

# 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, August 14, 2024

---

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

*The meeting was called to order at 1:00pm by Board Chairman Van Doren.*

**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, Undersheriff Jeff Ewald, Administrative Coordinator Carissa Zubke, Budget Analyst Tracy Stace, Marketing & Communications Coordinator Jen Ambrose, Community Development Coordinator Francine Zysk, Airport Manager Thomas Kendzoria, Treasurer Erin VanDyke, Human Resources Director Ben Ahlers, Ian Wendt (WLEN), Finance Director Dan Zimolzak, Stephanie Ward-Mead & Hunt, Theresa Choate - Rehmann, Michael Rolka-Yeo & Yeo, John Calhoun, Sybil Kolon, Lydia Lopez, Chief Paterson, Becky Paterson, Kay Paterson, Terry Paterson, Jackie Bradley- Lenawee Community Mental Health, IT Director Ben Ricker

## ROLL CALL

*Roll call: 8 present, Comm. Stimpson absent.*

*Comm. Stimpson arrived shortly after roll call.*

## APPROVAL OF MINUTES:

Approval of Minutes: July 10, 2024

***Motion by Bolton, seconded by Collins, to approve the minutes of July 10, 2024. Motion carried.***

## AMENDMENTS TO THE AGENDA

*No amendments.*

***Motion by Tillotson, to approve the agenda as presented, seconded by Bolton. Motion carried.***

## PETITIONS and COMMUNICATIONS:

None.

**INTRODUCTION OF SPECIAL GUESTS:**

None.

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

*Corinthia Sprow from Airport Road gave a public comment on the Airport land acquisition.*

**RESOLUTIONS/PROCLAMATIONS:**

Proclamation #2024-011- 50th Anniversary- River Raisin Watershed Council (Comm. Bolton)

**PRO#2024-011**

***50<sup>th</sup> anniversary of the River Raisin Watershed Council***

***Celebrating decades of stewardship and sustainability***

***Whereas***, the River Raisin Watershed Council, established in 1974 under the Michigan Local River Management Act, has served as a dedicated guardian of our precious waterways for half a century.

***Whereas***, guided by a mission to inspire responsible stewardship, improve water quality, and foster public participation in protecting, preserving, and enhancing the River Raisin Watershed, the Council has made invaluable contributions to the health and well-being of our communities.

***Whereas***, through tireless efforts, countless volunteers, and passionate leadership, the Council has implemented vital programs, conducted critical research, and advocated for local stewardship that has secured the long-term sustainability of the River Raisin and its surrounding ecosystems.

***Whereas***, the Council's impact extends far beyond the waterways, nurturing environmental awareness, engaging citizens in responsible practices, and fostering a culture of respect for the natural world.

***Whereas***, the dedication and achievements of the River Raisin Watershed Council serve as a bright example for future generations, inspiring continued stewardship and environmental responsibility.

***Now, therefore***, on this 14<sup>th</sup> day of August, the Lenawee County Board of Commissioners do hereby proclaim September 14<sup>th</sup>, 2024 as the ***50<sup>th</sup> Anniversary of the River Raisin Watershed Council*** and urge all citizens to join in recognizing and celebrating:

- *The vital role the Council plays in protecting our water resources and ecosystems.*
- *The dedication and commitment of its past and present leadership, members, and volunteers.*
- *The lasting impact the Council has made on the health and well-being of our communities.*

*May the River Raisin Watershed Council continue to thrive for another 50 years, inspiring future generations to embrace responsible stewardship and ensure a vibrant future for our precious environment.*

***Motion by Bolton, seconded by Tillotson to approve the Proclamation 2024-011. Motion carried by unanimous roll call vote.***

Proclamation #2024-012 - Recognizing Chief Paterson's Life-Saving Efforts (Comm. Krasny)

***PRO#2024-012***

***Proclamation Recognizing Chief Paterson's Life-Saving Efforts***

***WHEREAS***, Cambridge Township Police Chief Jeff Paterson attended the Faster Horses Festival on July 21, 2024, a large event requiring heightened vigilance and preparedness from all attending law enforcement officers; and

***WHEREAS***, during the festival, Chief Paterson observed a man carrying a woman whose coloring and demeanor indicated distress; and

***WHEREAS***, Chief Paterson's keen observation skills, extensive training, and experience alerted him to a potentially life-threatening situation, prompting him to listen to his intuition and take immediate action; and

