

MINUTES

KALAMAZOO COUNTY BOARD OF COMMISSIONERS COMMITTEE OF THE WHOLE

DECEMBER 15, 2015

PLACE: Room 207A, County Administration Building

TIME: 4:00 p.m. – 5:58 p.m.

MEMBERS PRESENT: Commissioners John Gisler, Jeff Heppler, Scott McGraw, Stephanie Moore, Larry Provancher, Julie Rogers, Michael Seals, Dale Shugars, John Taylor, Roger Tuinier and Kevin Wordelman

MEMBERS ABSENT: None

OTHERS PRESENT: John Faul, Thom Canny, Tracie Moored, Randy Winterowd, Kristine Cunningham, Lisa Bradshaw, Paul Matyas, Rick Fuller, Pat Crowley, Jeff Getting, Tim Snow, Gillian Stoltman, Julie Pioch, Greg Vlietstra, Dina Sutton

Chairman Taylor convened the Committee of the Whole at 4:00 p.m.

1. Review of Transfers and Disbursements

Ms. Tracie Moored, Finance Director stated claims for December 15, 2015 totaled \$2,164,241.14. She indicated there were yearend budget adjustments from various departments.

Ms. Moored indicated the County would end with a \$2 million surplus.

Vice Chairman Heppler stated he was very appreciative of Administration, Department Heads, and Staff that had worked to make this happen.

2. Sheriff Inmate Collection

Sheriff Fuller stated this was an ongoing issue, he stated the expense side of the reconciliation was not complete. He stated the Sheriff Office, along with its staff, had been working with the County Finance Department, vendors, and an outside accounting firm.

Commissioner Wordelman thanked the Sheriff for the update. He inquired at one point the Treasurer's Office managed the inmate trust account until 2010 and wanted to know how long prior to that had the Treasurer's Office been doing it and Sheriff Fuller indicated that it had been done for at least 30 years prior.

Commissioner McGraw inquired when the change occurred and Sheriff Fuller indicated it was 2011.

Discussion ensued.

Commissioner Shugars arrived at 4:10 p.m.

Commissioner McGraw inquired of Ms. Moored if she was in support of this approach and Ms. Tracie Moored, Finance Director/Controller indicated the Sheriff's Office along with Finance would be working closely over the next few months.

Commissioner Seals stated he felt the direction the Sheriff's Office was headed was the correct path.

Commissioner Rogers thanked the Sheriff for the update and stated she was pleased with the approach being taken; she wanted to know when the next update would be and the Sheriff indicated February 2016.

Commissioner Tuinier inquired moving forward if a different system was being looked at and Sheriff Fuller indicated the Sheriff's Office was and would require some additional work.

Commissioner Heppler thanked the Sheriff for the update, but he had concerns that the issues had not been rectified over the last 6 years. He expressed his frustration that a clean audit report was still not viable at this point.

Commissioner Shugars inquired how many years had the audit reflected it to be an issue and Sheriff indicated it was 2012.

Commissioner Shugars asked the Sheriff to explain the inmate collection process. Sheriff Fuller gave a brief overview of the process.

Discussion ensued.

Commissioner Gisler arrived at 4:21 p.m.

Commissioner Moore arrived at 4:24 p.m.

Commissioner McGraw inquired if an update was given in February, would that still reflect on the audit and Ms. Moored indicated there was a possibility of making changes that would reflect on the audit.

3. Consolidated Dispatch Authority Update

Vice Chair Heppler stated the Dispatch Authority had been working diligently and was pleased to announce they hired an Administrator. He indicated an employment contract had been entered into with Jeff Troyer and he would start on February 16, 2016.

Sheriff Fuller stated a national search had taken place and Mr. Troyer had been utilized from time-to-time for consultation and the Dispatch Authority was very pleased with its selection.

Chairman Taylor stated this was a huge win for Kalamazoo County.

Commissioner Tuinier inquired about the next steps and Vice Chairperson Heppler indicated the Technical Committee would meet with Mr. Troyer and set out those goals.

Commissioner Gisler inquired when the advance would be repaid back to the County and Ms. Moored indicated the advance had already been repaid to the County and had been made whole.

Commissioner Seals stated Mr. Troyer was an excellent choice and the County was very lucky to have him and his expertise.

Commissioner McGraw stated he appreciate the optimism, however, he expressed his concerns over the cost with being consolidated.

