PERSONNEL/WAYS & MEANS COMMITTEE

Kimberly L. Murphy
County Administrator

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MEMBERS
Kevon Martis, Ralph Tillotson
Committee of the Whole
301 N. Main St, Adrian, MI 49221

MEETING LOCATION

Chambers

Minutes: Tuesday, March 11, 2025

I. Call to Order

The meeting was called to order at 10:00am by Comm. Martis

Present:	*Commissioners: David Aungst, Beth Blanco, Terry Collins, James Daly, Dustin Krasny, Kevon Martis, Ralph Tillotson, David Stimpson, James Van Doren*
Also Present:	*Administrator Kim Murphy, Corporate Counsel John Gillooly, Deputy Administrator Shannon Elliott, Community Development Coordinator Francine Zysk, Human Resources Director Bev Ahlers, Human Resources Assistant Rachel McAran, Ian Wendt (WLEN), Accountant Matt Turgeon, Finance Director Dan Zimolzak, Administrative Coordinator Carissa Zubke, Budget Analyst Tracy Stace, Marketing & Communications Coordinator Jen Ambrose, Lenawee Community Mental Health Kathryn Szewzcuk, Undersheriff Jeff Ewald, Drain Commissioner Ed Scheffler, Register of Deeds Carolyn Bater, Judy Gilmore, Gail Dunaway, County Clerk Roxann Holloway*

II. Approval of Minutes

A. Approval of Minutes: February 11, 2025

Motion by Van Doren, to approve the minutes of February 11th, 2025, seconded by Aungst. Motion carried.

III. Public Comment (on any agenda item)

No public comment.

IV. Rules

A. **Request**: 2025 Rules & Regulations

Minor revisions were made to the Board of Commissioners Rules & Regulations last month and, after the 25-day waiting period, are ready to be voted on.

Motion by Blanco, to recommend accepting all revisions to the Rules & Regulations to the Board of Commissioners, seconded by Aungst. Motion carried.

V. Board Appointments

A. March Statement

Appointments to various committees are being requested, all of which have been a recommendation from the applicable committee.

The following resignations, reappointments, and appointments are submitted for your confirmation.

<u>Homeland Security & Local Emergency Planning Committee (LEPC) /2 yr term</u>

Jennifer Ambrose, Broadcast & Print Media 12/26

<u>Department on Aging (Lenawee) - 16 members / 3 year term</u>

Chris Peoples, Comm. District #8	*9/27*
Alan Dickerson, Comm. District #7	*9/26*

<u>Region 2 Planning</u>

Dustin Krasny- Lenawee County	*12/27*

<u>Community Mental Health Authority Board - 12 members / 3 year term</u>

Nancy Eaton Gordon	*3/28*
Nate Smith, Tecumseh	*3/28*
Erin Starlin, Hudson	*3/28*
Tim Kelly, LISD, Adrian	*3/28*

Motion by Van Doren to recommend the appointments and reappointments, as presented to the Board of Commissioners, seconded by Tillotson. Motion carried.

B. Bridging the Gap Subcommittee

Comm. Van Doren moved to postpone this agenda item to tomorrow, at the Board of Commissioners meeting, seconded by Blanco. Motion carried.

VI. Personnel Business

A. Employment Changes

The monthly County employee changes from February 2025 were included; no discussion.

B. Employee Anniversaries

March employee anniversaries included, no discussion.

C. Other Personnel Business

D. **Request:** Circuit Court- Reclassify FOC Attorney Referee

Motion by Van Doren, seconded by Blanco to recommend reclassifying the Friend of the Court Attorney/Referee position to pay grade NU75CT17. Motion carried.

Administrator Murphy provided an overview of this request. Murphy stated this position was *reviewed during the wage and compensation study. However, at the time the work load and responsibilities were not comparable to other Attorney/Referee and magistrate positions. Chief Judge Anzalone has brought it to our attention that the work load and responsibilities have increased and is being recommended for this reclassification.*

E. **Request:** Drain- Create Account Clerk III position

There are three requests from the Drain Commission office, including: Create an Account Clerk III position, creating Two Systems Operation Leader, and closing two Utility Operator positions.

Motion by Collins, seconded by Blanco to recommend items E, F, & G to the Board of Commissions. Motion carried.

Administrator Murphy opened the discussion that during the 2025 budget process, employment changes for the Drain Commissioner's office were not included in the budget. The previous Deputy Drain Commissioner was elected Drain Commissioner in November. The Deputy Drain Commissioner position was filled by one of the existing employees. This promotion left various job duties that cannot not be absorbed by the employee promoted to Deputy Drain Commissioner. Those existing job duties need to be reorganized, therefore the request to create an Account Clerk III position.

F. **Request:** Drain -Create Two Systems Operation Leader

Motion by Collins, seconded by Blanco to recommend items E, F, & G to the Board of Commissions. Motion carried.

Murphy further discussed the creation of Two Systems Operation Leader positions and closing Two Utility Operator Positions. The personnel who are currently in the utility operator positions have gained additional knowledge and experience, to fulfill the Systems Operation Leader positions.
Both positions are 100% reimbursed by the water and sewer systems.

G. **Request:** Drain - Close Two Utility Operator positions

Motion by Collins, seconded by Blanco to recommend items E, F, & G to the Board of Commissions. Motion carried.

