

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, August 13, 2024

I. Call to Order

The meeting was called to order at 10:02 am by Comm. Collins

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

Also Present: Administrator Kim Murphy, Corporate Counsel John Gillooly, Deputy Administrator Shannon Elliott, Sheriff Troy Bevier, Administrative Coordinator Carissa Zubke, Budget Analyst Tracy Stace, Marketing & Communications Coordinator Jen Ambrose, Community Development Coordinator Francine Zysk, Register of Deeds Carolyn Bater, Treasurer Erin VanDyke, Deb Comstock, Human Resources Director Ben Ahlers, Ian Wendt (WLEN), Stephanie Ward - Mead & Hunt, Maintenance Superintendent Tim Mehan, Stan Skopek -Abon March Byce, Todd Butler - Granger, Corinthia Sprow, Arturo Cantu, Sandie Brissette, Finance Director Dan Zimolsak, MSC Director Rod Weaver, Accountant Matt Turgeon

II. Approval of Minutes

A. Approval of Minutes: July 9, 2024

Motion by Martis, seconded by Bolton, to approve the minutes of July 9, 2024. Motion carried.

III. Personnel Business

A. Employment Changes

Employment changes are included in the packet, no further discussion.

B. Other Personnel Business

There was no other business.

IV. Ways & Means Business

A. Finance Reports

Administrator Murphy reviewed the general income statement and fund equity reports that were included in the packet.

Motion by Tillotson to approve the finance reports, seconded by Martis. Motion carried.

B. REQUEST: Granger Bids - Todd Butler, Project Director

A Guaranteed Maximum Price was received for the Maurice Spear Campus Detention Unit project from Granger for \$20,021,043.00. The request is to accept the Guaranteed Maximum Price Amendment bid from MSC Construction Manager, Granger, as proposed in the attached Exhibit B, and authorize the County Administrator Kimberly Murphy to sign the AIA agreement.

Motion by Martis, seconded by Van Doren to move the request to accept the guaranteed maximum price amendment bid from Granger and authorize the County Administrator to sign the agreement with Granger, to the Board of Commissioners. Motion carried by unanimous Roll Call Vote.

Comm. Martis made a comment stating there have been many discussions about this project, so the commissioners have a full understanding of the MSC project.

Administrator Murphy provided project funding resources, which include \$16 million from ARPA funds, \$2.5 million from the Department on Aging, and \$1.5 million from the Contingency division of the Capital Improvement fund.

Project Director Todd Butler was present to discuss the Granger Proposals. Butler informed the committee that competitive bids were solicited to 21 different contractors, including local companies. The AIA document includes a Guaranteed Maximum Price Amendment. The project timeline was also discussed. Butler stated mobilizing the area will take place in September. New construction is expected to take one year and then renovation to the existing units will take place. Project Director Butler stated the full completion of the detention unit build and existing renovations would be in October 2025.

MSC Director Rod Weaver discussed that the project will allow additional separation between the various juvenile age groups, which is 10–18 years. Weaver stated several years ago the average stay was just two days and has now increased to sixteen days.

The universal kitchen will be an asset to a 24/7 operation and will allow juveniles in the open unit to receive a food handlers license through LISD, to then utilize those skills in the universal kitchen and earn compensation.

Comm Tillotson inquired what the hard completion dates are. Todd Butler confirmed there are two completion dates for the project; A Substantial completion date of 9/15/25 is defined as beneficiary use. The final project completion date is set for 10/7/2025 when all contractual agreements are made.

C. REQUEST: Yeo & Yeo Contract Extension

Yeo & Yeo was hired as our County auditing firm and the current contract expires with the 2023 financial audit. Administrator Murphy requests to sign an extension agreement with Yeo & Yeo for a period of three years to conduct financial audit and single audit purposes.

Motion by Van Doren, to move the request authorizing the County Administrator to sign the contract extension with Yeo & Yeo to the Board of Commissioners, seconded by Martis. Motion carried.

D. Airport Land Acquisition, Stephanie Ward, Department Manager for Mead & Hunt
Stephanie Ward was present from Mead and Hunt. The project is for the removal of obstructions to runway approach surfaces and includes two parts: (1) the acquisition of avigation easements - agreements with property owners and (2) the actual removal of trees.

Lenawee County Airport is Federally Obligated by the FAA, to comply with FAA grant assurances. Noncompliance can result in the withholding of existing funding and penalties being implemented. Ward explains that the Lenawee County Airport is licensed by the State of Michigan, which also oversees the airport. They require a clear approach and without that, it would create a provisional license status. Ward stated a Provisional License would result in the freezing of federal and state funding for projects other than addressing the approach.

Ward stated if the project does not move forward, the short-term results could include the airport being inspected, finding trees, and a provisional license put in place that results in the withholding of federal and state funding. Additionally, Ward stated that non-compliance and freezing of funds could affect the operation of the airport.

