PERSONNEL/WAYS & MEANS COMMITTEE

Kimberly L. Murphy
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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, May 7, 2024

I. Call to Order

Present: *Commissioners Dawn Bales, Karol "KZ" Bolton, Dustin Krasny, Nancy Jenkins-Arno, Kevon Martis, Ralph Tillotson, David Stimpson, James 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, Corporate Counsel John Gillooly, Jim and Sandie Brissettee, Leslie Kovulski, Todd Gillman, Chief Public Defender John Glaser, Deputy Public Defender Michael Dagher-Margosian, Solid Waste Coordinator Julie Maurer, Ian Wendt (WLEN) County Clerk Roxann Holloway, Building & Grounds Superintendent Tim Mehan, Deputy Drain Commissioner Ed Scheffler, Budget Analyst Tracy Stace, Treasurer Erin VanDyke, Brett Dodd-Securatecture*

Absent: *Comm. Terry Collins*

The meeting was called to order by Comm. Tillotson at 10:06am.

II. Approval of Minutes

A. Approval of Minutes: April 9, 2024

Motion by Vandoren, Seconded by Martis to approve the minutes of April 9, 2024. Motion carried.

III. Personnel Business

A. Employment Changes

Comm. Tillotson informed the committee that employee changes are included in the packet and any questions may be brought forward before the end of the meeting. No further discussion.

B. Other Personnel Business

1) **REQUEST**: Assistant Public Defender I

Administrator Murphy reflected that employee changes are not typically made outside the annual budget, unless circumstances call for it. The request is to change the current position of part-time Legal Secretary I to a full-time Assistant Public Defender I, at pay grade NU7549. Nick Sears will be graduating from law school this month and taking the Bar in July. A law school graduate, per court rules, can work under the supervision of another attorney.
The request is to open a full-time Assistant public defender I, pay grade NU7549 at $33.7964/hour, $65,822 annually, and to close the part-time Legal Secretary I.

Comm. Jenkins Arno asked what the grant funding was? Chief Defender Glaser shared the state funded grant covers approximately 80% of their budget. Administrator Murphy elaborated that the Public Defender Office receives a grant from the State of MI, and it is the primary funding for the Public Defenders office. Employee expenses, benefits, and salary are covered under the grant and this request does not change the county's contributions. Comm. Stimpson provided further information regarding the establishment of the grants from the State of MI was established about 10 years ago. Further discussion indicated the amount received has increased over the years.

Motion by Van Doren, to move the request to open a full-time Assistant Public Defender I position at paygrade NU7549, $65,822, to the Board of Commissioners, seconded by Bales. Motion carried.

IV. Ways & Means Business

A. Judicial Building- Securatecture Presentation - **Brett Dodd**

Brett Dodd is a representative from Securatecture and is here to present information that was obtained from the assessment at the Judicial Building. Murphy reported there is no action needed today, it is for informational purposes only.
Dodd informed the committee of the objectives. The goals are separated into 6 phases. The first four phases have been completed and phase 5 and phase 6 are optional: a reconciliation, if full funding is not available, and phase 6 is to look at costs in further detail.
Dodd acknowledges all the Lenawee County employees and members for making this happen.
Major conclusions included 26 pages of analytics that look at the current court system, case loads, and how they have fluctuated in the past 10 years, including looking at jury duties. The conclusion was that additional court is not necessary, including the need for additional jury duty. Dodd informed the committee that our Circuit Court is doing a report and the results of that will be in the fall.
Dodd states the space standards set are based on 35 years of designing buildings under these criteria.

Existing building plans were looked at and areas were rated on a scale of 1-10, 10 being appropriate. Mostly, the ratings of the current judicial building were 5-6 during the evaluation.

