

BOARD OF COMMISSIONERS



MEMBERS

Committee of the Whole
Second Floor, Old Courthouse
301 N, Main St.
Adrian, MI 49221

MEETING LOCATION
Commission Chambers

Minutes: Wednesday, April 10, 2024

CALL TO ORDER: Invocation - Pledge - Cell Phone Reminder:

The meeting was called to order at 01:30 PM by Chairman Van Doren

Present: Commissioners James Van Doren, Dawn Bales, Karen Bolton, Terry Collins, Nancy Jenkins-Arno, Dustin Krasny, Kevon Martis, David Stimpson, Ralph Tillotson

Also Present: Administrator Kim Murphy, Corporation Counsel Ebony Duff, Deputy Administrator Shannon Elliott, Sheriff Troy Bevier, Undersheriff Jeff Ewald, Administrative Coordinator Carissa Zubke, Accountant Matt Turgeon, Marketing & Communications Coordinator Jen Ambrose, Emergency Management Coordinator Craig Tanis, Community Development Coordinator Francine Zysk, Register of Deeds Carolyn Bater, Drain Commissioner Jenny Escott, David Panian (The Daily Telegram), Treasurer Erin VanDyke, Human Resources Coordinator Rachel McAran, Ian Wendt (WLEN), Rebecca Borton, Solid Waste Coordinator Julie Maurer, Chief Prosecutor Jacqueline Wyse, Victim Rights Advocate Richelle Petty, Department on Aging Director Cari Rebottaro, Director Road Commission Scott Merillat, Outreach / Compliance Director for Lenawee Community Mental Health Jackie Bradley, Lieutenant Perdue, Mary Roberts, John Saxton, Michal Lucia, Jim Brissett, Sandie Brissett, Nancy Peltcs, Sgt. Chris Hudson, Dispatcher Vanessa Garcia, Dispatcher Margaret Edmont, Corporal Scott Wolf, Lt. Kristian Barrios, Scott Marvin, Deputy Director Department on Aging Dillon Donaghy, Kira Dickerson, Turi Meining

Absent: County Clerk Roxann Holloway

The meeting was opened with an invocation and the Pledge of Allegiance.

ROLL CALL:

Attendance roll call was done. Comm. Van Doren, Comm Stimpson, Comm. Krasny, Comm. Jenkins-Arno, Comm. Bales, Comm. Bolton, Comm. Collins, and Comm Martis were present. Shortly after roll call, Comm. Tillotson arrived.

APPROVAL OF MINUTES:

Approval of Minutes: March 13, 2024

Comm. Bolton moved to approve the minutes from March 13, 2024 meeting, Comm. Bales seconded. Motion carried.

AMENDMENTS TO THE AGENDA

Comm. Bolton moved to accept the agenda as presented, Comm. Collins seconded. Motion carried.

PETITIONS and COMMUNICATIONS:

Communications were received.

INTRODUCTION OF SPECIAL GUESTS:

Comm. Martis introduced the Lenawee County Road Commission.

LIMITED PUBLIC COMMENT: [on any agenda item – 3 minute limit]

Limited Public comment was opened for any agenda item.

There was no public comment.

RESOLUTIONS/PROCLAMATIONS:

Proclamation: Safety Telecommunicators Week - Corinne Perdue- (Comm. Krasny)

Comm. Krasny moved to adopt the following Proclamation, Comm. Tillotson seconded, PRO#2024-003

Public Safety Telecommunicators Week

April 14 - 20, 2024

Whereas, emergencies can occur at any time which require Police, Fire and/or emergency medical services; and

Whereas, when an emergency occurs, the prompt response of law enforcement, firefighters, and paramedics is critical to the protection of life and preservation of property; and

Whereas, professional Telecommunicators are the single vital link for our law enforcement officers, firefighters, and emergency medical services by monitoring their activities by radio, providing them accurate up-to-date information and ensuring their safety; and

Whereas, professional Telecommunicators are not as visible as the men and women who arrive at the scene of emergencies; and

Whereas, each Telecommunicator has exhibited compassion, understanding, and professionalism during the performance of their job in the past year which was extremely challenging because of the pandemic.

