

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, October 8, 2024

I. Call to Order

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

Also Present: Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Community Development Coordinator Francine Zysk, Marketing & Communications Coordinator Jen Ambrose, Administrative Coordinator Carissa Zubke, IT Director Ben Ricker, Deputy IT Micah Hassenzahl, Finance Accountant Matt Turgeon, Human Resources Assistant Rachel McAran, Human Resources Director Bev Ahlers, Register of Deeds Carolyn Bater, Health Officer Monica Hunt, Ian Wendt (WLEN), David Panian (Daily Telegram), Dick Williams, Ed Sapala, & Tyler Grant from Veregy, Dept. on Aging Director Cari Rebottaro, Drain Commissioner Jenny Escott, Undersheriff Jeff Ewald, Cynthia Sprow, Finance Director Dan Zimolzak

The meeting was called to order by Comm. Collins at 10:04am.

II. Approval of Minutes

A. Approval of Minutes: September 10, 2024

Motion by Bolton seconded by Van Doren, to approve the minutes of September 10, 2024 Motion carried.

III. Personnel Business

A. Employment Changes

The County employment changes were included in the packet, no discussion.

B. Health Insurance Rates

Administrator Murphy provided an overview of the health insurance rates; the rates and changes are included in the packet. Murphy explained the 2025 budget includes a 10% allocation for health insurance increase.

2025 has an overall increase of 8.32%. This means an increase in our monthly premium of \$44,766.16. Gurdjian Insurance reported the increase in the County premiums was lower than some surrounding group health insurance rates. Gurdjian also informed us that they are

seeing the benefits of the required employee's annual wellness visit.

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C. Other Personnel Business

1) Request: Two Additional Utility Operators - Drain Commission

The Wamplers Lake Sewage Disposal System is operated and maintained under a contract dated August 1, 1996 between the Drain Commissioner's Office and the Townships of Norvell, Cambridge and Franklin. This contract states, among other things, that the County Agency will employ qualified personnel for the purpose of performing the duties outlined in the contract and pursuant to Public Act 342. The contract states the county is to provide staff to keep the system in operation. Over the last five months, the Drain Commissioner has been meeting with the townships that are impacted by this System. She indicates that at a meeting held on September 17, 2024 it was unanimously agreed upon by the townships that beginning January 1, 2025 they are prepared to cover the cost of two additional utility operators. The position of Utility Operator is PayGrade SWD02 with a starting pay of \$24.987 per hour. The 2025 wage will be \$51,976.50 annually with family benefits estimated at \$31,300. Request to recommend approval of two additional Utility Operators effective January 1, 2025, to be fully reimbursed by the Wamplers Lake Sewage Disposal System, to the Board of Commissioners.

Motion by Tillotson, to recommend approval of 2 utility operators eff 1/1/25 that will be fully reimbursed by the Wamplers Lake Sewage Disposal System, to the Board of Commissioners, seconded by Krasny. Motion carried.

IV. Ways & Means Business

A. Finance Reports

Administrator Murphy reviewed the general fund income statement and funded equity reports included in the packet. Total governmental revenues YTD are approximately \$79 million and total governmental expenses YTD are \$71 million. No further discussion.

B. Committee Referrals/Recommendations

1) Request: Health Department Improvement Projects

Health Officer Hunt presented an overview of the projects that have been approved by the Board of Commissioners and completed this year.

In consultation with Maintenance and Buildings & Grounds, Hunt has developed four proposed projects aligned with the CDC Public Health Workforce & Infrastructure grant. This grant, totaling \$704,738, spans four years, from September 1, 2023, to September 30, 2027. Proposed projects include:

- *Room 2237 & 2338 Renovation The renovation will create a functional room by reducing the size of Room 2338. Estimated Cost: \$31,241*

- *Environmental Health Entrance & Lobby Restructure* This project aims to optimize space by restructuring the entrance and lobby, adding two workstations, a small storage room, and a closet. Estimated Cost: \$149,689
- *Room 2317 & 2318 Renovation* This project will repurpose wasted space to create an additional room by reducing the size of Rooms 2317 and 2318. Estimated Cost: \$47,617
- *Finishes & Furniture* This includes replacing carpet, rubber baseboards, and repainting areas that have not been updated. Additionally, aged office desks in private offices will be replaced. Estimated Cost: \$214,770

Request is to recommend approval of the four projects to the Board of Commissioners, for a total of \$443,317 from fund 221.601.569.