Currently, the space is deficient of about 35,000 square feet, for ideal optimization. The goal for space to be fully optimal is 99,000 square feet. Proper space separation is needed for disputing parties, etc. and the current space does not allow for that. The current building is not ADA accessible, there are space issues for file storage, staffing space, and overall court necessities. In the future, you may need 105,000 square feet in 10-20 years from now.
Dodd included a current staffing diagram, that includes 9 remote positions i.e. drug testing. There are 140 staff currently in the judicial building. Securatecture also met with individual departments for potential issues that analytics could not obtain, which predicted approximately 169 personnel in the future. It is recommended to also consider adequate parking when planning for a building. After the non-concurrent factor is taken into consideration, (meaning not everyone will be present in the building at the same time) the current building is about 102 parking spots deficient.
Twelve facility systems were looked at, including elevators that were recently updated. Dodd reports approximately $18 million dollars would be needed to invest into current building, if considering renovations.
Dodd worked with Buildings & Grounds to establish a plan set over a 5 year time frame or as a Single project. Dodd provided photographs of current building deficiencies and stated they can prolong the life of the building but additional work will need to be done.
Dodd shared a recap of the Charette meeting done last month. It included adetailed presentation of the building options, including cost. Option 1 is $61 million: Addition & Renovation, Option 2: $70 million: Renovation & Addition or Option 3: $80 Million- New Construction. Dodd reported additional time would be needed for addition and renovation, as employees are still working during renovations, approximately 2 years additonal.
A post Charette meeting was done to look at the three options additionally,to also discuss which departments should be included in this building. They discussed the physical locations of all threes options. Renovations could include some under ground parking, for staff. They provided a range of expenses, low renovation $63 million to $80 million and new construction with a range of $80 to $93 million.
Dodd stated the next steps for the County include deciding which option, which departments will be included, how will the project be financed? Dodd shared the planning process can be 9-12 months before construction is even started.

Comm. Stimpson opened discussion, he discussed to take into consideration that while construction is underway, business may continue. A need for temporary business to be done during a renovation is not included in the proposed expense.
Comm. Van Doren asked Dodd how he feels the current conditions of the Judicial building are? Dodd informed the current building does not meet certain fire codes. Structurally the building is sound. The current energy codes would not be an option due to the current dimensions, which means you are spending more for energy. He feels the building has been operationally deficient for decades and the current space does not allow for full optimization.
Comm. Stimpson informed the committee about the circuit court study being done. They are assessing the average duration of a court case. This study may assist in the planning for new building, to include the amount of work that is being done, for each of these cases.. Stimpson informed cases in the past may be seen in court 4-5 times and that frequency of court dates has increased due to law changes and/or various other reasons.

Dodd also discussed that the current building does not allow for separation of law enforcement and prisoners or the separation of sequestered personnel.

Comm. Stimpson recommends the board to go to the upcoming Coffee with Commissioners, to see the daily court activites.

B. Finance Reports

Administrator Murphy reviewed the general fund income statement and fund equity reports including special revenue funds, capital project funds, and internal service funds, that were included in the packet.

Murphy pointed out the Enhanced Treatment Court and Drug Court expenses are higher than revenue, and that will change once the grant funding is received. The Local Correction Officer training account also has lower revenues, which will change once applicable grant funding is received. General fund account #240 has a revenue of $6,500. However, once audit transfers are made, this account will be updated. The Public Defender account will also update after grant funding is received, and after other personnel changes are completed.
The General fund YTD revenue is 2.7 million. General fund expenses increased due to election expenses. The total General Fund YTD expense is $12 million. This is typical for this time of year and will right itself as taxes come in.

C. Committee Referrals/Recommendations

1) **REQUEST**: Approval of Stock Kill Claim- Sheriff

Sheriff Bevier reviewed the stock kill claim. 35 chickens and 2 guinae fowls were killed by two loose dogs on 3/18/24. Dogs were taken to the Humane Society and no owners came forward. The stock owners are requesting a reimbursement of $200.93, the expense of the actual stock. The amount would be paid from Animal Control account #101.430-877.

Motion by Martis to move the reimbursement for stock kill in an amount of $200.93 to the Board of Commissioners, seconded by Bolton. Motion carried.

2) **REQUEST**: Purchase of vehicle for Dispatch Training - Sheriff

The sheriff presented the request to purchase a vehicle for the 911 dispatchers to attend the state-mandated training courses. The training courses are held all over the State of Michigan, some 2–3 hours away. Previously decommissioned police vehicles were utilized, but securing a reliable vehicle is getting difficult to obtain.
The request is to approve the purchase of a 2024 Chrysler Pacifica Touring L minivan for the

amount of $42,911, to allow 911 employees to travel to mandated training courses.

Motion by Krasny, to move the request to purchase a 2024 Chrysler Pacifica for the amount of $42,911, to the Board of Commissioners, seconded by Van Doren. Motion carried.

