PERSONNEL/WAYS & MEANS COMMITTEE

Kimberly L. Murphy
County Administrator

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

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

MEETING LOCATION
Chambers

Minutes: Tuesday, June 11, 2024

I. Call to Order

Present: *Commissioners Terry Collins, James Van Doren, Dave Stimpson, Dustin Krasny, Kevon Martis, Ralph Tillotson, Karol "KZ" Bolton, Nancy Jenkins-Arno, Dawn Bales*

Also Present: *Administrator Kim Murphy, Corporate Counsel John Gillooly, Deputy Administrator Shannon Elliott, Administrative Coordinator Carissa Zubke, Budget Analyst Tracy Stace, Marketing & Communications Coordinator Jen Ambrose, Finance Director Dan Zimolzak, Todd Butler from Granger, Jim Escamilla & Stan Skopek- ABONMARCHE BYCE, IT Director Ben Ricker, Matt Turgeon Accountant, Dept on Aging Director Cari Rebottaro, Community Development Coordinator Francine Zysk, Drain Commissioner Jenny Escott, Budget Analyst Tracy Stace, Deb Comstock (media), Human Resources Director Ben Ahlers, Human Resources Coordinator Rachel McAran, Deputy Drain Ed Scheffler, David Aunust, Register of Deeds Carolyn Bater*

The meeting was called to order at 10:08 am by Comm. Collins.

II. Approval of Minutes

A. Approval of Minutes: May 7, 2024

Motion by Martis, seconded by Bolton, to approve the minutes of May 7, 2024 Motion carried.

III. Personnel Business

A. Employment Changes

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

B. Other Personnel Business

No discussion.

IV. Ways & Means Business

A. **MSC Presentation**: ABONMARCHE BYCE

Jim Escamilla and Stan Skopek from Abonmarche Byce, the Lead Architect and Project Manager for the Maurice Spear Campus expansion project, gave a presentation on the Maurice Spear Campus expansion and industrial kitchen. A virtual walk-through of the proposed construction was provided for the committee.
Currently, there are two existing buildings at Maurice Spear Campus and the new build will connect to that. Some of the planning includes: 20 beds added to the detention center, secured exterior courtyard, secured sally port, classrooms, day rooms including skylights, nurse's office/exam room, conference area, laundry facility, general bathrooms, a control room offering video of security cameras, and a cafeteria. A long, secured corridor will connect the existing MSC building to the open unit center.
The industrialized Kitchen will serve both MSC juveniles and the large food preparation for the Department on Aging. Within the kitchen, several ovens are included, some cooking 100 meals at a time. Space will be provided to package meals for the Department on Aging. There, the meals will be sealed, bagged, and taken to the delivery dock, where volunteers from the Department on Aging will distribute them to the community.
There will be a meeting to review project requests with the Administrator next week. After finalizations and approval from the County, bids for projects would remain open for 3–4 weeks. Proposed bids would require approval from the Board of Commissioners and could expect proposals in fall of 2024.
Jim Escamilla provided the committee with an approximate timeline for the MSC project. He states after bids are accepted, the first step would include contractors that will install fencing and clear the area for the new building, which will also include work on the soil. Escamilla states the walls are pre-set, making installation faster. The goal to roof the new building would be Spring 2025 and open the new facility at the end of 2025 or early 2026.
Comm. Tillotson opened discussion regarding the roof. Stan Skopek stated the plan for the new building is a flat roof, made of concrete planks. If a decision is made to install solar panels, Skopek informed panels can be installed on the flat roof or on the surrounding ground areas. The renovation will include energy-efficient lights, and controlled water faucets, notifying the control room of active water issues. New HVAC units will reduce airflow if a room is unoccupied and will allow continuous fresh air to juvenile sleeping spaces.

B. Finance Reports

Administrator Murphy reviewed the general fund income statement and fund equity reports included in the packet. Total governmental revenues YTD are approximately $34 million and total governmental expenses YTD are $38 million.
No further discussion.

C. **REQUEST**: Budget Adjustments

Administrator Murphy reported the financial audit has been completed and there are some requests to make adjustments to the General Fund. Reasons for this include a higher interest earned on investments, increased grant reimbursement, new grant funding, and moving line items within a department. Exact adjustments are included in the packet.

Motion by Van Doren, to move the request for Budget Adjustments to the Board of Commissioners, seconded by Tillotson. Motion carried.

