WORKING MEETING
September 6, 2018

Convened: 11:00 AM

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

Also Present: Jim Measel-WTVB, Sheriff Pollack, Undersheriff Eichler, Scott Walls-County Complex Manager, Amy Duff - COA, County Clerk Teresa Kubasiak and Administrator Bud Norman.

The agenda was approved.

PERSONNEL, PLANS & POLICY (Commissioner Norris)

Request for Staff – Commission on Aging
COA Director, Amy Duff, is requesting to fill two positions for Regular Part-Time Aides. She is making the request to help meet the increased demands for in-home services and because of the reduced availability of the existing staff.
Duff noted that she has two aides on long-term medical leave and another that may be retiring soon.
The starting wage is $10.45 per hour; 20 – 29 hours per week; effective 9/12/2018. Benefits are sick, vacation, personal and holiday time. The COA has funds available for the positions. The Committee recommends:

Motion by ____________________ seconded by ____________________ that approval is given for COA to hire two Regular Part-Time Aides with a starting wage of $10.45 per hour; 20-29 hours per week, effective 9/12/2018.

Request for Staff – Juvenile Court
Juvenile Court Administrator, Zachary Rusk is requesting to fill a Youth Specialist position for the Day Treatment program, which became vacant on August 31, 2018. The position is 40 hours per week, with a starting new hire wage of $14.64 with the new hire benefits, effective 10/01/2018. The Committee recommends:

Motion by ____________________ seconded by ____________________ that approval is given for Juvenile Court to fill a vacant Youth Specialist position with a starting wage of $14.64 per hour, 40 hours per week, with the new hire benefit package, effective 10/01/2018.

Michigan Works! – Southwest Workforce Development Board – BYLAWS & Resolution
The Michigan Works! – Southwest Workforce Development Board By-laws and a resolution were submitted to the Committee for review and approval. This Board is made up of members from Branch, Calhoun, Kalamazoo and St. Joseph counties. The changes included changing the terms for members who are commissioners from four years to two years; combining services; changing committee names and updating various dates, including the expiration date. The current agreement expires on September 30, 2018. The Committee recommends:
Motion by seconded by to approve the By-Laws and Resolution to enter into this agreement for the purpose of identifying the Grant Recipient and Administrative Agent for the Michigan Works!

SHERIFF & PUBLIC SAFETY (Commissioner Kolcz)
Sheriff Pollack gave an update on the water issues at the Jail. He stated that there is still water seeping up through the floor, there seems to be a roof leak and there are problems with the drains backing up. The Complex Manager stated that the roof leak might be caused by a possible leak in the roof top unit not the actual roof. They are looking into it.

HOUSE (Commissioner Hazelbaker)

Request for Mower – County Complex
Complex Manager, Scott Walls, is requesting to purchase a new mower. A new mower was purchased four years ago to replace a much older machine. At that time, the older mower was sent to be used at the Jail. It has now broken down. If a new mower is purchased, the current one will be used at the Jail. Walls is requesting to purchase a new 2016 John Deere mower, with full warranty for $8,383.49. He stated that he may have some funds in his budget to help with the cost, with the balance coming from the Capital Outlay. The Committee recommends:

Motion by seconded by to approve the purchase of a new 2016 John Deere mower, with full warranty, for a cost of $8,383.49, with the funds coming from the County Complex budget and Capital Outlay.

Jail Issues
The Administrator provided the minutes from the JEG meeting that was held on August 27, 2018. There were three main issues of concern: 1. Water system; 2. Boiler; 3. Doors. The first request is to install an overhead water system for better access, at a minimum cost of $100,000. The second request is to replace one of the two boilers. The Complex Manager stated that the boiler has a leak in the heat exchange that can’t be replaced. The cost of a new boiler is approximately $19,000 today. The Jail is able to run with one boiler, but if it goes down the cost would be at least $25,000, as it would probably be an emergency situation to get it repaired. That would increase the cost. The third issue is the continued concern with the doors throughout the Jail. They would like to replace all of them, along with the control system, which would cost an estimated $500,000. The Jail Administrator will work on getting a quote for replacing doors in certain regions, rather than all of them.