Included in the packet is a diagram of the Approach Plan/Profile View, which Ward stated was captured in 2019. This project is phase 1 of the overall project; additional phases would be discussed.

Ward explained what the Purchase of New Avigation Easements includes: (1) Requires prepayment of consultant costs (2) provides the property owner with payment for the difference in property valuation for trees removed, to obtain aviation easement 3) provides an opportunity for mitigation options, which are federally eligible.

Property values are given after an appraisal is done. Ward specified that there are specific steps that must be taken during this process.

Ward informed they do not purchase individual trees; the appraisal is for the overall value of the property.

Ward explained that the current contract has been reviewed by MDOT, and includes a 95% reimbursement rate, meaning a lower cost from Lenawee County. The local share is estimated to be \$25,000. The reimbursement is available on a parcel-by-parcel basis, for approximately 9 months.

Ward informed the committee that this is Phase 1 tree removal is subject to a separate contract, expected to occur from November 2025- March 2026. The tree removal will include a competitive bid process to select contractors.

Ward stated the easements will include the total parcel.

Comm. Martis inquired if replacement trees could be a part of the negotiations. Ward indicated it could be and trees that grow to a certain height would be considered. Ward also stated the contract language includes that if property owners plant trees, and they penetrate the airspace again, say in 20 years, all future expenses would fall onto the property owners.

It was discussed whether all the trees under consideration are mature. Ward stated they found that even 100-year-old trees still have potential for new growth. During the contract work, they will look at what trees are penetrating the approach and trees that have the potential to penetrate the approach in the near future and recommend the removal of those trees.

She discussed that if the property owners decline the removal of trees that do not currently penetrate airspace, but are recommended for removal due to penetration in the future, the future expense of that removal would be the responsibility of the property owners.

E. Committee Referrals/Recommendations

1) REQUEST: Land Acquisition Contract

Mead & Hunt would like to enter into a contract with Lenawee County Airport to move forward with Phase 1 of the land acquisition project regarding 14 parcels. The request is to approve the Land Acquisition Contract for professional consultant services for project number 1218500-231772.01 and authorize board chairman Van Doren to sign the agreement. Tillotson moved for a roll call.

Motion by Martis, Seconded by Van Doren to move the request to accept the Land Acquisition Contract and authorize Board Chairman Van Doren to sign the agreement to the Board of Commissioners.

Several discussions were held and commissioner comments were made by Comm. Martis, Comm. Jenkins-Arno, Comm. Tillotson, Comm. Krasny, Comm. Van Doren, Collins, and Bales.

Motion passed by Roll call vote: (7) Yays - Bales, Bolton, Collins, Martis, Stimpson, Tillotson, VanDoren, (2) Nays - Krasny, Jenkins-Arno.

2) REQUEST: Appliance Replacements at County Jail

Administrator Murphy provided an overview of the request to replace appliances at the Lenawee County Jail. \$175,350.00 of ARPA funds were previously allocated to replace two clothes washers, one clothes dryer, a laundry ozone unit, and a conveyor-type dishwasher for the jail. The total project expense, including electrical and plumbing upgrades, has been reduced to \$157,119.00.

Motion by Tillotson, to move the request to purchase appliance replacements at the County Jail for \$157,119.00 with ARPA funding: account #285.172.801, to the Board of Commissioners, seconded by Martis. Motion carried.

3) REQUEST: Accept MSC carpet bid

The open unit in the boys wing at Maurice Spear Campus requires new floor covering. The request is to install carpet tiles and accept the bid from O'Connor and Sons Floorcovering, Inc. for a total of \$15,405.81.

Motion by Stimpson, to move the request to accept the bid from O'Connor & Sons Floorcovering for \$15,405.81 from account #292.662.930, to the Board of Commissioners, seconded by Martis. Motion carried.

F. Other Ways & Means Business

No discussion.

V. Additional Items for Consent Agenda

No discussion.

VI. Public Comment

A Public comment was made by Arturo Cantu, from Airport Road, Adrian MI. He thanked the commission and the community for the great things going on and hopes to continue to see the community do great things.

A Public comment was given by Corinthia Sprow, Airport Road, Adrian MI. Ms. Sprow wondered how often the FAA conducts evaluations. Sprow stated she would like more information on the expense of tree replacement and how tall those trees can be before penetrating the runway. She discussed if this would bring an expansion to the airport and jets in the future.

Chairperson Collins stated that the public can ask further questions and discussions with Mead & Hunt during their future meetings.

VII. Commissioner Comment

Comm. Martis informed the public that the motion today for the Land Acquisition Contract will be moved forward to the Board of Commissioners meeting tomorrow, for approval. During the Board of Commissioners meeting, there is time for public comment at the beginning of the meeting and also at the end.

VIII. Adjournment

Motion by Martis, Seconded by Tillotson to adjourn the meeting at 11:00 AM. Motion carried.