D. **REQUEST:** RES#2024-06- Third Quarterly Allotment of Appropriations

Motion by Tillotson, to move Resolution #2024-06: 3rd quarterly allotment of appropriations resolution to the Board of Commissioners, Second by Tillotson. Motion carried.

E. **REQUEST**: 2024 Tax Rate (L-4029)

Attached is the proposed 2024 Tax Rate Request (L-4029). All millages are the same as last year, except for the Veteran's Relief millage. The current Veteran's Relief millage stands at its maximum allowable levy of 0.0996. This amount fluctuates in response to demand, meaning we levy it for a number of years, then take the levy off the L-4029 until needed again. Our proposal is to reduce the levy to 0.015 mills from the current 0.0996. We aim to maintain this reduced rate consistently, ensuring a stable approach without the practice of levying in some years and not in others. Based on a 2024 taxable value of $4,485,579,215, that collection amount equates to approximately $67,284 in 2025. The request is to approve the 2024 Tax Rate (L-4029) and authorize the Board Chairman and County Clerk to sign the same.

Motion by Van Doren to move the recommendation to approve the 2024 Tax Rate Request (L-4029) and authorize the Board Chairman and County Clerk to sign L-4029, to the Board of Commissioners, seconded by Martis. Motion carried.
Administrator Murphy reported that the finance team projected the revised levy amount to sustain and revisit approximately 10 years from now.

F. **REQUEST TO REVIEW:** Millage Renewal for November 2024 Ballot

The administrator informed the committee there is no action needed today and this is for information purposes only. Administrator Murphy has worked with Corporation Counsel to finalize the proposed language for the ballot. Murphy stated she will be distributing the proposal to the commissioners very soon, and the ballot language will be voted on by the Board of Commissioners July 2024. Items that are proposed to go on the November 2024 Ballot include:

1) Renewal of Separate Tax Limitations

2) Renewal and Restoration of Senior Millage

3) Renewal of Surcharge for Funding Central Dispatch / Emergency Response Infrastructure

G. Committee Referrals/Recommendations

1) **REQUEST:** Purchase of Crash Investigation equipment and software- Sheriff Bevier

The Lenawee County Sheriff’s Office responds to serious injury crashes, and crashes resulting in deaths, within all of Lenawee County. Lenawee County has a group of Accident

Investigators, from numerous police agencies, who are specially trained to fully investigate these serious crashes. The current total station measuring device used by the Accident Investigators is was put into service in 2013, is outdated and not compatible with current computer technology utilized by Lenawee County agencies. We have conducted a demonstration, and received a quote for equipment to replace our older total station device with a comprehensive package that will significantly reduce the time needed to process a crash scene. NOAR Technologies is a Michigan based Engineering, software and Civil Infrastructure company. They work closely with public safety agencies throughout the Midwest and are a single source vendor for the State of Michigan for Accident Reconstruction equipment. The equipment consists of a 3d scanning device, Drone, RTK Receiver (For GPS Data Points) mapping and drawing programs, equipment for the devices and all related software. The total cost for the equipment and software is $119,184.65.
Our deputy assigned to Secondary Road Patrol is a certified Accident Investigator and will be using the equipment as part of their duties. The Office of Highway Safety Planning oversees the Secondary Road Patrol funding and has approved this purchase in a 2-phase purchase. $60,000 will be paid through the SRP Fund for SRP Fiscal Year 2024, which ends September 29, 2024. SRP Fiscal Year 2025 begins on October 1, 2024 and the final $59,184.65 will be paid out of the SRP 2025 Fiscal Year in November of 2024. The software licenses are perpetual licenses, but will incur an ongoing yearly maintenance fee, which will also be paid through the Secondary Road Patrol Fund. The yearly maintenance fees for all of the software and equipment to keep firmware and software updates current is $10,500 per year. This request was presented to the Criminal Justice Committee on June 6, 2024.

Motion by TIllotson, to move the request to purchase Accident reconstruction equipment and software, in the amount of $119,184.64 from account #280.404-977, to the Board of Commissioners, seconded by Stimpson. Motion carried.

2) **REQUEST:** Drone request- Commissioner Jenny Escott

This request was presented to the Physical Resources Committee on June 6, 2024. Maintenance and cleaning of the County ditches is managed by the Drain Commission, which includes controlling the brush. A drone would efficiently apply pesticides to the ditches for effective brush control.