Murphy further discussed the creation of Two Systems Operation Leader positions and closing Two Utility Operator Positions. The personnel who are currently in the utility operator positions have gained additional knowledge and experience, to fulfill the Systems Operation Leader positions.
Both positions are 100% reimbursed by the water and sewer systems.

VII. Ways & Means Business

A. Finance Reports

Administrator Murphy provided a brief overview of the General Income Statement and Fund Equity Changes Report. Murphy explained that currently the financial audit season is occurring and some budget adjustments will be happening; a more detailed report will be discussed next month.

Comm. Stimpson also mentioned it is typical, early on in the year, for revenues to be low and will increase as the year goes on, specifically as we enter the summer months with the payment of taxes.

B. **Request:** Second quarterly Allotment of Appropriation

Resolution #2025-02 is being recommended for the Second Quarterly Allotment of Allocations for the period of April 1-June 30th, 2025

Motion by Tillotson, to recommend approving the Second Quarterly Allotment of Allocations to the Board of Commissioners, seconded by Van Doren. Motion carried.

C. **Request**: PA 116 Application- Philip H. Neuroth and Cheryl L. Neuroth Trust

An application to enroll in the PA 116 program has been submitted. The property is located in Ogden Township and requires the Board of Commissioner's approval.

Motion by Tillotson, to recommend approving the PA 116 application #383 to the Board of Commissioners, seconded by Van Doren. Motion carried.

Comm. Tillotson opened the discussion to confirm what the timeframe of this application is. Administrator Murphy reported that the application is for a period of 30 years. Comm. Tillotson shared that entering into these contracts is easy. However, they are very difficult to remove from the agreement.
Comm. Stimpson followed up that the application includes 48 acres with no building, for a period of 30 years.

D. **Request:** Mead & Hunt General Services Agreement

Administrator Murphy reviewed the request to enter into a general services agreement with Mead & Hunt, and authorize Board Chairman, Jim Van Doren as the designated signatory.
In January 2025, new appointments were made to the Airport Zoning Board and Airport Zoning Board of Appeals Board. The proposed agreement would allow for Mead & Hunt to provide both boards with support and training to understand their respective roles and responsibilities. The agreement will also allow other general services regarding the Lenawee County Airport.

Motion by Van Doren, to recommend entering into a general services agreement with Mead & Hunt, and authorize Board Chairman to be the signatory, to the Board of Commissioners, seconded by Collins. Motion carried.

E. **Request:** Earned Sick Time Policy

Last month, the Board of Commissioners adopted the Earned Sick Time Policy #2025-03, with the anticipation of some changes being made by the State Legislature. At midnight on February 20th, the legislature did make changes to the Act; most changes being optional for employers to consider. One of the options indicated that employees can carry over unused accrued paid sick time, not to exceed 72 hours, from one year to the next.
The policy approved last month did not limit the number of hours that would be carried over.

It is being requested to accept the revised Earned Sick Time Policy, which now includes the rollover of unused accrued paid sick time, not to exceed 72 hours, from one year to the next.

Motion by Blanco, to recommend accepting the revised Earned Sick Time Policy to the Board of Commissioners, seconded by Aungst. Motion carried.

F. Committee Referrals/Recommendations

G. Other Ways & Means Business

1) MAC Legislative Conference (4/7 - 4/9)

Next month is the MAC legislative conference. Any commissioners wishing to attend can register with the Administrator's office.
No further discussion.

2) April PWM Meeting

The Administrator and Deputy Administrator will be attending the MAC conference, and the scheduled Personnel/Ways & Means and Board of Commissioners meetings will fall on those dates.
It is being recommended to reschedule the Personnel Ways & Means to April 15th at 10:30am, and the Board of Commissioners meeting to April 16th at 1:30pm.

Motion by Van Doren to recommend changing the PWM & BOC April meetings, to the Board of Commissioners, seconded by Blanco. Motion carried.

3) Administrator Annual Review Process

There is no action needed today, and it is being brought forward for informational purposes. Annual performance evaluations are being done, and it is time for the Board of Commissioners to conduct a performance review of the County Administrator. The process for conducting this evaluation is attached, along with the 2024 resolution which outlines the Administrator's review and SMART goals/objectives.

A discussion was held regarding the meeting dates changes in April. It was determined that the Administrator's review will take place in May 2025 instead of April 2025, due to the Commissioners meeting dates being changed.

Motion by Van Doren to postpone the County Administrator's annual review to May 2025, seconded by Blanco. Motion carried.

4) **Request:** Closed Session

There is a request to enter into a closed session to discuss the acquisition of property.

Motion by Collins to enter into closed session, seconded by Blanco. Passed by unanimous roll call vote at 10:25am.
The committee entered closed session.

The meeting was called back to order at 10:40am.

Motion Van Doren, to approve the 5 settlement agreements and acquisitions as recommended by Mead & Hunt and MDOT, with the signatory being a representative from Mead & Hunt, to the Board of Commissioners, seconded by Blanco. Motion carried.

VIII. Additional Items for Consent Agenda

No discussion.

IX. Public Comment (on any non-agenda item)

No public comment.

X. Commissioner Comment

Administrator Murphy discussed sunglasses and pens on all Commissioners' desks that will be provided at a job fair that the Administrator's office is participating in directly after this meeting.

XI. Adjournment

Motion by Stimpson, seconded by Tillotson to adjourn at 10:42am. Motion carried.