

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, April 15, 2025

I. Call to Order

The meeting was called to order at 10:30am by Comm. Martis

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

Also Present: Administrator Kim Murphy, Corporate Counsel John Gillooly, Deputy Administrator Shannon Elliott, Sheriff Troy Bevier, David Panian (The Daily Telegram), Treasurer Erin VanDyke, Human Resources Director Bev Ahlers, Human Resources Assistant Rachel McAran, Ian Wendt (WLEN), Accountant Matt Turgeon, Finance Director Dan Zimolzak, Administrative Coordinator Carissa Zubke, Marketing & Communications Coordinator Jen Ambrose, Equalization Director Shelly DeLong, Sandie Brissett, Judy Gilmore, Sgt. Chris Hudson, Lieutenant Corinne Perdue, IT Director Ben Ricker, Drain Commissioner Ed Scheffler

Absent: Jim Daly

II. Approval of Minutes

A. Approval of Minutes: March 11, 2025

Motion by Van Doren to approve the minutes from March 11, 2025, seconded by Collins. Motion carried.

III. Public Comment (on any agenda item)

No comment.

IV. Rules

No rules.

V. Board Appointments

A. Board Appointments

Comm. Martis provided an overview of the requested board appointments for this month, as followed:

EMERGENCY 9-1-1 DISTRICT BOARD - 9 members / 3 year term

Lt. Brett Brice Michigan State Police representative (alternate) 12/27

WELLWISE SERVICES AREA AGENCY ON AGING - 3 members / 2 year term

Aimrie Ream-Taylor, Adrian 4/27

Jim Van Doren 4/27

JURY BOARD - 3 Members/6 year term: appointed by Co Board on recommendation of Circuit Judges

Carol Knoblauch, Adrian 4/31

Motion by Aungst to recommend appointments, as presented, to the Board of Commissioners, seconded by Tillotson. Motion carried.

VI. Personnel Business

A. Employment Changes

Lenawee County employee changes are included in the packet; no discussion.

B. Employee Anniversaries

Monthly County employee anniversaries are included and range from 1-40 plus years. No discussion.

C. Other Personnel Business

1) Request: Tuition Reimbursement

A request for tuition reimbursement is proposed and the total cost per class is \$1,668.40. Pursuant to our Tuition Reimbursement Policy, assuming all terms are met, the employee would be eligible for a reimbursement of \$834.20 per class. The request is to recommend the Personnel Ways & Means Committee consider approving the application. Funding would come from account 101.172.870 (Admin - Tuition Reimbursement).

Motion by Blanco, to recommend approving the tuition reimbursement application, for \$834.20 per class, to the Board of Commissioners, seconded by Aungst. Motion carried.

VII. Ways & Means Business

A. Finance Reports

Administrator Murphy reviewed the General Income Statement and Fund Equity financial reports as of March 24, 2025. Murphy explained that some line items are in parentheses; this indicates they are grant funded and we are awaiting funds.

Budget adjustments continue after the financial audit but are expected to be completed soon.

B. Request: April 2025 Budget Adjustments

A request is included to approve the roster of recommended budget adjustments that are from verified grant figures, actual expenditures, and designated expenses for 2025. Finance Director, Dan Zimolzak provided further explanation of the request. Due to some grant changes, there are various budget adjustments being recommended.

The first adjustment requested is for the Veteran's Affairs Budget; earlier this year, the State of MI informed us of an accounting issue on their end, which resulted in the awarded amount to Lenawee County being cut by \$37,500.00. Zimolzak explained that most of the lost revenue was supplemented by revenue from the general fund and veteran's relief fund, without the need to increase the general fund budget.

The next adjustment includes adjustments to Sobriety Court and Adult Treatment Court. These are funded by the MDCGP program. These budget adjustments are needed to balance the original amount projected.

An adjustment for the Indigent Defense at the Public Defenders office is required to include indirect costs that were not previously included.

The Survey/Remon grant and Landbank grants both increased slightly, that were not originally budgeted for.

Director Zimolzak thanked Budget Analyst Tracy Stace for the efforts and hard work putting this together.

Administrator Murphy further explained the issues with the VA grant. The state received an increased number of applicants, which resulted in decreasing the amount of awarded funds. The state is looking at other funding avenues to make the County whole again.

