

ACCOUNTS PAYABLE COMMITTEE

301 N. Main St, Adrian, MI 49221
p: 517-264-4508 | f: 517-264-4512
Lenawee.MI.US



MEMBERS

David Stimpson, Ralph Tillotson, Kimberly Murphy

MEETING LOCATION

Chambers
301 N. Main Street
Adrian, MI

Minutes: Thursday, December 21, 2022 – 9:00 a.m.

Present: Commissioners Stimpson and Tillotson, and Kimberly Murphy

Also Present: Commissioner Collins, Shannon Elliott, Matt Turgeon, Teresa Choate, Tracy Stace, and Paul Gilbert

I. Approval of Minutes

Motion by Stimpson, seconded by Murphy, to approve the December 1, 2022 minutes. Motion carried.

II. Review Finance Reports

A listing of vouchers received for payment through December 21, 2022 were reviewed.

Motion by Stimpson, seconded by Murphy, to approve total vouchers for payment in the amount of \$5,335,655.53 with the general fund's portion being \$685,651.09. Motion carried.

III. Budget Adjustments

Recommended budget adjustments were reviewed (attached).

Motion by Stimpson, supported by Murphy, to approve the recommended general and non-general fund budget revenue/expense amendments as presented, with no increase in the general fund budget, to assure compliance with Uniform Budgeting and Accounting Act. Motion carried.

IV. Other Business

There was no other business.

V. Adjournment

Motion by Murphy, supported by Stimpson, to adjourn the meeting at 10:45 a.m. Motion carried.

General Funds Adjustments

101 General Fund

Department			Recommended
Code	Department Description	Account Description	Adjustment
172	Administrator	Transfers In	9,000,000
253	Treasurer	Marijuana Tax	378,729
253	Treasurer	Local Community Stabilization Share Tax	450,000
253	Treasurer	Gain/Loss	(500,000)
267	Prosecuting Attorney	Transfers In	(128,729)
268	Register of Deeds	Fees Real Estate Transfer Tax	150,000
351	Jail	Transfers In	(350,000)
Total revenue adjustments \$			9,000,000
131	Circuit Court	Wages - Regular Employees	42,000
131	Circuit Court	Wages - Other	5,000
131	Circuit Court	Health Insurance	14,000
131	Circuit Court	Health Insurance HSA Deductible - Employee	6,000
131	Circuit Court	Retirement Defined Benefit Liability	4,000
131	Circuit Court	Juror Fees	30,000
131	Circuit Court	Appellate Court Appointed Atty Fees	8,000
			<u>109,000</u>
141	Friend of the Court	Wages - Regular Employees	(70,000)
141	Friend of the Court	Health Insurance	(30,000)
			<u>(100,000)</u>
149	Probate Juvenile	Wages - Supv/Dept Head	(20,000)
			<u>(20,000)</u>
172	Administrator	Professional & Contractual	235,000
172	Administrator	Other Contractual Service Non-Reimbursable	26,000
172	Administrator	Copy Fees	5,000
172	Administrator	Computer Equipment under \$10,000	7,500
172	Administrator	Transfer Out General	9,000,000
			<u>9,273,500</u>
215	Clerk	Wages - Regular Employees	5,000
			<u>5,000</u>
216	Jury Board	Per Diems-Non Payroll	1,000
			<u>1,000</u>
228	Information Technology	Service Contract	70,000
228	Information Technology	Computer Equipment under \$10,000	25,000
			<u>95,000</u>

238	Bonds & Misc Insurance	Insurance & Bonds	(100,000)	
238	Bonds & Misc Insurance	Insurance & Bonds Auto	(15,000)	
			<u>(115,000)</u>	
257	Equalization	Wages - Regular Employees	(35,000)	
			<u>(35,000)</u>	
265	Building & Grounds	Wages - Regular Employees	(10,000)	
265	Building & Grounds	Wages - Temporary Employees OC/Seasonal	(5,000)	
265	Building & Grounds	Health Insurance	(5,902)	
			<u>(20,902)</u>	
267	Prosecuting Attorney	Service of Process	6,000	
267	Prosecuting Attorney	Office Equip & Furniture	18,000	
267	Prosecuting Attorney	Wages - Regular Employees	(100,000)	
			<u>(76,000)</u>	
271	Public Defender	Attorney Fees	(30,000)	
271	Public Defender	Attorney Fees Conflict - Probate	50,000	
			<u>20,000</u>	
301	Sheriff	Uniforms	25,000	
301	Sheriff	Motor Fuel	80,000	
301	Sheriff	Security Equipment & Supplies	125,000	
			<u>230,000</u>	
351	Jail	Health Services Inmate Care	100,000	
			<u>100,000</u>	
426	Emergency Management	Motor Fuel	2,500	
			<u>2,500</u>	
691	Housing	Professional & Contractual	3,000	
			<u>3,000</u>	
728	Lenawee Now	Appropriation - NCA	(75,000)	
			<u>(75,000)</u>	
890	Contingencies	Contingency General	(752,060)	
890	Contingencies	Contingency Admin	(100,000)	
890	Contingencies	Contingency Personnel	(400,000)	
890	Contingencies	Transfer Out General	876,560	①
			<u>(375,500)</u>	
966	Transfer Out	Transfer Out Appropriation	(21,598)	
			<u>(21,598)</u>	
Total expense adjustments			9,000,000	