Therefore, Be It Resolved that the Board of Commissioners does hereby proclaim the week of April 14-20, 2024, as Public Safety Telecommunicators Week throughout Lenawee County in honor and recognition of our Telecommunicators and the vital contributions they make to the safety and well-being of our citizens.

Motion CARRIED by a Unanimous Roll Call Vote.

Proclamation: Volunteer Appreciation Month - (Comm. Bolton)

Comm. Bolton moved to adopt the following proclamation, Comm. Collins seconded,

PRO#2024-006

Volunteer Appreciation Month

Whereas, the month of April has been designated nationally as Volunteer Appreciation Month to recognize the hard work, dedication and passion of volunteers; and

Whereas, County volunteers provide a vital service to our community and county services through different programs; and we wish to recognize those County department volunteers today.

Volunteers with the **Lenawee Department on Aging** serve in areas such as meal delivery, transportation to medical appointments, activity assistance at the senior centers and Daybreak, clerical assistance at the office and senior centers, serving on the eleven advisory boards, and the Medicare Medicaid assistance program. These LDA volunteers are invaluable to our growing senior population.

Michigan State University Extension in Lenawee County has 238 dedicated volunteers. Our volunteers provide education, leadership, resources, and support to the 4-H members and families. Volunteers are critical to organizing 4-H clubs, activities, fundraisers, clinics, educational workshops, and fair week. From April Fool's Cupcakes to Zoonotic Diseases, plus everything in between volunteers makes a difference in the lives of the youth and families in Lenawee County.

Volunteers with **Veterans Affairs** drive the DAV shuttle van to transport our local heroes to the V.A. Medical Center in Ann Arbor Monday through Friday to get them to necessary medical appointments. Our veterans rely on these free services every day.

Our **Sheriff's Office** utilizes many volunteers through Reserve Deputies, Mounted Deputies, and Victim Services. These volunteers help keep our public safe and are there when our residents need them most.

Club, group, and individual members often donate their time and resources to beautification projects in **County Parks**. Their commitment and dedication enhance the enjoyment of these facilities by all who use them.

It takes many volunteers to organize and hold **Solid Waste** collection events for those hard to dispose of items for our health and safety, our environment, and our community.

The **County Emergency Management** Office maintains a roster of individuals, businesses, and organizations that have volunteered to aid the county in times of local emergency or disaster. We have called upon them in past emergencies and they do not hesitate to answer the call to service.

Now Therefore, Be it Resolved that we wish to express our sincerest gratitude to those volunteers working for our County departments in our community, utilizing their time and talent to make a real difference in the lives of children, adults, and the elderly; and

Be it Further Resolved that we recognize their enduring contributions and encourage more people to join their ranks; every community member can effect positive change through volunteer actions no matter how big or small.

Motion CARRIED by Unanimous Roll Call Vote.

Proclamation: National Crime Victims' Rights Week - Richelle Petty- (Comm. Collins)
Comm. Collins moved to adopt the following proclamation, Comm. Martis seconded,
PRO#2024-004

National Crime Victims' Rights Week - April 21-27, 2024

Whereas, Americans are the victims of more than 26 million crimes each year and crime can touch the lives of anyone.

Whereas, Crime victims are our family, friends, neighbors, and community members. While we can never truly understand the depth of their trauma and the impact on their lives, we can ensure that appropriate services are available to them.

Whereas, by enforcing victims' rights and providing or referring to available services, we can enable crime victims to find the justice they seek.

Whereas, victims know best how to direct and manage their own lives, and true recovery from crime will incorporate a victim's cultural, religious, economic, social, and personal interests;

Whereas, with the support of their community and victim service providers behind them, survivors will feel empowered to face their grief, loss, fear, anger, and shame, without fear of judgment and will feel understood and worthy of support;

Whereas, National Crime Victims' Rights Week is an opportune time to commit to ensuring that all victims of crime, are offered appropriate services in the aftermath of crime.