Comm. VanDoren inquired what the relation to the 911 surcharge is. Administrator Murphy shared that a surcharge will be going on this year's ballot and the proposed ballot language will come forward at the next meeting.

D. Other Ways & Means Business

1) **REQUEST:** Approval of Pre-construction design

Deputy Elliott provided an overview of the request to the committee. Elliott stated Granger has provided bids for the kitchen and detention expansion at Maurice Spear Campus, that includes precast walls, panels, hallowcore slabs and panels, and detention equipment and security electronics. The request is to allow the administrator to sign the bids, requested by Granger, in the amount of $117,000.

Motion by Bolton to move the request authorizing the Administrator to sign the Owner Change Order containing bids recommended by Granger for $117,141.00, to the Board of Commissioners, seconded by Simpson. Motion carried.

Administrator Murphy shared the funds for this request will come from the ARPA funds balance. Murphy reported to the commission there is an adequate balance to cover this and additional requests.

2) **REQUEST:** Reallocate ARPA funds

Previously, the commission allocated $750,000 of the ARPA funds into an account for "EC1-Public Health", for a new mobile command unit. It was determined a new unit is not needed and can instead be renovated for $125,000. The administrator is requesting the balance of $625,000 be reallocated to "EC3- Disproportionately impacted communities", and use it for jail improvements including: Jail booking area, clothing and washing area, shower repairs, kitchen, doors, a total of $625,000.

In addition, the "Indirect Allocation for Government Spending" of $500,000 was allocated for a document management system and $9,500,000 to Judicial Building improvements. Administrator would like to reallocate those totals of $9,750,000 to MSC, which falls under the same category. The Administration reported that this amount is required to be used by end of 2026.

Recommend that the Board of Commissioners reallocated $625,000 of ARPA funds from EC1 to EC3 and reallocate $9,750,000 to the Maurice Spear Campus in the Indirect Allocation for Government Spending Category.

Motion by Bolton to recommend reallocation of $625,000 of ARPA funds from account EC1 to EC3 and $9,750,000 to the Maurice Spear Campus in the Indirect Allocation for Government Spending Category, to the Board of Commissioners, seconded by Stimpson. Motion carried.

Martis opened discussion, wondering if the remainder of funds for the expected 21 million project will be available? Administrator Murphy replied that she predicts there will be enough to cover, without the need to secure bonds. The Administrator shared that the Department on Aging may pick up some of the expenses, since it will house the centralized kitchen.

3) **REQUEST**: Attorney Liability Coverage

Deputy Elliott reported MMRMA covers our liability insurance, but certain areas do not receive coverage. It was recently discovered that professional liability for our public defenders' office is not covered, since they have a unique relationship with their clients.
Elliott requests the committee to move the authorization for the administrator to sign the contract with ALTA PRO, in the amount of $16,552, to the Board of Commissioners, for Professional liability coverage for attorneys in the Public Defenders office.

Motion by Stimpson, to move the request authorizing the administrator to sign the contract with ALTA PRO, in the amount of $16,552, to the Board of Commissioners, seconded by Martis. Motion carried.

Administrator Murphy shared this will also be reimbursed by grants, so no additional expense will come to the county.

4) **REQUEST:** Approval of PA116 Application- M. Beagle

Comm. Bolton informed Region 2 Planning Commission received a PA116 Application for M. Beagle. It is located in Ogden Township and requests the Board of Commissioners' approval.

Motion by Martis, to forward the PA 116 application to the Board of Commissioners for approval, seconded by Bolton. Motion carried.
No further discussion.

5) 2024 Policies- Kim Murphy

- Code of Ethics
- Conflict of Interest
- Enhanced Public Participation

Administrator Murphy reminds the committee that the three policies were passed in 2024, and she requests a signature from all committee members, as their acknowledgment of the policy. County employees received electronically for signatures via LocalGov.U
Highlights of the enhanced public participation were displayed to the public, prior to and at the end of the meeting.

V. Additional Items for Consent Agenda

No additional items.

VI. Public Comment

Public comments were made by Todd Gilman from Cambridge Twp and Matt Whitee, from Raisin Township.

VII. Commissioner Comment

No further discussions.

VIII. Adjournment

Motion by Martis to adjourn the meeting at 11:27am, seconded by Bolton. Motion carried.