Yes – Norris, Matthew, Kolcz, Hazelbaker, Gordon – 5

No – 0

**MOTION CARRIED**

3/ Motion by Commissioner Norris , seconded by Commissioner Kolcz, to approve the minutes of the September 8, 2020 Board meeting.

Upon roll call vote the results were as follows:

Yes – Norris, Matthew, Kolcz, Hazelbaker, Gordon – 5

No – 0

**MOTION CARRIED**

Rebecca Burns of the Branch-Hillsdale-St. Joseph Community Health Agency provided an update on COVID-19. Branch County has seen an increase in positive cases. There was an outbreak in Bronson and Coldwater Schools. She stressed that people need to continue to take precautions; wear a mask, social distancing, limit indoor gatherings to 10 people and outdoor gatherings to 100 people. Burns also noted that everyone should get a flu shot. Symptoms for the flu are very similar to COVID symptoms.

4/ Motion by Commissioner Hazelbaker, seconded by Commissioner Norris to approve the Bills and Accounts in the amount of \$288,152.97.

Upon roll call vote the results were as follows:

Yes – Norris, Matthew, Kolcz, Hazelbaker, Gordon – 5

No – 0

**MOTION CARRIED**

The Courts (Circuit, District, Probate, FOC, Prosecutor) were awarded \$85,000 in reimbursable grants. When purchases are made, the invoice will be sent to the State and the money will be reimbursed through the grants. The Courts are requesting that \$85,000 be transferred from contingencies to be used for purchases under the grant guidelines. When the grant money is received it will be deposited back into the contingency fund.

5/ Motion by Commissioner Hazelbaker, seconded by Commissioner Kolcz to approve the transfer of \$85,000 from contingencies to be used for court purchases, to be reimbursed through approved grants.

Upon roll call vote the results were as follows:

Yes – Norris, Matthew, Kolcz, Hazelbaker, Gordon – 5

No – 0

**MOTION CARRIED**

6/ Motion by Commissioner Norris seconded by Commissioner Kolcz, to accept the 2019 3-A District Court annual report and place it on file.

Upon roll call vote the results were as follows:

Yes – Norris, Matthew, Kolcz, Hazelbaker, Gordon – 5

No – 0

**MOTION CARRIED**

7/ Motion by Commissioner Norris seconded by Commissioner Kolcz, to accept the 2019 County Clerk annual report and place it on file.

Upon roll call vote the results were as follows:

Yes – Norris, Matthew, Kolcz, Hazelbaker, Gordon – 5

No – 0

**MOTION CARRIED**

**Committee/Liaison Reports:**

Norris – There is a special 911 meeting scheduled for Thursday, 9/24/20 at 1pm.

Matthew- attended the Department of Health and Human Services meeting. The State is offering a program for citizens who are in danger of getting their water shut off. They can apply for help to the Department of Health of Human Services. If approved they will receive funds to pay for 75% of the water bill.

8/ Motion by Commissioner Matthew seconded by Commissioner Norris, to go into closed session to discuss Attorney/Client Privilege letter dates July 19, 2017.

Upon roll call vote the results were as follows:

Yes – Norris, Matthew, Kolcz, Hazelbaker, Gordon – 5

No – 0

**MOTION CARRIED**

The Board went into closed session at 4:34pm.

The Board returned to open session at 4:49pm.

9/ Motion by Commissioner Norris seconded by Commissioner Kolcz, to go into closed session to discuss Attorney/Client Privilege letter dates July 8, 2019.

Upon roll call vote the results were as follows:

Yes – Norris, Matthew, Kolcz, Hazelbaker, Gordon – 5

No – 0

**MOTION CARRIED**

The Board went into closed session at 4:50pm.

The Board returned to open session at 5:17pm.

10/ Motion by Commissioner Norris, seconded by Commissioner Hazelbaker, to amend the Agenda for September 22, 2020 to add “Consulting Services Agreement” with IXP Corporation to provide on-site review, study and recommendations for operations and staffing of the Branch 911 Center and suspend the Board Rules precluding action being taken on an item so added to an Agenda. Time did not permit the matter being included on the Agenda as the 911 Director just submitted his notice of retirement creating an opportunity for outside study and recommendations.

Upon roll call vote the results were as follows:

Yes – Norris, Matthew, Kolcz, Hazelbaker, Gordon – 5

No – 0

MOTION CARRIED

11/ Motion by Commissioner Norris, seconded by Commissioner Matthew, to approve a contract for consulting services offered by IXP Corporation to review on site operational practices and develop a recommendation to the Board of Commissioners for potential changes in operations, use of technology, employee training and employee scheduling. There is currently a unique opportunity resulting from the 911 Director’s retirement to study how Branch has provided services and make recommendations for future changes.

Upon roll call vote the results were as follows:

Yes – Norris, Matthew, Kolcz, Hazelbaker, Gordon – 5

No – 0

MOTION CARRIED

12/ The meeting was adjourned by the Board Chairman at 5:22pm.

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Chairman

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Clerk