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, December 10, 2024

I. Call to Order

The meeting was called to order at 10:06 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*
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, Human Resources Director Ben Ahlers, Human Resources Assistant Rachel McAran, Accountant Matt Turgeon, Finance Director Dan Zimolzak, County Clerk Roxann Holloway, David Aungst, Airport Manager Thomas Kendziora*

Absent*: Dustin Krasny*

II. Approval of Minutes

A. Approval of Minutes: November 12, 2024

Motion by Tillotson to approve the minutes of November 12, 2024, seconded by Martis. Motion carried.

III. Personnel Business

A. Employment Changes

Employment changes included in the packet; no discussion.

B. Other Personnel Business

1) Create - Nutrition Director Position - MSC

The kitchen at MSC operates with 3 full-time staff positions and recently, the Head Cook position has become vacant. While considering the future of the kitchen at the campus, it is recommended to close the Head Cook position and create a Nutrition Director position.

Motion by Stimpson to recommend approving the Nutrition Director Position to the Board of Commissioners, seconded by Martis. Motion carried.

IV. Ways & Means Business

A. Finance Reports

Administrator Murphy reviewed the general fund income statement and fund equity reports including special revenue funds, capital project funds, and internal service funds.
Discussion was held regarding three departments that are over budget. Administrator Murphy provided an overview of the Sheriff, Bailiff, and GIS department accounts.
The Sheriff's office account was over budget due to personnel changes/needs and a contract that was not budgeted for in 2024.
The GIS account is awaiting reimbursement from other funding sources.
The Bailiff account was over budget, to ensure proper security during some high-profile court cases.

B. **Request**: Accounts Payable Year-End authorization

The year-end accounts payable committee meeting is scheduled for 12/23/24. The request is to recommend granting the Accounts Payable committee to adjust sectors of the General Fund budget, as needed and within the amended 2024 and adjust Non-General Funds as necessary.

Motion by Tillotson, to grant AP to adjust sectors of the General Fund and Non-General Fund, to the Board of Commissioners, seconded by Martis. Motion carried.

C. **Request:** 1st Qtr Allotment of Appropriation

The scheduled allotment of allocations from the General Fund is included in the packet. The request is to recommend approval of the 4th Quarterly Allotment of Appropriation by way of Resolution.

Motion by Stimpson to recommend approval of the 1st Quarterly Allotment of Appropriation to the Board of Commissioners, seconded by Tillotson. Motion carried.

D. Committee Referrals/Recommendations

1) **Request:** Vehicle Purchase - Equalization Department

Administrator Murphy reviewed the request for Equalization to purchase a new vehicle. Murphy reported that the current equalization vehicle has broken down many times and is unable to detect the issue.
This was presented to the Physical Resources Committee. The committee recommended the purchase of a new vehicle in Summit White, with the County Logo on both sides of the vehicle. The Physical Resources committee recommended beginning the purchase of a "County Color" for vehicles and including the County Seal on them, going forward.
The request is to recommend approving the purchase of a new car, for less than $60,000, in

Summit White, with the County Seal on both sides, to the Board of Commissioners.

Motion by Tillotson, to recommend the purchase of an Equalization Vehicle in Summit White, for less than $60,000 with the County Seal on both sides to the Board of Commissioners, seconded by Van Doren. Motion carried.

2) **Request:** Procurement of Professional Engineering Services

The Lenawee County Airport is required to open bids for a project consultant every 5 years. The previous consultant, Mead & Hunt was the only company who submitted their Statement of Qualifications.
The request is to recommend Mead & Hunt as the consultant selection to the Board of Commissioners.

Motion by Van Doren, seconded by Martis, to recommend Mead & Hunt as the consultant selection to the Board of Commissioners. Motion carried.

Discussion was held regarding the great work Mead & Hunt has done at the Airport and the County.

3) Jail ARPA projects

Motion by Tillotson, seconded by Stimpson to recommend approval of the Jail ARPA projects, agenda items A-D, as presented to the Board of Commissioners.

Administrator Murphy provided an overview of the jail projects. All projects are being funded by ARPA funds and are required to be under contract by the end of December 2024. The Jail Booking area at the Sheriff's Office is being requested for renovations, the Walk-In Freezer requires replacement, the Ice Machine at the Jail needs replacing, and a 40-Gallon Tilt Skillet at the Jail also needs replaced.

a. **Request:** Jail Booking Renovation

This project will address the safety and security issues and provide an efficient use of the space. The quote includes demolition, new workspace, painting, and office equipment. The request is to accept the bid from Krieghoff for the Jail Booking Renovation project at $220,562.00, to the Board of Commissioners. The project will be funded with the allocated ARPA funds.

b. **Request**: Walk-In Freezer Equipment

The equipment for the walk-in freezer is needed. The request is to recommend accepting the bid from Adrian Mechanical for a total of $20,988.00, to the Board of Commissioners. This will be funded with a portion of the allocated ARPA funds.

c. **Request**: Ice Machine Replacement

The ice machine at the Jail needs to be replaced and will be funded by the allocated ARPA funds. The request is to recommend approving the bid from Restaurant Supply Web for $8,058.66, to the Board of Commissioners.

d. **Request:** Groen Skillet Replacement

The 40-gallon tilt skillet at the Jail is in need of replacing. The request is to recommend approving the bid from Restaurant Supply Web for $31,040.50 to the Board of Commissioners, with funding from the allocated ARPA funds.

e. **Request:** Reallocate to MSC project

If the Board of Commissioners approves the ARPA projects at the jail, there will be a balance of $10, 289.91. All ARPA funds are required to be under contract by the end of the year. The request is to reallocate the remaining ARPA fund balance of $10,289.91, to the MSC project.

Motion by Martis to recommend reallocating $10,289.91 of the ARPA funds to the MSC project, to the Board of Commissioners, seconded by Bolton. Motion carried.

E. Other Ways & Means Business

No discussion.

V. Additional Items for Consent Agenda

A. Res 2024-14 - 911 Surcharge

Pursuant to the attached resolution, the request is to recommend the Resolution to the Board of Commissioners, adopting the Lenawee County Surcharge as $3.00, starting 7/1/2025.

Motion by Van Doren, seconded by Martis to recommend 911 Surcharge Resolution, to the Board of Commissioners. Motion carried.

VI. Public Comment

No comment.

VII. Commissioner Comment

Comm. Martis thanked the Commissioners who have served all these years.

VIII. Adjournment

Motion by Tillotson, seconded by Martis to adjourn the meeting at 10:23am. Motion carried.