It was suggested that an RFP should be issued to have an engineer come in to look at all of the issues and provide a hard cost for the repairs. There was discussion about spending thousands of dollars on repairs to a building that will be torn down in two years. A better solution may be to continue to repair things as needed, instead of spending money on new items that won’t be able to be used in the new building. The Sheriff voiced his concern about fixing things to just get by until the new jail is built. He noted that the wellbeing of the people at the Jail (staff & inmates) needs to be a concern. The Sheriff stated that if the boiler goes down, there is no backup. If it happens this winter and the pipes freeze like last winter, he will shut the jail down. He won’t have people walking around in water risking an accident.
Motion by seconded by to direct the Administrator to put together an RFP (Request for Proposal) to have an engineering firm come and assess the issues at the Jail and provide an estimate of the cost for the repairs.

**Commission on Aging – HVAC Update**
Amy Duff gave an update on the HVAC system. The letter sent to Carriers Corporate office was received and things are starting to get resolved. A meeting was held at Burnside with the engineer, the regional representative from Carrier, a representative from Carrier corporate, Duff, the Administrator and Board Chair. Carrier has found that there is a problem with their product. They are working on resolving it. They will be doing a complete software re-write to get the system running like it should. She has received the warranty paperwork, which is for one year beginning on June 8, 2018. A new warranty will issued after this warranty expires. They have had a problem with excessive humidity. The company has worked on it and they feel they have resolved the problem. The roof has not been repaired yet, but it has been scheduled. The architect and Carrier will pay for the repair.

**RFQ for Jail – Update**
The Administrator stated that a Jail RFQ (Request for Qualifications) Pre-Proposal committee meeting was held on 9/5/18. There were 19 total attendees, eight contract architect-engineer companies, two construction managers, one construction company, five staff, and one citizen. The RFQ process was explained to the group and then they toured the proposed construction site. Several questions were asked by the group to include a request for the sign-in sheet and the timeline. Attendance at the meeting was mandatory for submitting the RFQ. The vendors have until 09/07/18 to submit additional questions. The questions and answers will be reviewed by the Administrator, Sheriff, and Board. A packet containing the answers to their questions, along with other information will be sent to the vendors on 09/12/18. The companies have until 09/28/18 to submit their information to be considered. It is expected that the board will approve a list of qualified vendors by 11/1/2018. Next, an RFP (Request for Proposal) will be issued to select a representative. This company will work to complete the design of the Jail and then propose construction bids based on that design. Funding will be secured for the project and construction will begin. It is anticipated that construction will begin in the Spring (March – June) of 2019.

There was a concern that this was an aggressive timeline. The timeline is set as a goal and not a requirement. An advantage would be that if we move quickly, we could get ahead of increasing material costs. The disadvantage would be that if we move too quickly, it could cause quality issues and increase the possibility for errors. The committee wants to ensure that we get it right now and don’t have future problems, because we accelerated the process.

**Recognition of Service – 20**
The employee will be asked to attend a future Board meeting to be recognized.

**FINANCE**

**Bills & Accounts**
Administrator Norman presented a summary of the Bills and Accounts (Jail Operations-Board and Care-26%, Jail Operations-Commissary Supplies-15%, Legal Fees-13%, Attorney Fees-12%, Law Enforcement Equipment-7%) to make up 73% of the invoices. The Committee Recommends:
Motion by and seconded by to approve the Bills and Accounts in the amount of $104,818.51

**Depository Resolution – Treasurer**
The Treasurer submitted a resolution for approval. The resolution contains a listing of all of the financial institutions that she will use to deposit public monies on behalf of the County.

Motion by seconded by approve the Depository Resolution submitted by the Treasurer.

**Revised 2019 Budget Development Schedule**
The Administrator provided a revised 2019 budget development schedule. The first draft of the budget is expected to be presented at the work meeting on September 20th, with final approval by the Board being December 18th.

**LEGISLATIVE**

Resolution – Development of an additional lock (Marquette County)
A copy of a resolution from Marquette County was presented for review. The resolution supports the development and the funding for the twinning of the Poe Lock.

The meeting was adjourned at 11:51am.

Submitted by: Commissioner Vrable Commissioner Kolcz Commissioner Gordon
Commissioner Hazelbaker Commission Norris