Motion by Stimpson, to move the request to purchase a Drone for the Drain Commission, for an amount not to exceed $42,123 from the Revolving Equipment Fund, to the Board of Commissioners, seconded by Martis. Motion carried.

3) **REQUEST**: Department on Aging wheelchair accessible van replacement- Cari Rebottaro

Director Rebottaro requests to replace the wheelchair accessible van that was purchased in 2016 with grant funding. Her request was presented to the Physical Resources Committee on June 6, 2024. Rebottaro is seeking to replace the van that transports adults 60 and older to non-emergency medical appointments at times outside the County. Wheelchair accessibility is a requirement for the transportation offered. The funding will come from the Department on Aging vehicles fund, in an amount not to exceed $55,000.

Motion by Martis, to move the request for the Department on Aging to purchase a van less than $55,000, funded by the Department on Aging Vehicles account #296.673.601-981, to the Board of Commissioners, seconded by Stimpson. Motion Carried.

H. Other Ways & Means Business

1) **REQUEST:** Regional Revolving Loan Fund Subrecipient Agreement Amendment

Administrator referenced the discussion held during Rules and Appointments meeting. The current Subrecipient Agreement with Northern Great Lakes Initiatives, entered on July 1, 2021, is set to expire on June 30, 2024. Administrator recommends approval of the First Amendment to the Subrecipient Agreement between the Northern Great Lakes Initiatives, Inc. dba Northern Initiatives and Lenawee County to extend the end date of the agreement to June 30, 2027.

Motion by Van Doren, to move the Regional Revolving Loan Fund Subrecipient Agreement Amendment to the Board of Commissioners for approval, seconded by Martis. Motion carried.

2) **REQUEST**: Regional Revolving Loan Fund Authorizing Resolution

Administrator Murphy reported the previous Resolution passed in 2018 assigned personnel that no longer hold those positions. The proposed Authorizing Resolution authorizes Board Chairman James Van Doren to be designated to sign Regional Fund related documents on behalf of Lenawee County. It authorizes County Administrator Kimberly Murphy to vote on behalf of Lenawee County as a member of the Regional Fund Loan Approval Committee. As with the prior Authorizing Resolution, it also authorizes an economic developer from Lenawee Now to be authorized to vote on behalf of Lenawee County as a member of the Regional Fund Loan Approval Committee.

Motion by Van Doren, to move the Regional Revolving Loan Fund Resolution to the Board of Commissioners, seconded by Martis. Motion carried.

3) **REQUEST:** MMRMA Annual Renewal

Administrator Murphy states the renewal for Lenawee County insurance is up and the County has been very pleased with the work done with MMRMA. Murphy reported the current liability retention limit is $75,000 and she would like to increase that to $100,000 and to purchase the Stop Loss coverage, making the maximum County payout $330,000.
The changes will adjust the premium to $576,800. In addition, we are required to put $50,000 into our Loss Fund account, which is where claims are paid from. Therefore, the total renewal cost will be $626,800.
Murphy further explains the Net Asset Distribution that is received annually from MMRMA. The amount that will be received this year is $292,155, which is almost half of the required premium paid by the County. Murphy recommends distributing $150,000 into the

loss fund and the remainder of $142,155 be distributed directly to Lenawee County.

Motion by Tillotson, to move the request to authorize the County Administrator to sign the insurance coverage renewal with MMRMA, in the amount of $626,800 and distribute $150,000 into the Loss Fund and $142,155 distributed to Lenawee County, to the Board of Commissioners, seconded by Van Doren. Motion carried.

4) **REQUEST**: Drain Commission Full Faith and Credit Resolution

Last year the Full Faith and Credit Resolution was passed as a way to fund Drain commission projects. The Resolution allows the Drain commission to bond for projects, using the County's Full Faith and Credit. This was discussed at the Physical Resources Committee on June 6, 2024.

Motion by Stimpson, to move the Full Faith and Credit Resolution to the Board of Commissioners for approval, seconded by Tillotson. Motion carried.

V. Additional Items for Consent Agenda

There were no additional items discussed.

VI. Public Comment

There was no public comment.

VII. Commissioner Comment

There were no further comments.

VIII. Adjournment

Motion by Tillotson, seconded by Martis to adjourn the meeting at 11:03am. Motion carried.