Motion by Van Doren, to recommend approval of the Health Dept. projects for a total of \$443,317 from fund 221.601.569, to the Board of Commissioners, seconded by Martis. Motion carried.

2) Request: MSC Additional Fiber

Deputy Elliott provided an overview of the following request.

Over the last few weeks, we have been in discussion with Lenawee Intermediate School District about the benefits of separating the ISD network from the County network at Maurice Spear Campus. Creek is currently onsite working on the fiber extension project approved last month to connect Old Detention, the Chapel, and the Administration Building. It seems like the perfect opportunity to continue with the connection of the remaining buildings so that all buildings are connected. More specifically, so we will be able to have a dedicated line for the ISD. This will secure connectivity for all campus buildings well into the future.

The cost to connect both the gym and the school to the new fiber run is \$22,400.00. This will enable staff and students in all buildings to have wi-fi connectivity. It will also go a long way in upgrading security, safety, and training for both staff and students. Funding is recommended to come from the Contingency Division of the Capital Fund, the same as the previous project.

The request is to recommend approval of the Creek Enterprise quote for \$22,400 to install fiber and connect the school and gym buildings at MSC, funded by the Contingency division of the Capital Fund, to the Board of Commissioners.

Motion by Martis, to recommend approval of additional fiber from Creek Enterprise for \$22,400 funded by the contingency division of the capital fund, to the Board of Commissioners, seconded by Bolton. Motion carried.

3) Request: Judicial ARPA projects

Administrator Murphy reviewed the request for the various improvements to the Judicial Building complex.

Previously, \$10 Million of the ARPA funds was dedicated to the Judicial Building. After the needs assessment was completed, it was very apparent that the needed renovations and/or

build would be much more than the allocated amount and may not be completed for 5–7 years from now. Due to the requirement to have the funds under contract by the end of 2024, the commission retained \$250,000 of the ARPA funding and the remainder was transferred to MSC.

The Court Administrators compiled a list of priorities to utilize these funds.

Reflected in the attachments, approximately \$2,293.45 has already been spent on new locks on the 3rd floor. There are a variety of new projects being proposed, including new carpet, painting, chairs, cameras, TVs, Livescan, and other items, which total \$246,624.46. If these projects are authorized, the total amount of Judicial Building Projects will be \$248,917.91.

If all projects are approved, there will be a remaining amount of \$1,082.09, and it is requested to transfer the balance to the Maurice Spear Campus project.

The request is to recommend approval of the Judicial Building projects with ARPA funding for \$248,917.91 and reallocate \$1,082.09 to the MSC project fund, to the Board of Commissioners.

Circuit Court AED + First Aid Kits: The request is to recommend approval to purchase 4 AED devices and materials to make 8 first aid kits with ARPA funding to Personnel Ways & Means. The kits will allow for 1 AED device to be stationed on each floor and a first aid kit on each side of the public hallways, to increase access in the event of an emergency.

The total amount is \$7,171.63 from fund 285.

Judicial Building Livescan: Circuit Court, District Court, Juvenile Court, and the Sheriff's Department would like to jointly purchase a LiveScan Fingerprint machine to be located at the Judicial Building to address difficulties in obtaining fingerprints from criminal defendants due to changes in the law and staff turnover. The machine would be utilized by all criminal courts, and would be located either near the lock-up area on the first floor or the third floor. Criminal defendants must be fingerprinted prior to sentencing, and providing this resource will prevent further delay of court proceedings at all levels. The project also requests a table to place the machine on, as no appropriate furniture currently exists in either potential space where the machine would be located.