Motion by Tillotson, to recommend approving the Budget Adjustments, as presented, to the Board of Commissioners, seconded by Collins. Motion carried.

C. Request: 2026 Budget Calendar

The 2026 Budget Calendar is being proposed, which outlines various actions needed by the Personnel Ways & Means Committee and the Board of Commissioners. Last year the County budget was brought to the Board of Commissioners earlier, and the plan is to do the same thing this year.

Motion by Van Doren, to recommend approval of the 2026 budget calendar to the Board of Commissioners, seconded by Blanco. Motion carried.

D. Request: Delinquent Tax Revolving Loan Fund

The Treasurer requires annual authority to obtain sufficient funds to pay local units of government the amount of delinquent property taxes returned to the County. The requested amount this year is less than last year, at \$750,000 and is done via resolution.

Motion by Blanco to recommend Delinquent Tax Revolving Loan Fund resolution to the Board of Commissioners, seconded by Aungst. Motion carried.

E. **Request:** 2025 Equalization Report - Shelly DeLong, Equalization Director
Equalization Director Shelly DeLong provided an overview of the 2025 Equalization Report. The Equalization Department completed a review of the assessment rolls submitted by township and city assessors, to compile this report. There was an increase of about 4.53% in State Equalized Value county wide and an increase of about 4.13% in taxable value.

The recommended values are in compliance with MCL Section 211.34, as amended.

Motion by Blanco, to recommend the 2025 Equalization Report to the Board of Commissioners, seconded by Krasny. Motion carried.

F. **Request:** Approval of Remon/Monumentation Contracts
The Remonumentation Monumentation and Research Contracts with the Michigan Department of Licensing and Regulatory Affairs-Office of Land Survey and remonumentation are for surveying, monumentation, and remonumentation. The 2025 Remon monumentation & research contract rates have increased, approximately 3-4% from last year. The request is to recommend approving the Monumentation Remonumentation agreements with Brian D. Fish, and The Mannik & Smith Group, Inc. to the Board of Commissioners.

Motion by Tillotson, to recommend approving the Monumentation Remonumentation agreements with Brian D. Fish, and The Mannik & Smith Group, Inc. to the Board of Commissioners, seconded by Vandoren. Motion carried.

G. **Request:** 2025 PEER Group Resolution
The County has a need for professional surveyors to serve on the Peer Group under its grant agreement with the Michigan Land Survey & Remonumentation to review corners that are to be remonumented under the provisions of the Monumentation & Remonumentation Plan for Lenawee County. The request is to recommend approving the resolution appointing Michael Bartolo, David Erickson, Joseph Fenicle, Brian Fish, Glenn Richard, Scott Warnke and Steven Young to the 2025 Peer Group and approving the 2025 Peer Group contracts.

Motion by Blanco, to recommend approving the 2025 PEER Group resolution appointing Bartolo, Erickson, Fenicle, Fish, Richard, Warnke, and Young to the PEER group, to the Board of Commissioners, seconded by Aungst. Motion carried.

H. Committee Referrals/Recommendations

1) **Request:** CoreTechnologies Contract Renewal -Central Dispatch

Core Technology supplies the multi-bridge server for the Core Talon LEIN (Law Enforcement Information Network) and NCIC (National Crime Information Center) data interfaces with the CAD (Computer-Aided Dispatch) system. In past years, we have renewed the contract on an annual basis, which included a 10% increase annually. By agreeing to the 5-year renewal agreement, there is a cost savings of 5% annually. The request is to recommend approving the 5-year renewal agreement with Core Technology with an annual cost savings of 5%.

Motion by Blanco, to recommend approving the Core Technology 5-year contract to the Board of Commissioners, seconded by Aungst. Motion carried.

I. Other Ways & Means Business

None.

VIII. Additional Items for Consent Agenda

A. PRO#2025-06 County Government Month

Comm. Martis reviewed the County Government Month proclamation. This will be included on the Board of Commissioners consent agenda, tomorrow.

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

No comment.

X. Commissioner Comment

No comment.

XI. Adjournment

Motion by Collins, seconded by Blanco to adjourn at 10:50am. Motion carried.