

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, November 12, 2024

I. Call to Order

The meeting was called to order at 10:03 am by Comm. Collins

Present: Commissioners: Terry Collins, James Van Doren, 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 Jennifer Ambrose, Human Resources Director Ben Ahlers, Human Resources Assistant Rachel McAran, Accountant Matt Turgeon, Equalization Director Shelly Delong, Chief Prosecutor Jackie Wyse, Kathryn Szewczuk (CMH), Ian Wendy (WLEN), David Panian (Daily Telegram)

II. Approval of Minutes

A. Approval of Minutes: October 8, 2024

Motion by Bolton seconded by Van Doren, to approve the minutes of October 8, 2024. Motion carried.

III. Personnel Business

A. Employment Changes

County employee report from October is included in the packet. No further discussion.

B. Other Personnel Business

No discussion.

C. **Request:** Annual Medical Waiver PA 152 of 2011

A 2/3 vote of the governing body of the local unit of Government is required to extend an exemption from Public Act 152 of 2011, the Publicly Funded Health Insurance Contribution Act. This act limits a public employer's expenditures for employee medical benefit plans, among other things. The request is to recommend approval of the Medical Benefits Waiver to opt-out of Public Act 152 of 2011 (MCL 15.568).

Motion by Stimpson, to recommend approving the Annual Medical Waiver PA 152 of 2011, to Board of Commissioners, seconded by Martis. Motion carried.

D. Request: Create Assistant Prosecuting Attorney I

The Prosecutor's Office needs to replace an open APA II position. The Office has had no qualified applicants for the open APA II position and we need to fill it as soon as possible to maintain staffing levels to prosecute District Court cases. Accordingly, we propose the creation of a temporary APA I position to be filled by a recent law school graduate, leaving the APA II position open to be filled by that graduate upon passing the Bar Exam on June 1, 2025.

Motion by Stimpson, to recommend creating a temporary APA I position to the Board of Commissioners, seconded by Martis. Motion carried.

E. Request: Create Temporary Part-time Senior Trial APA II

The Prosecutor's Office needs to add to our existing staff, by creating a part-time temporary Senior Trial Prosecutor II position to meet the demands of our caseload, as well as the additional burden placed upon our office by an increasing number of serious and high-profile cases. Our staffing level is inadequate and lower than the appropriate staffing levels of the Public Defender's Office when comparing cases per attorney, as supported in the attached documentation. We propose creating a part-time Senior Trial Prosecutor II position for at least two years. The 2024 wage of the part-time Senior Trial APA II position with mandated fringe benefits is \$60,014.63.

Motion by Stimpson, to recommend creating a temporary part-time senior trial APA II, to the Board of Commissioners, seconded by Martis. Motion carried.

F. Request: Create Accounting Specialist position

The Sheriff's office has historically had two positions to handle various financial aspects of the Sheriff's office and Jail. In 2019, due to a staff member leaving, a decision was made not to fill the vacated position. Ultimately, the two job descriptions were combined into one called an Accounting Specialist. There have been several administrative changes in the responsibilities that fall within the scope of the Accounting Specialist position, and it has been determined that a second full-time position is necessary. Accounting Specialist falls within paygrade NU8035 and has a starting rate of \$23,789.20 or an annual wage of \$49,481.54. Assuming family benefits and fringes of \$42,907.16. This position will have an impact on the budget of \$92,388.70.

Motion by Stimpson, to recommend creating an accounting specialist position to the Board of Commissioners, seconded by Bales. Motion carried.

IV. Ways & Means Business

A. Finance Reports

Administrator Murphy reviewed the financial reports included in the packet, that included the general fund income statement and fund equity reports. Total governmental revenues YTD are just over \$80 million and YTD expenses of \$73 million.

Motion by Martis, to accept the financial reports and place on file, seconded by Stimpson. Motion carried.

B. Request: Budget Adjustments

Included in the packet is a roster of recommended budget adjustments derived from verified grant figures, actual expenditures, and the designated and anticipated expenses for 2024. Administrator Murphy stated the majority of these adjustments are from receiving additional grant funding than what was budgeted.

Motion by Stimpson to recommend approval of the budget adjustments as presented to the Board of Commissioners, seconded by Martis. Motion carried.

C. Request: Adopt Apportionment Report

Equalization Director Shelley Delong, included the 2025 Apportionment Report. The request is to recommend adopting the 2024 Apportionment of tax rates spread upon all taxable property located within Lenawee County, to the Board of Commissioners.

Motion by Stimpson, to recommend adoption of the 2024 Apportionment Report to the Board of Commissioners, seconded by Martis. Motion carried.

D. Request: Drain Revolving Maintenance Fund

Drain Commissioner Escott requested the Commission consider increasing the County's advance for the Revolving Drain Maintenance Fund. She indicated that it is getting more and more difficult to find outside funding for the smaller drain projects. Administrator Murphy stated the last increase was in 2009 and no changes have been made since. It is recommended to increase the cap on the advance to the Revolving Drain Maintenance Fund from \$750,000 to \$1 million.