Commissioner Shugars inquired if a system was in place for evaluating Mr. Troyer and Sheriff Fuller indicated that there was.

4. HCS Relocation – Alcott Street Professional Services Request for Proposal Process

Mr. Thom Canny, Corporate Counsel, reviewed his memo as included in the packet. He indicated Administration was seeking Board approval to proceed with an RFP to hire an Architectural/Engineering Firm as well as a Construction Management Firm.

Mr. Canny indicated Phase I of the Environmental Study had been complete and Phase II was in process.

Chairman Taylor inquired if the County skipped doing an RFP for an Architectural/Engineering Firm and proceeded with hiring the Construction Management Firm would it be beneficial at all. Mr. Canny stated it would save some time.

Chairman Taylor inquired of the Board if a Committee would be the best route to interview firms or have the full Board do it.

Commissioner Rogers inquired of Administration to weigh in on the Architectural/Engineering Firm since so many ideas had been previously discussed.

Mr. John Faul, Interim County Administrator, stated this was part of the Facilities Master Plan and worked with Eckert Wordell. He indicated Eckert Wordell worked closely with HCS, their operational needs, their setup and requirements.

Commissioner Rogers stated there had been a meeting of the Sustainability Committee and it was discussed utilizing rain runoff, etc. She indicated she would like the Committee who was interviewing the firms to be aware of the work of the Sustainability Committee.

Commissioner McGraw stated he had received a letter from Rick Wordell and wondered if Administration had any concerns and Mr. Faul indicated he felt the firm would do a great job.

Mr. Canny stated the County was not legally liable to utilize Eckert Wordell, however, per the County's past practice an RFP was required; however, the Board did have the ability to hire a sole source.

Commissioner Wordelman stated Eckert Wordell had already done a lot of work with HCS and their needs and as long as Administration was comfortable with moving forward hiring them without doing an RFP, he would be comfortable with that recommendation.

Commissioner Wordelman inquired of the Board if it would be appropriate for the County to approve a Resolution or send a letter to the State urging them to move to the Alcott Street location.

Commissioner Seals stated timing was a crucial issue and proceeding to hire Eckert Wordell would be beneficial.

Commissioner Shugars indicated he was not comfortable with not doing an RFP for the Architect/Engineering Firm. He also suggested hiring Don Gilmer to lobby the State to move to Alcott.

Chairman Taylor inquired of Ms. Moored of the rent at Sisters of St. Joseph and she indicated it was \$125,000 in rent plus operational costs.

Discussion ensued.

Commissioner Seals inquired if there would be any savings by Eckert Wordell since they had previously done some work and Mr. Canny indicated that was not an answerable question.

Discussion ensued.

Chairman Taylor inquired of the Board if they wanted to proceed with an RFP. The Board decided to proceed with an RFP.

Chairman Taylor inquired of the Board of putting together a Subcommittee and asked the Board to think about that and put the Committee together. Mr. Canny stated Administration would bring back a recommendation to the Board in January.

Commissioner Wordelman stated he felt hiring someone to lobby for moving the State to the Alcott site was a great idea.

Commissioner Shugars stated he thought there might be some monies available to proceed with this. Ms. Moored indicated the County had to be careful; it was not permissible to hire a lobbyist. She recommended Administration be more involved with the decision.

5. KCTA/CCTA Appointments/Reappointments

Chairman Taylor reviewed the memo as included in the packet.

Commissioner Seals indicated Rob Britigan was recommended by the City of Parchment and he recommended reappointing him.

Discussion ensued.

6. Administrator Reception

Commissioner Rogers indicated the Committee had met and the reception for Mr. Neuzil would be held on January 13 from 4 to 7 p.m. at Niko's Landing. She indicated further details would follow.

7. Any other items

Commissioner Provancher stated he would like the Board to approve a Resolution honoring the Viking Football Team.

8. Executive Session

Commissioner Wordelman moved and it was duly seconded that the Board of Commissioners, functioning as a Committee of the Whole, go into a closed session pursuant to Section 8 (c) of the Open Meetings Act for the purpose of discussing issues related to the County's labor negotiations.

The roll call vote was as follows:

Ayes: All members present
Nays: None
Abstains: None
Absent: None

The motion carried.

9. Adjournment – no later than 6 p.m.

There being no further business to come before the Board, Chairman Taylor adjourned the meeting at 5:58 p.m.

John Taylor, Chairman
Kalamazoo County Board of Commissioners