***WHEREAS***, Chief Paterson approached the couple, instructed the man to lay the woman on the ground, and discovered that she was not breathing; and

***WHEREAS***, Chief Paterson promptly performed life-saving measures, ultimately resulting in the woman gasping for air and regaining consciousness; and

***WHEREAS***, upon the arrival of medics, Chief Paterson continued to assist, ensuring that the woman's condition was stabilized; and

***WHEREAS***, Chief Paterson's swift and decisive actions, grounded in his dedicated preparation, training, and hard work, exemplify the highest standards of law enforcement and emergency response; and

***WHEREAS***, the Lenawee County Board of Commissioners wishes to formally recognize and commend Chief Jeff Paterson for his heroic efforts and life-saving actions during the Faster Horses Festival;

***NOW, THEREFORE, BE IT RESOLVED*** that the Lenawee County Board of Commissioners hereby honors and extends its deepest gratitude to Cambridge Township Police Chief Jeff Paterson for his outstanding service and dedication to the safety and well-being of our community members.

***Motion by Krasny, seconded by Collins to approve proclamation 2024-012. Motion carried by unanimous roll call vote.***

***SPECIAL PRESENTATIONS:***

2023 Lenawee County Audit Presentation- Teresa Choate with Rehmann & Michael Rolka with Yeo & Yeo

The 2023 financial audit presentation was given by Teresa Choate from Rehmann and Michael Rolka from Yeo & Yeo.

***Motion by Tillotson to approve the 2023 financial audit and place it on file, seconded by Martis. Motion carried.***

***APPROVAL OF CONSENT AGENDA:***

(Roll Call Vote)

Consent agenda

**Rules & Appointments**

*No appointments or re-appointments.*

**Personnel Ways & Means**

**Granger Bids**

*Granger, the Construction Manager, has submitted a final expense proposal for the Maurice Spear Campus Detention Unit project. Attached is the cover letter from Granger, explaining the Guaranteed Maximum Price (GMP) Amendment that includes deadlines. Exhibit B includes the totals for the Construction Manager as well as the owner's soft cost. Soft cost items include architect/engineer, design fees, furniture, fixtures, equipment, and other costs outlined in the exhibit. The total project cost is \$20,021,043.00.*

*The request is to accept the Guarantee Maximum Price Amendment bid from MSC Construction Manager, Granger, for the construction of the Maurice Spear Campus Addition and Renovations project, as proposed in attached Exhibit B for a total of \$20,021,043.00 and authorize the County Administrator, Kimberly Murphy, to sign the Guaranteed Maximum Price Amendment agreement with the Owner and Construction Manager, Granger.*

***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.***

**Yeo & Yeo Contract Extension**

*Yeo & Yeo was hired as our County auditing firm when Rehmann took on the contracted role in performing audit preparation and finance director services. Our contract with Yeo & Yeo expires with the presentation of the 2023 audit. Yeo & Yeo has proven to be a great resource and performs an accurate and independent audit of county finances. Therefore, I requested they provide us with a quote for a 3-year extension to the current contract. As you can see from the attached, the rates being proposed for the audit & single audit are: 2024 - \$79,000; 2025 - \$83,000; 2026, \$87,250. These rates include one major program to be audited. If there are additional programs that need to be included, the cost will go up by \$4,000 per program. Historically, we have only had one to two programs audited per year. This program audit is dependent upon the County receiving grant funds for a specific purpose in the amount of \$1 million or more.*

***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.***

**Appliance Replacements at County Jail**

*\$175,350.00 of ARPA funds was allocated to replace 2 clothes washers, 1 clothes dryer, a laundry ozone unit, and a conveyor-type dishwasher for the jail. The equipment cost has been lowered to \$152,119.00 since the original request.*

*There is a \$1,500.00 cost for the electrical upgrade for ozone, \$1,500.00 for other electrical, and \$2,000.00 for the plumbing upgrade for the dishwasher. The total cost for this project will be \$157,119.00. The request is to Accept the bid to purchase 2 clothes washers, 1 clothes*

*dryer, laundry ozone unit, conveyor type dishwasher, and electrical and plumbing update for new units at the cost of \$157,119.00 with funding to come from the allocated ARPA funds, for the Lenawee County Jail.*

