

WORKING MEETING

October 5, 2017

Convened: 9:00 AM

Present: Commissioner Vrablic, Commissioner Kolcz, Commissioner Hazelbaker, Commissioner Norris and Commissioner Gordon.

Also Present: Jim Measel of WTVB, Don Reid with the Daily Reporter, Undersheriff Eichler, Sheriff Pollack, Chief Deputy Register Nyci DeLoach, Treasurer Ann Vrablic, Clerk Terry Kubasiak, Prosecuting Attorney Ralph Kimble, County Complex Manager-Scott Walls, MDOT's Dharmesh Valsadia and Mark Dionise, Johnson Controls Dan Mack and Mark Slabaugh and Administrator Norman.

Agenda was approved

PERSONNEL, PLANS & POLICY **(Commissioner Norris)**

Delinquent Tax Revolving Fund Policy

County Administrator Norman presented the committee with the Delinquent Tax Revolving Fund Policy. He said when there is DTRF Surplus the Treasurer notifies the board of the amount of surplus. This policy's intent is to limit what that surplus can be used for. In that being only to prepay principal on debt owed by the County, to reduce unfunded pension or OPEB (Other Post-Employment Benefits) liability, and/or for one-time non-reoccurring expenditures on capital projects in accordance with the County's annually adopted capital improvements program and only upon the Board's approval. The Committee Recommends:

Motion by _____ **seconded by** _____ **to approve the resolution for the Delinquent Tax Revolving Fund Policy.**

Prosecutor Staffing Request

Prosecutor Ralph Kimble submitted a letter requesting to hire a Full time Secretary/Clerk/Receptionist, due to the increase in work load and the loss of their full time summer help. He is requesting that it be a GELC Level 6, Tier 2 rate of pay with a starting rate of \$11.94 per hour for a 40 hour work week with the new hire benefit package. The Committee Recommends:

Motion by _____ **seconded by** _____ **to approve the hiring of a Full-time Secretary/Clerk/Receptionist for the Prosecutor's office, at the GELC Level 6, Tier 2 starting rate of \$11.94 per hour with new hire benefit package, effective immediately.**

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

None

Michigan Department of Transportation-Presentation

MDOT's Dharmesh Valsadia and Mark Dionise spoke to the committee on their projects planned for Branch County in 2018. Reconstruction of US 12 between Bronson and Coldwater will take place, with the removal of the bridge or Viaduct. Beginning May 2018, MDOT will resurface Snow Prairie Road from US 12 north to M-86, as it will be used as the detour route around the work. The project is planned to be completed by August 2018. Additionally, from June 4, 2018 - August 17, 2018, I-69 NB/SB will receive a grind, groove & seal. The I-69 Business Loop will be milled and resurfaced, as well as reducing the driving lanes in town from four to three.

MPSC/Michigan Agency for Energy (MAE) Event in Lansing/Energy Award/Annual Report

Mark Slabaugh and Dan Mack from Johnson Controls attended the meeting. Mark provided a recap of the work that was completed in the six County buildings. He reported that the 1st year performance period cost avoidance is \$106,945. Dan stated that he will be presenting an Energy Efficiently award to Branch County on November 1st at the annual ESC awards banquet in Lansing. Branch County is one of 6 that will be receiving this award. The Commissioners are invited to attend.

Animal Control Building Update

The ribbon cutting will be held on October 6, 2017 @ 10am. Tours of the facility were offered after the ribbon cutting ceremony.

Jail Window Tinting Project

The Sheriff is requesting that a mirrored tint be placed on the front and back control room windows, as well as a small max cell door due to some safety concerns of the employees at the Jail. The Sheriff obtained two quotes and he recommends Mystic Tint out of Jonesville. The total cost of the project is \$3,238.95; \$1,474.95 for the mirrored film and \$1,764 for labor. The Sheriff has money to cover the cost. The Committee Recommends:

**Motion by and seconded by to accept the quote from Mystic Tint,
in the amount of \$3,238.95, to apply tint to the control room windows at the Jail.**

Access Control System-Courthouse (Replace)

Administrator Norman said our current access control system cannot support any further changes or issuance of any additional fobs to enter our facility. A quote was obtained from Approved Protection Systems to replace the existing system. The new system would allow for the use of fobs currently being used. The total amount quoted was \$6,407.50. After discussion, the committee tabled this issue, so information can be provided on the fingerprint system that Maple Lawn uses.

Purchase of Health Monitoring Station

Administrator Norman spoke about the Health Monitoring Machine in the employee break room. The last four years the County has leased the machine through grant money from the Workers Compensation fund. A request for a grant was submitted to purchase the machine, but that request was denied. Administrator Norman asked to table this until further information can be obtained on the employee use of the machine and if they want to continue to lease the machine.

Motion by _____ seconded by _____ that authorization is given to approve the following items by Consent Agenda; Bills & Accounts, Vital Records Fees Increase Request-County Clerk and Court Appointed Counsel-Circuit (Funding Request).

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts (Jail Operations-Board and Care-28%, Printed Forms and Bindings- 24%, Misc. Contractual Expense-10%, Travel/ Lodging-7% and Jail Operations-Commissary Supplies-5%) to make up 74% of the invoices.

Motion by _____ and seconded by _____ to approve the Bills and Accounts in the amount of \$254,846.77.

Vital Records Fees Increase Request-County Clerk

The Clerk Teresa Kubasiak is requesting her vital records copy fees increase from \$18.00 to \$20.00 beginning January 1, 2018. In her letter to the committee, she said that the state safety paper that these records are printed on continues to increase. Additional copies will stay at \$5.00 as well as copies for a person over 65. The last vital increase was in 2010.

Motion by _____ and seconded by _____ to allow for the Vital Records increase in the County Clerk’s Office from \$18.00 to \$20.00, as presented.

Court Appointment Counsel-Circuit Court (Funding Request)

Judge O’Grady submitted a letter requesting payment for a Medical Expert for an indigent defendant in a criminal matter in the amount of \$4,500, to be paid to Dr. Jeffrey Bronze.

Motion by _____ and seconded by _____ that approval is given to pay the Medical Expert in the amount of \$4,500, to be taken out of Capital Outlay/Contingencies.

Capital Outlay and Contingency-Status YTD 2017

Administrator Norman gave an update of the tentative Capital Outlay projects for the remainder of the year and provided approximate costs for those projects. There will be roughly \$21,611.01 left in Capital Outlay and Contingencies. The Courthouse elevator needs attention; currently it is out of order. The open and close control panel needs to be replaced at a cost of \$13,000. This will take about two weeks to be repaired. It was moved to suspend board rules in order to bring the request to the next Board meeting. The Committee Recommends:

Motion by _____ and seconded by _____ to approve the repair of the Courthouse elevator, not to exceed \$13,000.

2018 Special Funds Budget-Draft #1

The Administrator provided a handout showing that all of the special funds were balanced with the exception of the Child Care-Probate Court. He stated that this fund is being reviewed.

