

WORKING MEETING

June 7, 2018

Convened: 9:00 AM

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

Also Present: Donald Reid of the Daily Reporter, Sheriff Pollack, Billie Pollack, Jim Measel-WTVB, County Clerk Terry Kubasiak, Hillary Eley, Register of Deeds Nancy Hutchins, Equalization Jody Connell, Joe Best and Administrator Bud Norman.

The agenda was amended adding Coldwater Lake Assoc. request for more patrol hours under Sheriff & Public Safety

The amended agenda was approved.

PERSONNEL, PLANS & POLICY (Commissioner Norris)

Request for Personnel-Security at Courthouse-Sheriff

The Sheriff is requesting to hire a part-time Security Officer for the front desk at the Courthouse due to a vacancy. Sheriff said they are currently interviewing for the road positions and will likely interview from that pool first. The starting wage is \$15.00 per hour. The Committee Recommends:

Motion by _____ seconded by _____ for approval for the Sheriff to hire a part time Court house Security Officer with a starting wage of \$15.00 per hour, as presented.

Proposed 2019 Holiday Schedule

A list of the 2019 County holidays was presented to the committee for review and approval.

Motion by _____ seconded by _____ to approve the County holiday schedule for 2019.

Area Agency on Aging Plan and Resolution

Laura Sutter presented the Area Agency on Aging Plan. The Committee Recommends:

Motion by _____ seconded by _____ that approval is given to adopt the Resolution for the Area Agency on Aging.

Proclamation-Fair Housing

The Committee was provided a copy of the Fair Housing Month Proclamation for April 2018. The Fair Housing Act enunciates a national policy of fair housing for all who live in the United States. The Committee Recommends:

Motion by _____ seconded by _____ to adopt the Fair Housing Month Proclamation.

SHERIFF & PUBLIC SAFETY

(Commissioner Kolcz)

Jail Millage Committee

Hillary Eley who is part of the Jail Millage Committee presented a video on the issues at the Jail and the need for a new jail. There is a Facebook page to share information and inform the voters, as well as a website where the video can be viewed. www.banchcountyjailyes.weebly.com.

Study of Maintenance at Jail

A study into how much it has cost Branch County to maintain the current Jail over 10 years, was presented. The study showed that Branch County spent \$934,000 on the jail over the last 5 years. That compares to only \$286,000 that was spent on the facility between 2008 and 2012. Due to the lack of space, \$202,000 has been spent in the last 3 years on housing inmates in other County facilities. Sheriff Pollack said there would be a savings for maintenance, if the August millage were to pass; this could lead to additional deputies on the road. Committee members are supporting the concept.

Motion by _____ seconded by _____ to support the concept of funding additional Road Patrol Deputies with the maintenance cost savings, should the proposed jail millage pass in August.

Coldwater Lake Association-more Lake Patrol

The Coldwater Lake Association donated money to the Sheriff's Department for additional lake patrol hours from Monday through Friday. The Sheriff noted that for safety reasons they would need two marine officers. The monies received would give the Coldwater Lake Association an additional 169 hours or 21 days of extra hours on the lake. The money donated was put into the budget line item for Contributions/Public Organization.

Motion by _____ seconded by _____ that approval is given to allow the Marine Patrol to have additional _____ lake hours on Coldwater Lake and Long Lake, with the Coldwater Lake Association paying for those hours.

HOUSE

(Commissioner Hazelbaker)

Request for Capital Outlay-Radar Equipment-Sheriff

The Sheriff provided a quote for the replacement of a Radar unit. The total cost is \$2,225 and is to be taken out of the Sheriff's Law Enforcement Equipment and Misc. Equipment line items. The Committee Recommends:

Motion by _____ and seconded by _____ that approval is given to the Sheriff to purchase a new radar unit in the amount of \$2,225.

Cleaning Contract-Courthouse/Annex Buildings

Administrator Norman provided the Committee with three cleaning companies that submitted proposals for cleaning services at the Courthouse and Annex Buildings. The companies were Diamond Complete Janitorial, Alpine Janitorial Enterprises and Perfection Commercial Services. Three References were provided by each Vendor and those references were contacted and were asked seven questions about the cleaning vendor. They were assessed points based on the answers. Diamond

Janitorial scored the highest and were the least expensive. It was agreed that the cleaning company chosen will have a one year contract. The Committee Recommends:

Motion by _____ and seconded by _____ that approval is given to the hire Diamond Complete Janitorial, at a cost of \$3,500 per month, equaling a yearly cost of \$42,000, for cleaning services at the Courthouse and Annex.

Service Recognition-June-40 Year Employee

We have one employee who will have 40 years with the County in June. He will be invited to attend a Board meeting to be recognized by the Board of Commissioners.

Cleaning Contract DHHS Building

Administrator Norman said there was a Pre-bid meeting that took place at the DHHS building. The vendors were asked to submit their bids. They are waiting on DHHS who they would like to move forward.

FINANCE

Commissioner Vrablic)

Motion by _____ seconded by _____ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts and Tax Rate Request-Form L-4029-Equalization.

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts (Jail Operations-Board and Care-13%, C Jail Operations-Commissary Supplies-7%, Legal Fees-6%, Building Repair & Maintenance-6% and Attorney Fees-6% and) to make up 74% of the invoices. The Committee Recommends:

Motion by _____ and seconded by _____ to approve the Bills and Accounts in the amount of \$234,580.84

Tax Rate Request-Form L-4029-Equalization

The committee reviewed the 2018 L-4029 Tax Rate Request submitted by Equalization. The Committee Recommends:

Motion by _____ and seconded by _____ to approve the 2018 L-4029 Report, as submitted.

Competitive Grant Assistance Program (CGAP)

The Michigan Department of Treasury is offering a grant to allow for City of Bronson, Village of Quincy and Village of Union City the opportunity to have remote access to the county building inspection department to help with the building and zoning permitting process. The Committee Recommends:

Motion by _____ and seconded by _____ that approval is given supporting the Resolution for the application to Michigan Department of Treasury for a Competitive Grant Assistance Program.

2019 Budget Development Schedule

Administrator Norman presented the 2019 Budget Development Schedule.

Branch County Community Development and Economic Marketing Strategies

Joe Borgstrom who is with a consulting firm out of East Lansing has contracted with the Branch County Growth Alliance to work with the four cities/villages in Branch County to develop an Economic Development Strategy and Community Market Strategy. They will be working with these entities to attract businesses, job and residences. There will be public hearings held on June 13th in Quincy at 6:00pm; June 21st in Coldwater at 5:30pm; June 26th in Union City at 6:00pm and June 27th in Bronson at 6:00pm, for Economic Development Summits.

Opioid Presentation /Litigation

The Committee moved to bring the issue to the next Board meeting to decide whether or not they will be moving forward with a law firm regarding the Opioid Litigation.

It was moved and seconded to go into closed session to discuss COAM negotiations. Upon roll call vote the committee went into closed session at 10:23 am.

The Committee returned to open session at 10:59 am and the meeting was adjourned.

Submitted by: Commissioner Vrablic

Commissioner Hazelbaker

Commissioner Kolcz

Commissioner Norris

Commissioner Gordon