Now, Therefore, the Lenawee County Board of Commissioners do hereby proclaim the week of April 21-27, 2024, as **Crime Victims' Rights Week**;

Lenawee County is hereby dedicated to building partnerships with trusted sources of support, including community leaders, religious groups, schools, and other agencies to better reach and serve all victims of crime.

We express our sincere gratitude and appreciation for those community members, victim service providers, and criminal justice professionals who are committed to improving our response to all victims of crime so that they may find relevant assistance, support, justice, and peace.

The Lenawee County Board of Commissioners also want to recognize Richelle Petty and Kristina Kidney for their tireless advocacy on behalf of those that have been affected by crime and for exercising best practices to reach all victims to help them forge new healing pathways.

Motion CARRIED by a Unanimous Roll Call Vote.

SPECIAL PRESENTATIONS:

APPROVAL OF CONSENT AGENDA:

(Roll Call Vote)

April 2024 Consent Agenda

Motion by Comm. Collins, seconded by Comm. Stimpson, to approve the consent agenda.

Approval Of Committee Actions

Rules & Appointments (04/09/24)

The following resignations, reappointments, and appointments are submitted for your confirmation.

WellWise Services Area Agency On Aging - 3 members / 2 year term

Aimree Ream-Taylor, Adrian

4/25

Keith Williams, Brooklyn

4/26

Agricultural Advisory Land Use & Economic Development Committee - 3 year term

Randy Rice/Ag Banking (Farmers & Merchants State
Bank) 12/26

Larry Gould/Ag Community, Morenci

12/26

Ralph Tillotson/County Commissioner/Real Estate, Adrian Township

12/26

Personnel /Ways and Means Committee (04/09/24)

Delinquent Tax Revolving Loan Fund
04

RES#2024-

Whereas, Lenawee County maintains a Delinquent Tax Revolving Fund that enables the County to obtain sufficient funds to pay local units of government the amount of delinquent property taxes returned to the County. **Therefore, Be It Resolved** that an advance from the Lenawee County General Fund via a transfer to the Delinquent Tax Revolving Fund be authorized in an amount not to exceed \$1,500,000.00 as of June 1, 2024, and **Be It Further Resolved** that pursuant to Act 206, upon continuation of the fund, the County Treasurer is to act as agent for the County to administer the fund for 2024, and in this capacity receive administrative expenses in connection with the Fund, such sums as are provided by law subject to the following conditions: (a) interest at the rate of 2% payable to the general fund from June 1, 2024 through date of pay-off, and (b) payments back to the general fund beginning July 1, 2024, until the advance is fully paid which is anticipated to be paid off on or before August 28, 2024.

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 taxes 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.

2025 Budget Calendar

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.

2024 Equalization Report

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

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.

Law Enforcement Contract Renewal **Township of Macon**

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.

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.

Village of Addison and 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.

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.

County Government Month

PRO#2024-005

Whereas, the nation's 3,069 counties, serving 330 million Americans, provide essential services to create healthy, safe and vibrant communities; and **Whereas**, counties fulfill a vast range of responsibilities and deliver services that touch nearly every aspect of our residents' lives; and **Whereas**, Lenawee County and all counties take pride in our responsibility to protect and enhance the health, wellbeing, and safety of our residents in efficient and cost-effective ways; and **Whereas**, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and **Whereas**, from public health and safety to criminal justice, from services for seniors and veterans to recycling and parks; your county government is building for the future and serving Lenawee for a better tomorrow, and **Now Therefore, Be It Resolved** that the Lenawee County Board of Commissioners do hereby proclaim April 2024 as National County Government Month and encourage all county officials, employees, schools and residents to become more familiar with and participate in county government activities.

Motion CARRIED by Unanimous Roll Call Vote.