Motion by Tillotson, to recommend approving the Revolving Drain Maintenance funding from \$750,000 to \$1 million, to the Board of Commissioners, seconded by Martis. Motion carried.

E. Request: Red Mill Pond- Full Faith and Credit

Drain Commissioner Jenny Escott reviewed the request. The Red Mill Pond Special Assessment District is undertaking a project to complete improvements necessary to maintain the normal level of Red Mill Pond as ordered by the Lenawee County Circuit Court on January 28, 2013 and by further order dated March 18, 2013 confirming the boundaries of the Red Mill Pond Lake Level Special Assessment District for the purpose of maintaining the

normal lake level of the Red Mill Pond impoundment. The total cost of the project is anticipated to be \$1,856,000, which will be funded in part by \$935,000 in federal grant funding (ARPA), \$161,000 in funds from the City of Tecumseh, and the remaining funds of \$760,000 to be assessed against privately owned parcels of land in the Special Assessment District that benefit from the project, which assessment amount may be reduced in the event the Special Assessment District receives additional grant funding for the Project.

Commissioner Escott further explained that a grant application has been submitted to the State of MI; for dam removal/repairs. Escott shared that last year the same grant was applied for. However, they were the first applicants that did not receive funding; Escott is hopeful they will be awarded the grant this year. Approval of the request will allow bonds to be issued if the grant funding is not awarded. Recipients of the State Grant will not be announced until April 2025.

Escott stated that in order to sign the agreements, she is requesting to pledge the full faith and credit of the County of Lenawee, for the bonds to be issued in an amount not to exceed \$760,000. This will only be the case if the grant is not awarded.

Motion by Stimpson, to recommend approving the project cost, special assessment district, and pledge the full faith and credit of Lenawee County, not to exceed \$760,000, to the Board of Commissioners, seconded by Bolton. Motion carried.

F. Committee Referrals/Recommendations

1) **Request:** PoliceOne Academy

Sheriff Bevier and Administrator Murphy reviewed the request to sign a contract with Police One Academy. This service will allow deputies at the Sheriff's office to complete some of the required continuing education credits, online, without the need to travel for all the required credits. Sheriff Bevier stated at the Criminal Justice committee that the requirements have increased to 24 education credits now, instead of 12.

The Sheriff's Office will be receiving approximately \$19,000 to assist with funding these training requirements. Amount requested is \$6,650 per year, as needed for MCOLES training requirements.

Motion by Martis, to recommend accepting the subscription to PoliceOne academy, to the Board of Commissioners, for \$6,650 annually, seconded by Bolton. Motion carried.

2) **Request:** Jail Interior Painting

ARPA funds were allocated to paint the interior of the Jail. The request is to recommend accepting the attached proposal from Lenco for \$38,130.00, to the Board of Commissioners.

Motion by Stimpson, to recommend approval of the Lenco Proposal to paint the interior of the Jail for \$38,130.00, with ARPA funds, to the Board of Commissioners, seconded by Martis. Motion carried.

Murphy shared that, similar to what was done with the Judicial Building project ARPA funds, any remaining balance will be requested to be transferred to the MSC project. A few remaining projects will be coming forward next month.

3) Request: Jail cell block shower/toilet area painting

ARPA funds were allocated to paint the shower/toilet areas in all 8 blocks of the Jail. The request is to recommend accepting the bid from Ohio Building Restoration, to the Board of Commissioners to scrape, wire wheels, mortar and paint shower areas in 8 blocks for \$35,920.00 with funding to come from the allocated ARPA funds.

Motion by Stimpson, to recommend approval of the Ohio Building Restoration bid to the Board of Commissioners, for \$35,920.00 to paint shower areas of the Jail, seconded by Martis. Motion carried.

4) Request: Jail walk in cooler equipment replacement

ARPA funding was allocated to replace the Jail walk-in cooler equipment. The request is to recommend accepting the bid from Adrian Mechanical, to the Board of Commissioners, for \$13,231.00, to replace the Jail walk-in cooler equipment with funding to come from the allocated ARPA funds.

Motion by Martis, to recommend approval of the bid from Adrian Mechanical for \$13,231.00, to replace Jail walk in cooler equipment, to the Board of Commissioners, seconded by Stimpson. Motion carried.

5) Request: Jail Groen kettle replacement

ARPA funds were allocated to replace the Jails Groen 40 gallon kettle. The request is to recommend accepting the order of GRN-AHS-40G Kettle from Restaurant Equipment World Web or a competitive vendor for \$24,049.52, to the Board of Commissioners.

Motion by Martis, to recommend purchasing a Groen 40-gallon Kettle from Restaurant Equipment World Web for \$24,049.52, to the Board of Commissioners, seconded by Stimpson. Motion carried.

Commissioner Krasny and Comm. Van Doren reported that the contracts before the committee were further discussed and looked at during the Physical Resources committee.

G. Other Ways & Means Business

No discussion.

V. Additional Items for Consent Agenda

None.

VI. Public Comment

No public comment.

VII. Commissioner Comment

No discussion.

VIII. Adjournment

Motion by Tillotson, seconded by Stimpson, to adjourn the meeting at 10:26am. Motion carried.