***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.***

***Accept MSC carpet Bid***

*The Open Unit Boys Wing flooring requires new covering. The current tile has broken pieces and even missing tiles throughout the wing and sleeping quarters. After conferring with Building and Grounds, it was determined that carpet tiles would be the most cost-effective as well as most durable and sustainable. The request is to accept the bid from O'Connor and Sons Floor Covering for floor tile in the amount 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.***

***Motion by Bolton to approve the consent agenda as presented, seconded by Martis. Motion carried by unanimous roll call vote.***

PWM minutes reference

## **STANDING COMMITTEE REPORTS**

### **ACCOUNTS PAYABLE (Comm. Collins)**

Accounts payable minutes 7/11/24

Accounts payable minutes 7/25/24

Accounts payable minutes 8/8/24

*July 11, 2024 Total vouchers: \$2,939,554.53 with the general fund portion being \$643,143.34.*

*July 25, 2024 Total vouchers: \$3,267,381.91 with the general fund's portion being \$174,021.94.*

*August 8, 2024 Total vouchers: \$3,340,218.26 with the general fund's portion being \$197,092.06.*

***Motion by Collins to approve the total accounts payable vouchers and place them on file, seconded by Tillotson. Motion carried.***

### **CRIMINAL JUSTICE (Comm. Collins)**

Criminal Justice minutes 8/1/24

*Comm. Collins reported from the Criminal Justice committee.*

### **HUMAN SERVICES (Comm. Bolton)**

Human services minutes 8/5/24

*Comm. Bolton reported from Human Services Committee.*

### **IT/EQUALIZATION (Comm. Krasny)**

ITE minutes 8/1/24

*Comm. Krasny reported from IT\Equalization committee.*

### **PERSONNEL / WAYS & MEANS (Comm. Collins)**

**REQUEST:** Land Acquisition Contract

***Motion by Collins to approve the contract with Mead & Hunt, authorizing Board Chairman Van Doren to sign, seconded by Bolton.***

*Stephanie Ward from Mead & Hunt answered some additional comments regarding the airport land acquisition. She stated the FAA inspects the airport every three years and has periodic fly-overs.*

*Ward confirmed the acquisition of the aviation easements is **not** for any future airport expansion plans.*

*Ward also discussed if the trees are trimmed instead of removed, the FAA will only pay one time for the trim. All other required trimmings will be at the expense of the homeowners, including any change in home ownership.*

***Motion passed by roll call vote, (7) Yays - Bales, Bolton, Collins, Martis, Stimpson, Tillotson, Van Doren, (2) Nays - Krasny, Jenkins-Arno***

Personnel Ways and means minutes 8/13/24

*Comm. Collins reported from the Personnel Ways and Means Committee.*

### **POLICIES & PROCEDURES (Comm. Jenkins-Arno)**

Equal Employment Opportunity Policy

***POL#2024-014***

#### ***Equal Employment Opportunity Policy***

*The County of Lenawee is committed to providing equal opportunity in employment and advancement and to administer its employment policies without regard to race, color, religion, sex, age, national origin, arrest record, genetic information, height, weight, marital status, disability, political affiliation, or any other protected characteristics established by law.*

*This policy of non-discrimination will prevail throughout every aspect of employment practices including, but not limited to, the following:*

*Recruit, hire, and promote in all job classifications without regard to race, color, religion, sex, age, national origin, arrest record, genetic information, height, weight, marital status,*

*disability, political affiliation, or any other protected characteristics established by law except where the characteristic is a bona fide occupational qualification;*

*All decisions for hiring or promotions shall be based solely upon each individual's qualifications for the position to be filled;*

*All other personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, County sponsored training, education, tuition assistance, social and recreation programs will be administered without regard to race, color, religion, sex, age, national origin, arrest record, genetic information, height, weight, marital status, disability, political affiliation, or any other protected characteristics established by law;*

*The County of Lenawee will undertake affirmative action to make widely known, that equal employment opportunities are available on the basis of individual merit and to actively encourage all persons to seek employment and to strive for advancement on this basis.*

*The County of Lenawee annually will conduct a survey and an analysis of the employee's workforce to ascertain what measures, if any, may be needed to effectively maintain conformance with this equal employment opportunity policy;*

*It is the intent of the governing body that this policy shall be enforced the same as any other policy of the governing body. Any deliberate attempt to thwart or to circumvent this policy shall be grounds for disciplinary action including demotion or discharge.*