STANDING COMMITTEE REPORTS

ACCOUNTS PAYABLE (Comm. Collins)

REQUEST: Approve Accounts Payable Vouchers

Comm. Collins reported from the Accounts Payable Committee.

March 21, 2024- Total vouchers: \$2,339,648.62; general fund's portion: \$409,074.31

April 4, 2024- Total vouchers: \$856,299.58; general fund's portion: \$271,932.00.

April 4, 2024- Total vouchers: \$823,781.09; general fund's portion: \$94,037.91

Comm. Collins moved to approve the total vouchers as presented, Comm. Tillotson seconded. Motion carried.

CRIMINAL JUSTICE (Comm. Collins)

Criminal Justice Minutes 04 04 24

Comm. Collins reported from Criminal Justice Meeting.

HUMAN SERVICES (Comm. Bolton)

Human Services Committee Minutes 4 1 24

Comm. Bolton reported from the Human Services Committee.

IT/EQUALIZATION (Comm. Krasny)

IT\Equalization Minutes 04 04 24

Comm. Krasny reported from IT/Equalization Committee.

PERSONNEL / WAYS & MEANS (Comm. Collins)

Personnel Ways & Means Minutes 04 09 24

Comm. Collins reported from the Personnel Ways & Means Meeting.

POLICIES & PROCEDURES (Comm. Jenkins-Arno)

Request: Approve Revised Record Retention Policy

Policies & Procedures Minutes 04 01 24

Comm. Jenkins-Arno reported from the Policy and Procedures Committee.

Comm. Jenkins-Arno moved to adopt the following Amended Record Retention Policy, seconded by Comm. Martis. Motion carried.

POL#2024-009

Record Retention Policy

The Records Management Manual for Local Governments is prepared by the State of Michigan and all County Departments are to follow the most current schedule for proper record storage, retention, and destruction.

According to the manual, Michigan law requires that all records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept, when they may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. All Retention and Disposal Schedules must be formally approved by the Records Management Services (DTMB), the Archives of Michigan (DNRE) and the State Administrative Board.

Section 491 of the Penal Code (MCL 750.491) declares the improper disposal of local government records to be a crime.

The general schedules may be found online at:

[*General Schedules for Local Government*](#)

The [2023 Records Management Manual for Local Governments](#) is attached

PHYSICAL RESOURCES (Comm. Krasny)

Physical Resources Minutes 04 04 24

Comm. Krasny reported from the Physical Resources Committee.

RECOVERY HOUSING (Comm. Jenkins-Arno)

Recovery Housing Minutes 03 27 24

Comm. Jenkins-Arno reported from the Recovery Housing Committee.

RULES & APPOINTMENTS (Comm. Martis)

Rules & Appointments Minutes 4 09 24

Comm. Martis reported from the Rules & Appointment committee. Comm. Van Doren included notice that the Ag Committee is now at the Call of the Chair.

BOARD APPOINTMENT (VOTING MEMBER) REPORTS

AG ADVISORY LAND USE (Comm. Tillotson)

Comm. Tillotson reported from the AG Advisory Land Use Committee.

AIRPORT COMMISSION (Comm. Bales)

Airport Commission Minutes 04 01 24

Comm. Bales reported from the Airport Commission.

Administrator Murphy shared Madison Township Zoning Board has approved the Hangar to be built.

COMMUNITY ACTION AGENCY (Comm. Stimpson)

Comm. Stimpson reported from the Community Action Agency Committee.

COMMUNITY MENTAL HEALTH AUTHORITY (Comm. Stimpson)

Comm. Stimpson reported from the County Mental Health Authority Committee.

COUNTY PLANNING COMMISSION (Comm. Bolton)

County Planning Commission Minutes 03 21 24

Comm. Bolton reported from the Planning Commission.

DEPARTMENT ON AGING (LDA) (Comm. Bolton)

Dept on Aging Minutes 03 28 24

Comm. Bolton reported from the Department on Aging Committee.

