

PERSONNEL/WAYS & MEANS COMMITTEE

Kimberly L. Murphy
County Administrator

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MEMBERS

Terry Collins, Ralph Tillotson
Committee of the Whole
301 N. Main St, Adrian, MI 49221

MEETING LOCATION

Chambers

Minutes: Tuesday, April 9, 2024

I. Attendance

Present: Commissioners Dawn Bales, Karol "KZ" Bolton, Terry Collins, Dustin Krasny, Nancy Jenkins-Arno, Kevon Martis, Ralph Tillotson, David Stimpson, Chairman Jim VanDoren

Also Present: Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Community Development Coordinator Francine Zysk, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, Sheriff Troy Bevier, Finance Accountant Matt Turgeon, Human Resources Coordinator Rachel McAran, Human Resources Director Bev Ahlers, Register of Deeds Carolyn Bater, Corporation Counsel Ebony Duff, District Court Administrator Heidi Cannon, Budget Analyst Tracy Stace, Treasurer Erin VanDyke, Equalization Director Shelly Delong, Ian Wendt (WLEN), Ileana Chandler, Sandie Brissette, Judi Gilmore, Executive Director Lenawee Community Mental Health Kathryn Szewczuk, County Clerk Roxann Holloway

The meeting was called to order at 10:05am.

II. Approval of Minutes

A. Approval of Minutes: March 12, 2024

Commissioner Van Doren made a motion to amend the agenda, moving the Administrator's review to the end of the meeting.

Motion by VanDoren, seconded by Tillotson to amend the agenda and move the administrators' performance review to the end of the meeting. Motion carried.

Motion by Martis, seconded by Vandoren to approve the minutes of March 12, 2024. Motion carried.

III. Personnel Business

A. Employment Changes

Changes in Lenawee County employment are included in the packet. No further discussion.

B. Other Personnel Business

No other business discussed.

IV. Ways & Means Business

A. Finance Reports

Administrator Murphy reviewed the finance reports included in the packet. Administrator Murphy shared that it is not uncommon to have expenses outweighing the revenue at this time of year. In addition, the annual audit is occurring and there may be some line items that move from the result of that audit.

No further discussion was held.

B. **REQUEST:** Delinquent Tax Revolving Loan Fund- Erin Van Dyke

Administrator Murphy shared the recommendation to move the Delinquent Tax Revolving Loan Fund Resolution to the Board of Commissioners. The Treasurer requires annual authority to obtain sufficient funds to pay local units of government the amount of delinquent property taxed returned to the County.

Motion by VanDoren, seconded by Martis to recommend the Delinquent Tax Revolving Loan Fund Resolution to the Board of Commissioners for approval. Motion carried.

C. **REQUEST:** 2025 Budget Calendar- Tracy Stace

Administrator Murphy stated it is the goal to present the actual 2025 Budget to the Board in September and request board approval in October. The Budget Calendar outlines the actions that will be required by the Personnel Ways & Means Committee and the Board of Commissioners regarding the budget preparation cycle and adoption of the 2025 budget. The request is to present the 2025 Budget Calendar to the Board of Commissioners for approval.

Motion by Tillotson, seconded by VanDoren, to present the 2025 Budget Calendar to the Board of Commissioners. Motion carried.

D. **REQUEST:** 2024 Equalization Report- Shelly DeLong

Equalization Director DeLong presented the committee with the 2024 Equalization Report, included in the packet. The Equalization Department has completed a review of the 2024 Assessment Rolls as submitted by the township and city assessors. The attached L-4023 forms provide the detail of the analysis of equalized valuations performed by the department. The assessed values for each class of real and personal property are compared to the starting ratios that were projected for the individual classes based on the departments' study activity in 2023. The real property classes are required to be equalized individually, and the personal property class is equalized as a whole. After review of the 2024 assessment rolls of the (22) townships and (4) cities in Lenawee County, the Equalization Department recommends adoption of the equalized value of real and personal property as follows:

Real Property: Agricultural Class 1,133,418,280

	<i>Commercial Class 530,380,000</i>
	<i>Industrial Class 128,638,900</i>
<i>Total Real Property</i>	<i>Residential Class 4,215,576,158</i>
<i>Total Personal Property</i>	<i>Developmental Class</i>

Total Real and Personal Property 6,383,296,192.

These equalized values are recommended in compliance with MCL Section 211.34, as amended.

The Request is to present the 2024 Equalization Report to the Board of Commissioners for approval and adoption.

Motion by Martis, seconded by Bolton to recommend the 2024 equalization report to the Board of Commissioners for approval. Motion carried.

Commissioner Tillotson opened discussion asking if Director Delong can provide a further explanation of the percentage increase.

Delong stated the Taxable value did increase by 7%; the inflation rate this year was 5.1%. Delong stated the 7% includes new construction and parcel transfer. The homestead is based on millage and does not have anything to do with taxable value. Director Delong also thanked the Equalization staff for their continued hard work and dedication.

E. Committee Referrals/Recommendations

- 1) REQUEST: Law Enforcement contracts: Township of Macon, Village of Deerfield - Sheriff Bevier

Sheriff Bevier requests authorization to sign the Contract for Law Enforcement Services with Macon Township. Bevier stated the rate is paid at an overtime rate and this is a contract that has been done for several years now.

Motion by Stimpson, seconded by Bolton to present the Contract for Law Enforcement Services with Macon Township, to the Board of Commissioners, for approval and signature. Motion carried.

Second request is for Village of Deerfield.

Motion by Bolton, seconded by Stimpson to present the Contract for Law Enforcement Services with Village of Deerfield, to the Board of Commissioners, for approval and signature. Motion carried.

- 2) REQUEST: Law Enforcement contracts: Village of Addison & Addison Schools

A motion by Stimpson, seconded by Bolton to present the Contract for Law Enforcement Services with the Village of Addison and Addison Schools to the Board of Commissioners, for approval and signature. Motion carried.

3) **REQUEST:** Law Enforcement contract: Madison Schools

Motion by Van Doren, seconded by Bolton, to present the Contract for Law Enforcement Services with Madison Schools to the Board of Commissioners, for approval and signature. Motion carried.

F. Other Ways & Means Business

1) **REQUEST:** Closed Session- Administrator Performance Evaluation

There was no other business discussed.

Motion by Martis, seconded by Tillotson to move into closed session for the Administrator's review, at the request of the Lenawee County Employee. Passed by roll call vote (9) Yays, (0) Nays. Motion carried. Closed session beginning at 10:13am.

Chairman Collins called the meeting to resume from Closed session at 10:57am.

V. Additional Items for Consent Agenda

A. Resolution: National County Government Month

Administrator Murphy shared that this resolution will be included on the consent agenda at the Board of Commissioners meeting.

VI. Public Comment

No public comment made.

VII. Commissioner Comment

No further commissioner comments.

VIII. Adjournment

Motion by Tillotson, seconded by Martis to adjourn the meeting at 10:58am. Motion carried.