

PERSONNEL/WAYS & MEANS COMMITTEE

Kimberly L. Murphy
County Administrator

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MEMBERS

Committee of the Whole
301 N. Main St, Adrian, MI 49221

MEETING LOCATION

Chambers

Minutes: Tuesday, January 7, 2025

I. Call to Order

Present: Commissioners: James Van Doren, Terry Collins, Kevon Martis, David Stimpson, Ralph Tillotson, Dustin Krasny, James Daly, Beth Blanco, David Aungst

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, David Panian (The Daily Telegram), Accountant Matt Turgeon, Finance Director Dan Zimolzak, Treasurer Erin VanDyke, Register of Deeds Carolyn Bater, Community Development Coordinator Francine Zysk, Todd Gillman, County Clerk Roxann Holloway

The meeting was called to order by Comm. Martis. at 10:17am

II. Approval of Minutes

A. Approval of Minutes: December 10, 2024

Motion by Van Doren to approve the minutes of December 10, 2024, seconded by Krasny. Motion carried.

III. Personnel Business

A. Employment Changes

County employment changes are included in the packet, no further discussion.

B. Other Personnel Business

No discussion.

IV. Ways & Means Business

A. Finance Reports

Administrator Murphy reviewed the Finance reports that are included in the packet. Murphy stated the year-end accounts payable budget adjustments are included in this report and were ran as of December 31, 2024. Year end projected payroll is also included.

Administrator Murphy provided an overview of General Fund Income statement and discussed some line items that included child advocate and medical examiners. Murphy discussed some divisions as over budget, however most are grant funded and awaiting reimbursement.

The Fund Equity report was reviewed, included general and non-general funds. Murphy highlighted several line items that are also grant funded and awaiting additional funding.

Admin. Murphy shared that the financial audit season will be coming and budget adjustments will be coming forward in the next few month.

Discussion was held that accounts payable made budget adjustments in both general fund and non-general fund.

Motion by VanDoren to place the finance reports on file, seconded by Collins. Motion carried.

B. Request: Sheriff's Vehicle Change

Comm. Martis provided an overview of the request. Included in the Capital Improvement Plan was the approval to purchase a Chevrolet Silverado for less than \$55,000. Due to the delayed delivery of the Silverado, the Sheriff's office would like to instead purchase a Dodge Durango for \$45,056 as an acceptable alternative.

Motion by Tillotson, to recommend the purchase of a 2025 Dodge Durango for \$45,056 to the Board of Commissioners, seconded by Van Doren. Motion carried.

C. Request: Consumers Easement - Maurice Spear Campus

Administrator Murphy reviewed the request. As part of the Maurice Spear Campus renovation project, Consumers Energy needs an easement to cross county property (the county farm) to bring in additional power that will service the new construction. The recommendation is to approve the Board Chairman to sign the Easement for Electric Facilities between Lenawee County and Consumers Energy, for additional power at Maurice Spear Campus.

Murphy reported the attached Easement For Electric Facilities has been reviewed by corporation counsel.

Motion by Comm. Van Doren, to recommend signing the Consumers Easement to the Board of Commissioners, seconded by Blanco. Motion carried.

Comm. Tillotson questioned if a survey has been completed. Administrator Murphy reported a survey has not been done.

Comm. Tillotson recommended a survey to be done to establish the owner and recommends having the area staked.

Comm. Stimpson further discussed that having the easement staked better defines the

legality.

The proposed easement currently states: "Being 6.00 feet on each side of the facilities of the line constructed on Owner's land, the facilities to be located approximately as shown in the attached drawing".

Stimpson shared that currently, this is non-revocable and is a permanent easement with Consumers; for example if in 100 years, the easement is not needed for power, that area of the land is stuck in an agreement with Consumers.

Discussion was held regarding the timing of the request; Deputy Administrator Elliott reported it is time sensitive.

Comm. Stimpson shared it could be an option to obtain a legal description, after the project is completed

Corporation Counsel Gillooly reported that the proposed easement is typical in nature and protects both interested parties (County & Consumers). Gillooly stated a request for a post install survey is appropriate and could be incorporated into the scaled drawing and added as an addendum. Gillooly further stated in the event the easement is not needed in the future that it is typically easily resolved.

Comm. Stimpson raised concerns regarding abandonment of the easement.

Stimpson amended the motion to change it from a permanent easement to: enter owners land, so long as required, for continued need for power. Also require a legal description after installation, seconded by Van Doren.

Motion carried.

Tillotson opposed.

Corporation Counsel confirmed he will be able to draft the proposed changes for Administrator Murphy to present to Consumers.

D. Request: Consumers Invoice

During the mobilization of the Maurice Spear Campus expansion project it was determined that Consumers Energy would require significant building design changes that would have costs reaching as high as \$750,000.00 Discussions with Consumers it was determined that with physical changes to the thickness of the exterior walls between the addition and the existing buildings as well as moving the existing transformer for the Administration building south of the addition's corridor to ensure that electrical feed remains above the foundation would allow for the new building to have a separate direct electrical feed. Consumers Energy designed the location and will complete the installation of the new electrical feed. This amount is included in Owner Soft Costs, and will not increase the original Project.

The request is to recommend approving a payment to Consumers Energy for \$21,694.40 from account #285.172-801 AF-02

Motion by Stimpson, seconded by Van Doren to recommend approval of the Consumers Invoice for \$21,694.40 from account #285.172-801 AF-02, to the Board of Commissioners. Motion carried.

E. Committee Referrals/Recommendations

No discussion.

F. Other Ways & Means Business

No discussion.

V. Additional Items for Consent Agenda

None.

VI. Public Comment

None.

VII. Commissioner Comment

None.

VIII. Adjournment

Motion by Tillotson, seconded by Van Doren to adjourn the meeting at 10:46am. Motion carried.