

WORKING MEETING

June 3, 2021

Convened: 9:02 AM

Present: Commissioner Houtz, Commissioner Stoll, Commissioner Matthew, Commissioner Kolcz, Commissioner Hazelbaker, via video conference call.

Also Present: Sheriff Pollack, Undersheriff Eichler, Drain Commissioner Mike Hard, Don Reid-Daily Reporter, Jim Measel-WTVB, Sarah Collins-District Court, Jody Connell-Equalization, Treasurer Julie Waterbury, Prosecutor Zack Stempien, Scott Walls-Maintenance Manager, Attorney Terri Norris, via video conference call.

County Clerk Teresa Kubasiak and Administrator Norman in Commissioners Boardroom

Discussion on the Courthouse generator was added under House. The agenda was approved as amended.

PERSONNEL, PLANS & POLICY

(Commissioner Houtz)

Request for Staff – District Court

District Court is requesting to fill the Attorney/Magistrate position which will be vacated at the end of this year. Current Magistrate Coyle will retire on 12/31/2021. The position is a management level M8 with a starting salary of \$81,189 per year, with full benefits. Due to the training required, District Court is asking to fill the position by 11/01/2021. It was asked that the qualifications for the position would be provided. The Committee recommends:

Motion by _____ seconded by _____ to approve for District Court to fill the Attorney/Magistrate position, management level M8, with a starting wage of \$81,189 per year, with full benefits, effective 11/01/2021.

Request for Staff – Payroll/Accounts Payable

Administration is asking to fill the Senior Account Clerk position that will be vacated on 07/31/2021. This position is a UAW-Supervisory Level 8, with a starting wage of \$15.79 per hour, with new hire benefits. The current Senior Account Clerk will transfer to the Administrative Assistant position, which will be vacated due to the retirement of Bethany Garman. Due to the training required, Administration is requesting to fill the position effective 07/01/2021. The Committee recommends:

Motion by _____ seconded by _____ to approve for Administration to fill the Senior Account Clerk position, UAW-Supervisory level 8, with a starting wage of \$15.79 per hour, with new hire benefits, effective 07/01/2021.

Request for Staff – Contractual Attorney/Legal Intern & Investigator – Prosecutor

The Prosecutor's office has been awarded a \$25,000 reimbursable grant through the Michigan State Police Coronavirus Emergency Supplemental Funding program (CESF). This money can be used to assist in resolving the backlog of cases caused by the COVID-19 Pandemic. The Grant expires on 12/31/2021. Prosecutor Stempien is asking to hire a contractual attorney/legal intern and a

contractual investigator using the CESF money. The County would need to pay for the contract positions and then apply for reimbursement. The contract terms would be effective 06/01/2021 – 12/31/2021. The Committee recommends:

Motion by _____ seconded by _____ to approve for the Prosecutor to hire a contractual attorney/intern and a contractual investigator, with the funds being reimbursed through the CESF program, effective 06/01/2021 – 12/31/2021.

Request for Staff – Chief Assistant Prosecutor

The Prosecutor is asking to fill the Chief Assistant Prosecutor position which was recently vacated. The position is a non-union level 16 with a starting wage of \$79,814 per year with new hire benefits. It was noted that if the position is filled by a current employee, the starting wage would be figured at the next level above their current wage within the proper pay scale. The Committee recommends:

Motion by _____ seconded by _____ to approve the hire of a Chief Assistant Prosecutor at a starting wage of \$79,814 per year with new hire benefits; if a current employee fills the position, their salary will move to the next level within the proper pay scale for the position.

Request for Staff – Assistant Prosecutor

The Prosecutor is asking to fill the Assistant Prosecutor position, only if the current Assistant fills the Chief position. This position is a non-union Level 14 with a starting wage of approximately \$68,905 per year with new hire benefits. After discussion, a motion was made to move the request to the next board meeting. The motion failed – Stoll, Kolcz, Matthew – NO; Houtz, Hazelbaker - YES

Request for Staff – Corrections Officers – Sheriff

The Sheriff is requesting to fill two Corrections Officer positions. These are POAM union positions with a starting wage of \$14.818 per hour with new hire benefits. One position became vacant due to a resignation effective 05/28/2021. The second position will be vacant in August due to the officer attending the Police Academy. The Committee recommends:

Motion by _____ seconded by _____ to approve the hire of two Corrections Officers at the POAM starting wage of \$14.818, with new hire benefits.

