

# WORKING MEETING

March 6, 2018

Convened: 9:00 AM

Present: Commissioner Gordon, Commissioner Vrablic, Commissioner Kolcz and Commissioner Norris. Commissioner Hazelbaker, arrived at 9:15am

Also Present: Donald Reid of the Daily Reporter, Sheriff Pollack, Jim Measel-WTVB, Amy Duff-COA, Nancy Hutchins-ROD, County Clerk Terry Kubasiak, Undersheriff Eichler, Jail Administrator- Fred Blankenship, Scott Walls-Complex Manager, Billy Pollack, Pat Albright, Hillary Eley, Cisco Ortiz, Dave McMillan and Administrator Bud Norman.

The agenda was approved.

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

**None**

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

### **Branch County Citizen's Public Safety Committee**

The Branch County Citizens Public Safety Committee Chair Pat Albright spoke to the Committee. The Citizens Committee is proposing that the County put a millage on the August Primary ballot of 1.5 mills for the term of 20 years, for the construction of a new Branch County Public Safety Complex. This millage would generate between \$34M- \$38M. The proposed public safety complex would be built on the same site as the existing jail and could have the potential to house 200 – 240 beds, as well as the county sheriff offices. The bed numbers were a projection and those numbers can be lowered, as long as there is room for expansion in the future. The Public Safety Committee further proposed that the 911 Communication Center and Circuit Court Probation office be moved into this complex. The ballot language needs to be submitted to the County Clerk's Office by May 15, 2018 at 4:00 pm, for it to be included on the August ballot. This is very tight timeline as several entities including, 911 and Circuit Court Probation would need to be contacted to discuss the proposal.

## **HOUSE** (Commissioner Hazelbaker)

### **Election Night Reporting Software-Request to Purchase-County Clerk**

County Clerk Terry Kubasiak submitted a letter requesting to purchase new software for election night reporting. The Clerk was using Election Magic however; with the new election equipment, they have discontinued service. Election Source is the current vendor that is being used for the new election equipment and programming, so the reporting module is compatible with the rest of the software. The licensing fee is \$1,500 and the Interactive Geographical Map (MAP) service through Election Source is \$4,000. The Clerk has the money in her elections budget to cover the cost.

**Motion by                      seconded by                      that approval is given for the Clerk to purchase the Election Night Reporting Software in the amount of \$5,500, through Election Source.**

**Key Fobs-Request to Purchase-Administrator**

Administrator Norman said that there was a miscommunication regarding the key fob and cards. It was thought that we could use our existing key fobs/cards, but that is not the case. The cost for 200 key fobs would be \$910.00. This would be for the Courthouse and Annex buildings. The Committee Recommends:

**Motion by                      seconded by                      that approval is given to accept the quote for 200 key fobs for \$910.00, from Safety Systems, Inc.**

**Vietnam Veteran's Remembrance-DAR Request for Mar 29 @ 9am**

Administrator Norman said there has been a request to have the Vietnam Veteran's Remembrance at the Courthouse by the flag area on March 29<sup>th</sup> at 9am. This would be the same type of ceremony as in previous years. The Committee Recommends:

**Motion by                      seconded by                      that approval is given to hold the Vietnam Veteran's Remembrance at the Courthouse on Thursday, March 29<sup>th</sup> at 9am.**

**RFP-Lawn Service-Commission on Aging**

COA Director Amy Duff will be issuing an RFP for Lawn Service at the COA building. The County Complex currently takes care of the lawn care for the COA, however there have been some complaints from patrons about it being done during business hours. COA will be investigating options for after-hours lawn care.

**RFP-Cleaning Contract-Commission on Aging**

Amy Duff said the COA's cleaning contract expires at the end of May. They currently use 4 Star Cleaning Service and are happy with the service they provide. They will be issuing an RFP to see what other options are available.

**Update-Building Contractor Response-Commission on Aging**

Amy Duff said the letter that was drafted and signed by the Commissioners was sent to the Architect firm. They responded back stating that they would not be able to meet the deadline to complete the work that needed to be done, requesting more time. COA responded back, asking if March 15<sup>th</sup> would be acceptable. She has not yet heard back. The 1 year warranty on the work done at COA expires at the end of March.

**FINANCE**

**Commissioner Vrablic)**

**Bills & Accounts**

Administrator Norman presented a summary of the Bills and Accounts (Jail Operations-Board and Care-32%, Jail Operations-Commissary Supplies-13%, Attorney Fees-10%, Printed Forms and Bindings-10% and Autopsies-7%) to make up 72% of the invoices. The Committee Recommends:

**Motion by                      and seconded by  
Accounts in the amount of \$188,257.22**

**to approve the Bills and**

**2018 Contract-Lucas County for Autopsy Services**

The Committee is going to table this discussion until the next work meeting to allow for Dr. Troy Davis to be present to answer questions regarding Lucas County and Spectrum Health Autopsy fees.

**LEGISLATIVE**

**(Commissioner Gordon)**

**None**

**Other**

The committee is requesting that the Judge's, 911 Director and Circuit Court Probation be invited to the next work meeting to get their input on the proposed Public Safety Complex.

The meeting was adjourned at 10:20 am.

Submitted by: Commissioner Vrablic

Commissioner Hazelbaker

Commissioner Kolcz

Commission Norris

Commissioner Gordon