DEPARTMENT OF HEALTH & HUMAN SERVICES (Comm. Bolton)

Comm. Bolton reported from the Dept. of Health & Human Services.

EMERGENCY 911 DISTRICT BOARD (Comm. Collins)

Comm. Collins reported from the Emergency 911 District Board Committee.

HEALTH BOARD (Comm. Collins)

Comm. Collins reported the Health Board did not meet this month.

HOMELAND SECURITY & LOCAL EMERGENCY PLANNING (Comm. Collins)

Comm. Collins reported the Committee will meet next week.

LAND BANK AUTHORITY (Comm. Jenkins-Arno)

Land Bank Minutes 03 19 24

Comm. Jenkins-Arno reported from the Land Bank Authority Committee.

LENAWEE PUBLIC TRANSPORTATION AUTHORITY (Comm. Tillotson)

Comm. Tillotson reported from the Lenawee Public Transportation Authority.

MAC - FINANCE & GENERAL GOVERNMENT (Kim Murphy)

Administrator Murphy reported from MAC Finance & General Government

MAC - JUDICIARY & PUBLIC SAFETY (Shannon Elliott)

Deputy Admn. Elliott reported from MAC - Judiciary and Public Safety.

MAURICE SPEAR CAMPUS (Comm. Collins)

Comm. Collins reported from the Maurice Spear Campus Committee.

PARKS COMMISSION (Comm. Tillotson)

Parks Commission Minutes 03 18 24

Comm. Tillotson reported from the Parks Commission.

REGION 2 PLANNING COMMISSION (Comm. Tillotson)

There was no report this month.

SOLID WASTE COORDINATING COMMITTEE (Comm. Stimpson)

Comm. Stimpson reported from the Solid Waste Committee.

REQUEST: Materials Management Committee and Bylaws

BYLAWS OF THE LENAWEЕ COUNTY

MATERIALS MANAGEMENT PLANNING COMMITTEE

Amendments to Part 115, Solid Waste Management, of Michigan's Natural Resources and Environmental Protection Act, 1994 PA 451, as amended became effective in March 2023.

Section 324.11572 requires the Lenawee County Board of Commissioners appoint a Materials Management Planning Committee as a permanent body.

The general purpose of the Materials Management Planning Committee is to oversee the creation and implementation of Lenawee County's Materials Management Plan to replace the existing Act 641, Solid Waste Management Plan. The committee will ensure that all the

requirements of the MMP, and associated rules, are met relative to plan enforcement and public participation.

As outlined in Part 115, the MMP Committee's responsibilities during the creation of the new Materials Management Plan include:

- Direct the Health Department's Solid Waste Coordinator (Designated Planning Agency) in the preparation of the MMP.
- Review and approve the DPA's work program under section 11587(4).
- Identify relevant local materials management policies and priorities.
- Ensure coordination in the preparation of the MMP.
- Advise counties and municipalities with respect to the MMP.
- Ensure that the DPA is fulfilling the requirements of part 115 as to both the content of the MMP and public participation. The planning committee shall notify the DPA of any deficiencies. If the deficiencies are not addressed by the DPA to the planning committee's satisfaction, the planning committee shall notify the Board of Commissioners. If the deficiencies are not addressed by the BOC to the planning committee's satisfaction, the planning committee shall notify EGLE. The department shall address the deficiencies and may prepare the MMP under section 11575(11).

2.0 Committee Appointments and Officers

Initial planning committee members shall be appointed for 5-year terms. Their immediate successors shall be appointed for 2-, 3-, 4-, or 5-year terms such that, as nearly as possible, the same number are appointed for each term length. Subsequently, members shall be appointed for terms of 5 years. A member may be reappointed.

