

**BRANCH COUNTY BOARD OF COMMISSIONERS**  
**NOVEMBER SESSION (SECOND DAY)**  
**November 24, 2020**

1/ The Board of Commissioners of the County of Branch met, pursuant to adjournment, on Tuesday, November 24, 2020.

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

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

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

Jon Houtz led the Board in the Pledge of Allegiance.

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

Upon roll call vote the results were as follows:

Yes – Kolcz, Hazelbaker, Matthew, Norris – 4

No – 0

**MOTION CARRIED**

3/ Motion by Commissioner Hazelbaker, seconded by Commissioner Kolcz, to approve the minutes of the November 10, 2020 Board meeting.

Upon roll call vote the results were as follows:

Yes – Kolcz, Hazelbaker, Matthew, Norris – 4

No – 0

**MOTION CARRIED**

At 4:05 pm Chairman Norris began the public hearing for the Community Development Block Grant. The Administrator stated that \$20.5 M was available in response to COVID-19. Eligible expenses include PPE, hazard pay, health care equipment. The term of the grant is from January 1- December 31. There was no additional comment so the public hearing was closed at 4:07pm

4/ Motion by Commissioner Matthew, seconded by Commissioner Kolcz, that approval is given for District Court to hire a traffic clerk at the SEIU level 6 starting wage of \$13.82 per hour, with benefits, effective immediately.

Upon roll call vote the results were as follows:

Yes – Norris, Hazelbaker, Matthew, Kolcz – 4

No – 0

**MOTION CARRIED**

5/ Motion by Commissioner Matthew, seconded by Commissioner Kolcz, that approval is given to amend the contract with Psychological Assessment PLLC to include additional service hours at a total cost of \$1300 per month.

Upon roll call vote the results were as follows:

Yes – Norris, Hazelbaker, Matthew, Kolcz – 4

No – 0

**MOTION CARRIED**

6/ Motion by Commissioner Matthew, seconded by Commissioner Hazelbaker, to appoint Jon Houtz to fill the vacant District #4 Commissioner position on the Board for the remainder of the term.

Upon roll call vote the results were as follows:

Yes – Norris, Hazelbaker, Matthew, Kolcz – 4

No – 0

MOTION CARRIED

Mr. Houtz was given the Oath of Office by Clerk Kubasiak, so he could participate in the remainder of the meeting. Chairman Norris appointed Commissioner Houtz as P3 chair and assigned him the liaison to the following Boards: 911 Board (primary), BATA, Workforce Development, Twp. Supervisors Association, Brownfield Authority, Mental Health (primary) and the COA.

During the Sheriff and Public Safety portion of the meeting, Sheriff Pollack stated that a death had recently occurred at the jail. An investigation is being conducted by MSP, so no additional information will be released at this time. He noted that the Administrator was notified of the incident.

7/ Motion by Commissioner Matthew, seconded by Commissioner Kolcz, by to approve the purchase of a boat motor from Lake Drive Marine in the amount of \$6200 with the funds to be taken from the Sheriff's equipment budget.

Upon roll call vote the results were as follows:

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

No – 0

MOTION CARRIED

Consent Agenda:

approve the Bills and Accounts in the amount of \$435,157.25.

approve the Line Item Transfers for 911.

8/ Motion by Commissioner Hazelbaker, seconded by Commissioner Kolcz, that authorization is given to approve the following items by Consent Agenda: Bills & Accounts, Line Item Transfer Requests-911.

Upon roll call vote the results were as follows:

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

No – 0

MOTION CARRIED

9/ Motion by Commissioner Hazelbaker, seconded by Commissioner Kolcz, to re-appoint Kris Jenkins and Randy Sowles to the Workforce Development Board, with the new term expiring on September 30, 2022.

Upon roll call vote the results were as follows:

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

No – 0

MOTION CARRIED

10/ Motion by Commissioner Houtz, seconded by Commissioner Matthew, to unanimously appoint Commissioner Hazelbaker as Vice-Chairman of the Board.

Upon roll call vote the results were as follows:

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

No – 0

MOTION CARRIED

11/ Motion by Commissioner Kolcz, seconded by Commissioner Houtz, to unanimously appoint John Van Dam to fill an expiring position on the Airport Board. The new term will expire on 12/31/2023.

Upon roll call vote the results were as follows:

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

No – 0

MOTION CARRIED

12/ Motion by Commissioner Kolcz, seconded by Commissioner Houtz, to unanimously appoint William Butch Wilber to fill an expiring position on the Veterans Affairs Board. The new term will expire on 12/31/2024.

Upon roll call vote the results were as follows:

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

No – 0

MOTION CARRIED

13/ Motion by Commissioner Matthew, seconded by Commissioner Kolcz, to unanimously appoint Cheryl Downs to fill an expiring position on the Board of Public Works. The new term will expire on 12/31/2023.

Upon roll call vote the results were as follows:

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

No – 0

MOTION CARRIED

14/ Motion by Commissioner Matthew, seconded by Commissioner Kolcz, that a roll call vote be taken to appoint one person to fill the expiring position on the Road Commission. The term will expire 12/31/2026. The candidates are Gary Malcolm and Randy Travelbee.

Upon roll call vote the results were as follows:

Malcolm – Matthew, Hazelbaker - 2

Travelbee – Kolcz, Houtz, Norris - 3

MOTION CARRIED Thereupon, Travelbee was elected to the position.

15/ Motion by Commissioner Hazelbaker, seconded by Commissioner Matthew, to appoint Susie Brooks to fill an expiring position on the Branch District Library Board. The new term will expire on 12/31/2024.

Upon roll call vote the results were as follows:

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

No – 0

MOTION CARRIED

16/ Motion by Commissioner Hazelbaker, seconded by Commissioner Kolcz, to appoint Anita Hoyt and Marilyn Johnson to fill expiring positions on the Planning Commission. The new term will expire on 12/31/2023.

Upon roll call vote the results were as follows:

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

No – 0

MOTION CARRIED

17/ Motion by Commissioner Kolcz, seconded by Commissioner Hazelbaker, to nominate and appoint Michael Orden to fill an expiring position on the Airport Board with the new term expiring on 12/31/2023.

Upon roll call vote the results were as follows:

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

No – 0

MOTION CARRIED

18/ Motion by Commissioner Kolcz, seconded by Commissioner Matthew, to nominate and appoint Bing Johnson to fill an expiring position on the Mental Health Board with the new term expiring on 12/31/2023.

Upon roll call vote the results were as follows:

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

No – 0

MOTION CARRIED

Commissioner Liaison/ Committee Reports:

Hazelbaker – The Chamber has started a program to promote local restaurants. They will also be promoting the 12 Days of Christmas in December.

19/ Motion by Matthew, seconded by Kolcz, to go into closed session to discuss union negotiations.

Upon roll call vote the results were as follows:

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

No – 0

MOTION CARRIED

The Board went into closed session at 4:48pm and returned to open session at 5:16pm.

20/ Motion by Hazelbaker, seconded by Houtz to adjourn at 5:17pm.

Upon roll call vote the results were as follows:

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

No – 0

MOTION CARRIED

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Chairman

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Clerk