***Motion by Jenkins-Arno to approve Policy 2024-014, seconded by Martis. Motion carried.***

Policy/Procedure minutes 8/5/24

*Comm. Jenkins-Arno reported from the policy and procedures committee.*

### **PHYSICAL RESOURCES (Comm. Krasny)**

Physical resources minutes 8/1/24

*Comm. Krasny reported from the Physical Resources committee.*

### **RECOVERY HOUSING (Comm. Jenkins-Arno)**

Recovery housing minutes 7/24/24

*Comm. Jenkins-Arno reported from the recovery house subcommittee.*

### **RULES & APPOINTMENTS (Comm. Martis)**

Rules and Appointment minutes 8/13/24

*Comm. Martis reported from the Rules and Appointments Committee.*

## **BOARD APPOINTMENT (VOTING MEMBER) REPORTS**

### **AG ADVISORY LAND USE (Comm. Tillotson)**

*No report.*

### **AIRPORT COMMISSION (Comm. Bales)**

Airport 8/5/24

*Comm. Bales reported from the Airport Commission.*

**COMMUNITY ACTION AGENCY (Comm. Stimpson)**

*No report.*

**COMMUNITY MENTAL HEALTH AUTHORITY (Comm. Stimpson)**

*No report.*

**COUNTY PLANNING COMMISSION (Comm. Bolton)**

Planning Commission minutes 7/18/24

*Comm. Bolton reported from the County Planning Commission.*

**DEPARTMENT ON AGING (LDA) (Comm. Bolton)**

Minutes 7/25/24

*Comm. Bolton reported from the Department on Aging.*

**DEPARTMENT OF HEALTH & HUMAN SERVICES (Comm. Bolton)**

*Comm. Bolton reported from the Health & Human Services.*

**EMERGENCY 911 DISTRICT BOARD (Comm. Collins)**

E911 minutes 7/11/24

*Comm. Collins reported from the E911 Board.*

**HEALTH BOARD (Comm. Collins)**

Board of Health minutes 7/17/24

*Comm. Collins reported from the Health Board.*

**HOMELAND SECURITY & LOCAL EMERGENCY PLANNING (Comm. Collins)**

*No report.*

**LAND BANK AUTHORITY (Comm. Jenkins-Arno)**

Landbank minutes 7/26/24

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

**LENAWEE PUBLIC TRANSPORTATION AUTHORITY (Comm. Tillotson)**

*No report.*

**MAC - Finance & General Government (Admin. Murphy)**

*No report.*



**MAC- Judiciary & Public Safety (Deputy Elliott)**

*No report.*

**MAURICE SPEAR CAMPUS (Comm. Collins)**

*Comm. Collins reported from the Maurice Spear Campus.*

**PARKS COMMISSION (Comm. Tillotson)**

Parks 7/15/24

*Comm. Tillotson reported from the Parks Commission.*

**REGION 2 PLANNING COMMISSION (Comm. Tillotson)**

*No report.*

**SOLID WASTE/MATERIALS MANAGEMENT COMMITTEES (Comm. Stimpson)**

Solid Waste 7/17/24

*Comm. Stimpson reported from the Solid Waste committee.*

MMPC 8/7/24 Minutes

*Comm. Stimpson reported from the Materials management committee.*

**SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD (Comm. Tillotson)**

*No report.*

**TRIAD COMMITTEE (Comm. Bolton)**

*No report.*

**LIAISON (NON-VOTING) REPORTS**

**MICHIGAN TOWNSHIP ASSOCIATION (Comm. Martis)**

*No report.*

**ROAD COMMISSION (Comm. Martis)**

*Comm. Martis reported from the Road commisison.*

**VETERANS' AFFAIRS (Comm. Collins)**

VA minutes 7/12/24

*Comm. Collins reported from Veterans Affairs.*

**OTHER LIASON APPOINTMENTS**

**UNFINISHED BUSINESS:**

*None.*

**NEW BUSINESS:**

*None.*

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

*There was no public comment*

**COMMISSIONER COMMENT:**

*None.*

**ANNOUNCEMENTS:**

*None.*

**ADJOURN/RECESS:**

*Motion by Tillotson, Second by Martis to adjourn the meeting at 02:48 PM. Motion carried.*

---

*James Van Doren, Board Chairman*

---

*Roxann Holloway, County Clerk*