Net general fund adjustment

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25,459	Transfer to cover IHT per PWM 10.11.2022
28,442	Correct error from 2018 per PWM 11.08.2022
30,000	Transfer to cover revenue short fall in 232 Solid Waste
10,000	Transfer to cover revenue short fall in 236 Criminal Justice Comm Allocation
60,000	Transfer to cover revenue short fall in 266 Law Enforcement
722,560	Transfer to Captial Fun 401 for Lenawee Community Complex
99	Rounding
876,560	①

Non General Funds Adjustments**223 Lenawee Transportation**

652 Lenawee Transportation	Federal Grants - Other	330,000.00
652 Lenawee Transportation	State	110,000.00
Total revenue adjustments		440,000.00
652 Lenawee Transportation	Wages - Other Paid Leave Payoff	8,500.00
652 Lenawee Transportation	Passthru	431,500.00
Total expense adjustments		440,000.00

232 Solid Waste

525 Solid Waste	State	62,500.00
525 Solid Waste	Transfers In Appropriation	30,000.00
Total revenue adjustments		92,500.00
525 Solid Waste	Professional & Contractual	6,500.00
525 Solid Waste	Equipment Repair/Maint	4,000.00
525 Solid Waste	Machinery & Equipment	82,000.00
Total expense adjustments		92,500.00

236 Criminal Justice Comm Allocation

301 Sheriff	Public Safety Services Live Scan Fingerprint	(5,500.00)
301 Sheriff	Public Safety Services Social Security/Inmat	(7,500.00)
301 Sheriff	Sales	(13,500.00)
301 Sheriff	Other Financing Sources Budgeted Use of F	35,557.72
301 Sheriff	Transfers In Appropriation	28,442.28
Total revenue adjustments		37,500.00
301 Sheriff	Other Supplies	5,000.00
301 Sheriff	Uniforms	(7,000.00)
301 Sheriff	Professional & Contractual	(2,100.00)
301 Sheriff	Computer Software	(9,000.00)
301 Sheriff	Security Equipment & Supplies	32,000.00
301 Sheriff	Machinery & Equipment	(11,400.00)
301 Sheriff	Computer Equipment	30,000.00
Total expense adjustments		37,500.00

258 Disaster Contingency

426 Emergency Management	Federal Grants - Other	75,500.00
Total revenue adjustments		75,500.00
426 Emergency Management	Office Supplies	2,000.00
426 Emergency Management	Computer Supplies	2,500.00
426 Emergency Management	Service Contract	1,000.00

426 Emergency Management	Computer Software	5,000.00
426 Emergency Management	Computer Equipment under \$10,000	15,000.00
426 Emergency Management	Transfer Out General	50,000.00
	Total expense adjustments	75,500.00
260 Mobile Data Terminal		
228 Information Technology	Other Financing Sources Budgeted Use of F	71,000.00
	Total revenue adjustments	71,000.00
228 Information Technology	Computer Equipment under \$10,000	(5,000.00)
228 Information Technology	Computer Equipment	76,000.00
	Total expense adjustments	71,000.00
264 Local Corrections Officer Train		
320 Training	Other Financing Sources Budgeted Use of F	5,000.00
	Total revenue adjustments	5,000.00
320 Training	Computer Software	5,000.00
	Total expense adjustments	5,000.00
266 Law Enforcement		
320 Training	Transfers In Appropriation	60,000.00
	Total revenue adjustments	60,000.00
320 Training	School & Certificate Fees	60,000.00
	Total expense adjustments	60,000.00
269 Law Library		
145 Law Library	Other Financing Sources Budgeted Use of F	7,500.00
	Total revenue adjustments	7,500.00
145 Law Library	Library Books	7,500.00
	Total expense adjustments	7,500.00
280 Secondary Road Patrol		
404 Secondary Road Patrol	State Grants - Public Safety	60,000.00
404 Secondary Road Patrol	Other Financing Sources Budgeted Use of F	15,000.00
	Total revenue adjustments	75,000.00
404 Secondary Road Patrol	Wages - Regular Employees COVID	2,000.00
404 Secondary Road Patrol	Wages - Overtime Regular	2,000.00
404 Secondary Road Patrol	Health Insurance	13,500.00
404 Secondary Road Patrol	Health Insurance HSA Deductible - Employee	3,000.00
404 Secondary Road Patrol	Retirement Defined Contribution	2,500.00
404 Secondary Road Patrol	Motor Fuel	2,000.00
404 Secondary Road Patrol	Vehicle Repair	3,000.00
404 Secondary Road Patrol	Vehicles	47,000.00
	Total expense adjustments	75,000.00
401 Capital Projects		
901 Capital	Transfers In	722,560.00
	Total revenue adjustments	722,560.00