As outlined in Part 115, the committee must be comprised of the following members:

- A representative of a solid waste disposal facility operator that provides service in the planning area.
- A representative of a hauler that provides service in the planning area.
- A representative of a materials recovery facility operator that provides service in the planning area.
- A representative of a composting facility or anaerobic digester operator that provides service in the planning area.
- A representative of a waste diversion, reuse, or reduction facility operator that provides service in the planning area.
- A representative of an environmental interest group that has members residing in the planning area.
- An elected official of the county.
- An elected official of a township in the planning area.
- An elected official of a city or village in the planning area.
- A representative of a business that generates a managed material in the planning area.
- A representative of the regional planning agency whose territory includes the planning area.

2.1) The Materials Management Planning Committee shall annually elect a Chairperson and Vice-Chairperson from its appointive members and create and fill other such offices as it may determine advisable. Election of officers shall be held at the first regular meeting of the Committee each year and notice of intent to hold election shall be furnished to all members of the Committee at least ten (10) days prior to said scheduled meeting.

2.2) *The Chairperson shall preside at all meetings; appoint such committees as shall from time to time be deemed necessary; and perform such duties as may be delegated by the committee.*

2.3) *The Vice-Chairperson shall preside in the absence of the Chairperson, and carry out all other responsibilities of the Chairperson, in the event of the absence or disability of the Chairperson.*

3.0 **Meetings**

3.1) *Meetings shall be scheduled at regular intervals and shall be open to the general public.*

3.2) *The date and time of the meetings shall be published in accordance with the Open Meetings Act.*

3.3) *Special meetings may be called by the Chairperson, or by three (3) or more members of the committee at such time and place as deemed necessary.*

3.4) *In the event a regular meeting falls upon a holiday, such meeting shall be rescheduled to a suitable day.*

3.5) *A majority of the Materials Management Planning Committee shall constitute a quorum for the transaction of the ordinary business of said Committee.*

3.6) *All questions which arise at their meetings shall be determined by a vote of a majority of Committee members.*

3.7) *The Committee shall take measures to ensure that a public record is kept of the minutes of all meetings and that they are available for inspection in the offices of the Committee.*

3.8) *Committee members in attendance at official Committee meetings will be authorized to receive a per diem payment and mileage reimbursement at the same rates approved for the Lenawee County Board of Commissioners. Committee members may be paid per diem and mileage for all other meetings including sub-committees only if authorized by the Committee Chairperson. Committee members who are County Commissioners will receive per diem payments and mileage reimbursement through the Board of Commissioners, however their costs will be reimbursed to the County general fund from Solid Waste Coordinating revenue on an annual basis.*

3.9) *The Committee shall recommend to the County Board of Commissioners removal of any member missing three (3) consecutive regular meetings without an excused absence. A committee member may be excused at the discretion of the Committee Chairperson, but only if the Chairperson or staff are notified prior to the meeting.*

3.10) *Conduct of a regular meeting shall require the following order of business:*

- 1. Call to order.*
- 2. Approval of minutes.*
- 3. Reports of committees.*
- 4. Old business.*
- 5. New business.*
- 6. Public participation.*
- 7. Adjournment.*

3.10) *Robert's "Rules of Order" shall govern all committee meetings.*

4.0 **Vacancies**

4.1) *If a vacancy occurs on the planning committee, the Board of Commissioners shall*

make an appointment for the unexpired term in the same manner as the original appointment. The BOC may remove a member of the planning committee for incompetence, dereliction of duty, or malfeasance, misfeasance, or nonfeasance in office.

5.0 Materials Management Planning Committee Budgeted Staff

5.1) *The Solid Waste budgeted staff shall consist of such personnel as is recommended by the Materials Management Committee and authorized by the County Board of Commissioners.*

5.2) *The Solid Waste budgeted staff shall be responsible for functions and activities assigned to it by the Materials Management Committee.*

6.0 Amendments

6.1) *These rules and regulations may be amended or altered at any regular meeting by a majority vote of the members of the Committee, providing the proposed changes have been read at a preceding meeting and with the approval of the County Board of Commissioners.*

7.0 Adoption

7.1) *These rules and regulations shall be binding upon the Lenawee County Materials Management Planning Committee and shall prescribe the manner in which it is to function.*

Moved by Stimpson to accept the Materials Management Committee and Bylaws, seconded by Tillotson. Motion carried.