The request is to recommend the approval to

Circuit Court Chairs: The request is to recommend approval to Personnel / Ways & Means to purchase (28) office/desk chairs for the two Circuit Court jury rooms for \$2,772.00, (38) vinyl guest chairs to replace the jury box and counsel table chairs in both Circuit Courtrooms for \$4,262.46, and (28) stacking chairs for the jury holding room for \$3,636.00, with allocated ARPA funding at the Circuit Court.

The total is \$10,670 from fund 285, ARPA funding.

Livescan Control Access: Due to Michigan State Police and FBI security regulations, the Livescan system requires additional security. To meet these requirements, we request the installation of FOB units at four access points, along with a control panel to manage access. Adrian Locksmith has provided a quote for this project, attached. Buildings and Grounds would also charge a \$100 fee for network cable connection, which is not quoted but is included in the amount requested. The Request is to accept the bid from Adrian Locksmith, with ARPA funding, for Livescan control access in the Judicial building, to Personnel / Ways & Means for \$9,980.00 from fund 285.

purchase a LiveScan machine and table with ARPA funding for a total of \$7,170 to Personnel / Ways & Means, from fund 285.

District Court File Cabinets: Use of the County ARPA funds should be under contract before the end of 2024. The District Court would like to purchase 10 black, 4 drawer locking file cabinets for proper storage of files with LEIN information contained, as well as 2 black, 3 drawer locking file cabinets.

The request is to recommend approval to purchase 12 total file cabinets from ARPA fund 285 for \$2,500, to Personnel Ways & Means.

Carpet: It has been requested to replace carpet in areas of the Judicial Building. The request is to recommend accepting the two quotes from O'Connor & Sons of: \$53,254.28, \$50,009.25, and a contingency of 50 years (\$2,875) for a total of \$106,138.53, to Personnel Ways & means. Funding will come from fund 285.

Ballistic Shields: Recommendation to install ballistic shields at the 4 employee entrances, 2 exit doors by accepting the quote from Lockout LLC of \$9,086.90, to Personnel Ways & Means.

Funding will be from fund 285, ARPA funds.

Security Tint: Window tinting of the main Judicial lobby is being requested. This project will include tinted film for 3 doors, and 7 windows in the main entrance and paid for with APRA funding, fund 285.

Request to recommend accepting the quote from Maple City Glass of \$5,193.00, to Personnel Ways & Means.

Reallocate remaining Judicial Building

ARPA funds: As previously discussed, all ARPA funds must be under contract no later than December 31, 2024. The Board of Commissioners previously allocated \$250,000 in ARPA funds for projects in the Judicial Building. Assuming all projects listed in today's packet are recommended for approval,

District Court LEIN door: Request is to recommend approval to Personnel Ways & Means, to accept quotes from Kreighoff and Adrian Lock for a total of \$17,342 from fund 285 for installation of LEIN door with support column, due to LEIN requirements for District Court Probation.

Paint: Painting in the Judicial building is recommended. A quote was received from Lenco for \$26.887 to remove wallpaper, skim coating, and painting. This will be funded by fund 285, ARPA funds.

The request is to recommend approval to Personnel Ways & Means.

Elevator Pits: An elevator order agreement is needed per state guidelines to scrape and paint equipment in the three pits. The request is to recommend accepting the elevator quote from Schindler for \$10,704 to Personnel Ways & Means, from fund 285

IT- Security Cameras, Probate Courtroom, Court Hallway TV's: To utilize ARPA funds to improve the camera security coverage of the Judicial building by implementing 24 additional security cameras throughout all four floors in identified secure and public areas at the cost of \$23,617.99 (quote attached) for the cameras, \$999.75 for cabling/accessories, and \$2,400.00 for labor. The current Probate Courtroom camera system and TV (continued) solution has failing equipment. It is recommended these are replaced with new cameras at the cost of \$3,213.76, new TV solution equipment for \$2,290.00, \$199.95 for cabling/accessories, and \$400.00 for labor. Four of the current court hallway TV monitors are in need of being replaced. It is

there will be \$1,082.09 not allocated to any Judicial Building project. It was previously discussed that any ARPA funds not allocated for a project would be reallocated to the Maurice Spear Campus project.