Request for Out of State Travel

A request for out-of-state travel was submitted to allow the Administrator, Sheriff and Deputy McManamey to travel to Fort Wayne, IN on June 7th and possibly June 8th to attend a communications review for the communications project. The Committee recommends:

Motion by _____ seconded by _____ to allow for the Administrator, Sheriff and Deputy McManamey to travel to Fort Wayne, IN on June 7th and 8th if necessary.

Director 911 - Update

The Administrator stated that the screening process is complete. Of the 29 applicants, 10 were sent to the Interview Committee to interview. They will then recommend 3 – 5 candidates to the Selection Committee.

SHERIFF & PUBLIC SAFETY

(Commissioner Kolcz)

Commissioner Kolcz sent condolences, on behalf of the Commissioners, to the family of former Undersheriff Jim Jeffery on his recent passing.

Certificate of Service - June

We have a 911 employee with 20 years of service with the county. She will be invited to attend a future Board meeting.

HOUSE

(Commissioner Stoll)

Request to Sell Vehicles – Sheriff and Drain/DPW

A request was submitted to sell five vehicles that are no longer being used, due to high mileage and maintenance costs. There is one 2010 Crown Victoria police unit; two 2011 Crown Victoria police units; one 2010 Ford Explorer detective unit and one 2008 Ford F-150 used by the Drain Commission. It is estimated that each vehicle would bring \$1500, with the money being deposited in to the General Fund.

Motion by _____ seconded by _____ to approve the sale of three Crown Victoria police units, a Ford Explorer and a Ford F-150 pick-up, with the money being deposited in the General Fund.

Jail Update

The Administrator provided the website for BYCE and Associates, who has a series of pictures of the work being done at the new jail.

FINANCE

(Commissioner Matthew)

Motion by _____ seconded by _____ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts, the 2021 L4029 millage request report.

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts (Jail Operations-Board & Care 45%, Jail Operations-Commissary-16%, Attorney Fees-9%, Contract Services-6% and Vehicle Repair & Maintenance-6%). A listing of the Bills & Accounts was presented for review in the amount of \$228,879.03, Payroll in the amount of \$676,581.72 and total taxes of \$176,943.02. The Committee Recommends:

Motion by _____ seconded by _____ to approve the Bills and Accounts in the amount of \$228,879.03, Payroll in the amount of \$676,581.72 and total taxes of \$176,943.02.

Branch County – Millage Levy Request L4029 - Equalization

The Equalization Director presented the 2021 Millage request Report, form L4029, to the committee for review and approval. Once approved the information will be used to calculate and levy County millages for the tax bills. The Committee recommends:

Motion by
presented.

seconded by

to approve the 2021 L4029 report as

Budget Planning Schedule for 2022

The Administrator presented the 2022 Budget Development Schedule for review. Budget worksheets will be distributed to departments by July 19th to start the process, with the final budget adoption planned for December. It was noted that \$4.2 million of the ARCA money was received in May and another \$4.2 million will be received by June 2022. There are specific uses for this money and it must be spent by the end 2024.

LEGISLATIVE

(Commissioner Hazelbaker)

Article – Secretary of State Appointments

The Administrator presented a newspaper article regarding the Secretary of State making a permanent change for services at branch offices. Michigan residents will now be required to make an appointment to visit branch offices.

Resolution – Opposition to Secretary of State Office Appointment Only (Chippewa County)

A resolution from Chippewa County was presented to the Committee for review. The resolution opposes the “By Appointment Only” plan approved by the Secretary of State for services at branch offices. It was asked that a resolution be prepared for Branch County, opposing the SOS branch office changes. It will be presented at the next board meeting.

OTHER

County Complex Manager Scott Walls informed the Committee that the courthouse generator failed during the recent power outage. The generator is old and many of the parts are obsolete. It will cost about \$1700 to fix it. Walls offered other options to address the issue: Once the new jail is operational, the generator at the current jail could be moved to the courthouse; it is possible to rent a generator for approximately \$2400 per month; a new generator could be purchased. There is a meeting scheduled to discuss the cost of a new generator. It was noted that it is important to have a generator available to keep the servers running during a power outage. Information will be brought to the next board meeting for a possible decision.

It was moved and seconded to go into closed session to a discuss attorney/client privileged letter dated 06/02/2021.

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 10:22 am and returned to open session at 10:36 am

The meeting adjourned at 10:37 am.

Submitted by: Commissioner Matthew
Commissioner Hazelbaker

Commissioner Kolcz
Commission Stoll

Commissioner Houtz