Solid Waste Committee Minutes 04 03 24

Comm. Stimpson reported from the Solid Waste Committee.

SUBSTANCE ABUSE (Comm. Tillotson)

Comm. Tillotson reported there will be an upcoming meeting.

TRIAD COMMITTEE (Comm. Bolton)

LIAISON (NON-VOTING) REPORTS

MICHIGAN TOWNSHIP ASSOCIATION (Comm. Martis)

Comm. Martis reported that the association did not meet, and was suspended until board appointments.

ROAD COMMISSION (Comm. Martis)

Comm. Martis reported he was unable to attend the last meeting but has remained in contact and all is going well.

VETERANS' AFFAIRS (Comm. Collins)

OTHER LIASON APPOINTMENTS

WellWise Area on Aging Minutes 01 18 24

Comm. Bolton mentioned during the Department on Aging report that WellWise Area on Aging minutes were received.

WellWise Area on Aging Minutes 02 20 24

WellWise Area on Aging minutes 02 22 24

UNFINISHED BUSINESS:

There was no other business discussed.

NEW BUSINESS:

Road Commission Wages and Benefits - (Comm. Martis)

Motion by Martis to approve the changes to the Road Commissioner Wages and Benefits, as presented, seconded by Bolton.

Motion CARRIED by Unanimous Roll Call Vote.

Results of County Administrator Review - (Chairman Van Doren)

Chairman Van Doren read the resolution of the County Administrator Performance Review.

RES#2024-005

County Administrator Performance Review

Whereas, the County Administrator provides staff assistance to the County Commission and its various committees that are responsible for communication between the Commission and its various program areas, and is essential in providing efficient central services for all Lenawee County departments; and

Whereas, the Lenawee County Board of Commissioners has made known its intent to conduct a periodic review of the County Administrator's performance to provide constructive feedback from the Board of Commissioners, to make any adjustments in focus, and to set goals for the upcoming year; and

Whereas, Kimberly L Murphy was appointed County Administrator on April 1, 2022; and the Board of Commissioners called for a performance evaluation annually requiring a review of her performance on April 9, 2024; and

Whereas, the review process included input from at least one department head from the courts, two elected officials in the executive branch, and two appointed officials, as well as written evaluations submitted by each commissioner and a formal interview by the full Commission.

Therefore Be It Resolved that the Lenawee County Board of Commissioners find County Administrator Murphy's performance **Meets / Exceeds Expectations** and the following goals have been set: Continue effective communication with Departments, Commissioners, and the Public while reducing instances of delays in response, and delegation of duties to subordinates to ensure timely and complete communications.

1. *Continue to provide, develop, and facilitate positive relationships in the community, County Government, and County Commission, driving improvement that achieves a measurable and high level of public satisfaction.*
2. *Develop administrative workflows that identify cost savings and unnecessary expenses within the county budget to save taxpayer dollars while assuring adequate staffing levels.*
3. *Develop public meeting agendas and items to improve accessibility to the commission and the public at large.*
4. *Continue to refine the Capital Plans and physical building maintenance of the county assets.*

Motion by Collins to approve the County Administrator Performance Review Resolution, seconded by Bolton.

Motion CARRIED by Unanimous Roll Call Vote.

PUBLIC COMMENT: [on any topic- 3 minute limit]

Wendy Schuvick made a public comment, thanking Comm. Martis for awareness on local control.

COMMISSIONER COMMENT:

There were no other comments.

ANNOUNCEMENTS:

Comm. Stimpson shared all commissioners were invited to the Judicial Building for Coffee with Commissioners, to tour and meet departments at the facility.

ADJOURN/RECESS:

Motion by Tillotson, seconded by Collins to adjourn the meeting at 2:55pm. Motion carried.

Minutes by: Carissa Zubke, Administrative Coordinator