The request is to recommend reallocating the remaining \$1,082.09 in ARPA funds from the Judicial Building projects to the Maurice Spear Renovation project, to the Board of Commissioners.

recommended that these are replaced at the cost of \$659.96 for all.

To recommend approval for fund allocation for additional security cameras within the Judicial building, new cameras in the Probate Courtroom, replacement of the TV solution for the Probate Courtroom back office, and replacement of the court hallway TV monitors, in the amount of \$33,781.41, to Personnel / Ways & Means.

Motion by Bolton, seconded by Van Doren to recommend approval of the Judicial Building projects with ARPA funding for \$248,917.91 and reallocate \$1,082.09 to the MSC project fund, to the Board of Commissioners. Motion carried.

Commissioner Collins discussed that LEIN stands for Law Enforcement Information Network.

C. Request: Contract for Representation of Parents and/or Children in Probate Court Cases

Much like we did with conflict attorneys for criminal representation, we also need to have attorneys available to represent parents and/or children in neglect/abuse and delinquency cases. To that end, we have prepared a proposed contract for those attorneys interested in this contractual work. The attached Contract for Representation of Parents and/or Children in Probate Court Cases has been reviewed and approved by corporation counsel.

The request is to recommend approval of the Contract for Representation of Parents and/or Children in Probate Court Cases and authorize the Chairman of the Board as signatory.

Motion by Martis, to recommend approval of the Contract for Representation of Parents and/or Children in Probate Court cases, and authorize the Chairman of the Board as signatory to the Board of Commissioners, seconded by Bolton. Motion carried.

D. Veregy Solar

Comm. Bolton opened discussion regarding the potential long-term savings to the County, solar performance, and the overall benefit that solar could bring to the County.

She stated solar panels are very low maintenance and last for 25+ year. They are silent and include very few moving parts. She discussed the benefits to the proposed solar panel locations Veregy discussed, which include non-penetrating rooftop units, minimal space occupancy in the Annex parking lot, and for the Maurice Spear Campus.

Comm. Bolton highlighted the County's Green Initiative Policy that was adopted by the Board of Commissioners in 1988, amended in 2007, and 2019. She encouraged the commissioners to be a leader for solar in the County and support the Green Initiative.

Motion by Bolton to recommend approving the solar portion from Veregy, to the Board of Commissioners, seconded by Stimpson.

Motion failed by roll call vote (4) Yays- Bales, Bolton, Collins, Stimpson, (5) Nays- Krasny, Jenkins-Arno, Martis, Tillotson, Van Doren.

E. Request: Veregy LED Lighting

Administrator Murphy discussed that during September 2024 meeting, the Board of Commissioners adopted the LED lighting portion of the Veregy project. Unfortunately, we did not identify a funding source nor did we authorize a signatory on the contract.

The project total is \$560,000. The recommendation is to finance the project internally, from the Contingency Division of the Capital Fund and authorize Van Doren to sign the contract, once all parties have agreed on the contract.

Murphy stated the contract is still under review with both the County legal counsel and Veregy's legal counsel.

Motion by Stimpson, seconded by Martis to recommend approval to the Board of Commissioners to fund \$560,000 for the LED lighting project from Capital Fund Contingency Division account #401.901-890 and authorize Board Chairman Jim Van Doren to sign the contract.

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

F. Other Ways & Means Business

No discussion.

V. Additional Items for Consent Agenda

No discussion.

VI. Public Comment

Dick Williams from Veregy made comment, thanking the Commission.

VII. Commissioner Comment

No comment.

VIII. Adjournment

Motion by Martis, Second by Bolton to adjourn the meeting at 10:45 AM. Motion carried.