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, May 13, 2025

I. Call to Order

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

Also Present: *Administrator Kim Murphy, Corporate Counsel John Gillooly, Deputy Administrator Shannon Elliott, Sheriff Troy Bevier, Treasurer Erin VanDyke, Brian Vish (WLEN), Finance Director Dan Zimolzak, Administrative Coordinator Carissa Zubke, Marketing & Communications Coordinator Jen Ambrose, Accounts Payable Coordinator Paul Gilbert, Vince Emmerick, Building and Grounds Superintendent Rob VanNiewuwehnze, Drain Commissioner Ed Scheffler, County Clerk Roxann Holloway, Building & Grounds Superintendent Tim Mehan, Dan Swallow, Captain Jacob Pifer, Harry Steele, Judy Gillmore, Friend of the Court Director David McFarland, Register of Deeds Carolyn Bater, Treasurer Erin VanDyke, Tom Hawkins, Jim Kohen*

Absent: *David Stimpson*

The meeting was called to order at 10:01am by Comm. Martis.

II. Approval of Minutes

A. Approval of Minutes: April 15, 2025

Motion by Van Doren, seconded by Blanco, to approve the minutes of April 15, 2025. Motion carried.

III. Public Comment (on any agenda item)

No comment.

IV. Rules

No discussion.

V. Board Appointments

A. Board Appointments

The following resignations, reappointments, and appointments are submitted for your confirmation. The attached Board Appointment and Liaison appointment list is being *submitted for confirmation.*

BRIDGING THE GAP OPIOID SUB-COMMITTEE - 9 members
Tim Kelly, Mental Health Representative

DEPARTMENT ON AGING (LENAWEE) - 16 members / 3 year term
Julie Hackett, Comm. District #3 9/26

EMERGENCY 9-1-1 DISTRICT BOARD - 9 members / 3 year term
Denice Combs, General Public 12/26

Motion by Collins, to recommend appointment of the listed individuals to the Board of Commissioners, seconded by Van Doren. Motion carried.

VI. Personnel Business

A. Employment Changes
County employment changes were included in the packet for the board; no discussion.

B. Employee Anniversaries
County employee anniversaries for May 2025 were provided to the committee.

C. Other Personnel Business

1) Retirement of Tim Mehan
Commissioner Krasny presented a proclamation to the Building & Ground Superintendent, Tim Mehan, who is retiring after nearly 40 years of employment at the County. The committee thanked him for all of his tremendous work over the years.

Motion by Krasny, to recommend approval of proclamation #2025-13 to the Board of Commissioners, seconded by Collins. Passed by unanimous roll call vote: 8 Yay, 1 absent.

VII. Ways & Means Business

A. Finance Reports
Administrator Murphy reviewed the General Fund income statement and fund equity reports ran as of May 9, 2025.
During the beginning of the year, the expenses typically outweigh the revenues and this will begin to change later in the year, when property taxes come in.

B. Kiwanis Regional Trail Authority Presentation
Comm. Martis shared a brief description of the Kiwanis Trail expansion project. A DNR grant was awarded for the project and the County was the passthrough organization to provide the

administration of the grant, receive the funding, and expenditures. There was a funding shortfall of approximately $180,000. The Kiwanis Regional Trail Authority was present to discuss a letter they mailed to County and some funding concerns related to the Kiwanis Trail expansion.

KRTA member Harry Steele provided further details on the project history. Steele stated that beginning in 2018, parties came together to brainstorm ideas for the Kiwanis trail. A proposal was created to beautify and expand the trail by further developing a non-motorized trail, which led to the 1.5-mile extension project. Around this time, an application for the DNR grant was submitted to assist with funding this project. A fundraising committee was also created; the KRTA had not evolved yet.
Steele reported that then, during 2020, the City of Tec. provided maintenance of the Kiwanis trail and eventually, the KRTA was formed. Then, the City of Adrian and some other municipalities assisted with maintenance and an annual budget of $100,000 for trail maintenance was established.
The fundraising committee was able to assist in raising $380,000 from over 250 donors for the Kiwanis trail expansion.

During the project, some unanticipated changes were made, which resulted in additional expenses; tree removal, project redesign, etc.

Since the expansion, KRTA has continued to monitor and maintain the trail. Other needs have arisen, such as new signage, trail markers, and necessary bridge repairs. Steele stated the original bridges are from the 80's. Other KRTA goals for the trail include expanding it to reach the Hickman hospital and to other municipalities, possibly other counties. Mr. Steele discussed the passion the Kiwanis authority has for the trail, as well as for the community members.
Steel reported the KRTA current fund balance is approximately $150,000; if the full amount of $180,000 is paid in full to the County, it would deplete the fund balance and ultimately cause future plans to stop.

Discussion was held regarding what the actual annual expense is to maintain the trail. Mr. Steele reported it is generally $80,000. However, this does not account for capital improvements.
Comm. Collins asked how long the bridge repairs were needed. Mr. Steele reported the bridge issues were not known during the DNR grant application process.

Comm. Martis discussed what the annual maintenance would be if proposed projects were implemented in the future. Could it be a $300K expense?
Steele reported that the projection is accurate, and it is possible the KRTA would explore a millage in the future, to help pay for these expenses.

Comm. Martis discussed that a few County commissioners met prior with some members of KRTA. Martis stated that while those commissioners do not represent the full County Board, at that time they felt a multi-year re-payment plan could be a potential option.

Mr. Steele stated this is an option and is hoping for further discussion from both the Board of Commissioners and KRTA.

Comm. Van Doren stated he was leaning towards taking a seat on the KRTA board and partial repayment. However, if that obligates the County Commission to lead a future millage, Van Doren would not recommend that and would consider a multi-year re-payment plan.
*Mr. Dan Swallow made a statement that a county-wide millage is a big "**if**"; other options could include only having the four participating municipalities. There may be many jurisdictions that do not want to participate in a millage. Swallow stated they are considering doing a County survey, to grasp resident interests.*
Swallow does not see this as any sort of "obligation" to the County, if they take a seat on the KRTA board. Ballot language would have to be prepared and, ultimately, any sort of millage would go to the voters.

Comm. Martis provided appreciation to the KRTA for their vision, efforts and all the accomplishments they made.

Discussion continued to have further conversations to work out a plan while maintaining the trail, KRTA, and the future projections.

C. **Request:** 2025 Tax Rate (L-4029)

The proposed 2025 Tax Rate Request (L-4029) was presented and the Board of Commissioners are responsible for reviewing it. There was a Headlee Rollback reduction fraction of .9992. The millage rates have been rolled back to reflect the maximum amount that can be collected.
*We do **not** collect the maximum amount for the County Operating millage, or Veteran's Relief millage, therefore those didn't change.*
The Department on Aging and Medical Care Facility millage rates did get reduced. The request is to recommend approval of the 2025 Tax Rate Request (L-4029) and authorize the Board Chairman and County Clerk to sign the same.

***Motion by Van Doren to recommend approval of the 2025 Tax Rate Request (L-4029) and authorize the Board Chairman and County Clerk to sign, seconded by Collins. Motion carrie**d.*

Van Doren discussed the tax rate on the L-4029 being the same as the years before and praised Administrator Murphy for properly managing County expenditures.

D. **Request**: Approval of Annual Cost Allocation Plan Contract

Administrator Murphy reviewed the request to approve a 1-year extension with MAXIMUS Consulting; the current agreement has expired. The scope of services can be found on Exhibit A which is the same service that has been historically provided. The cost associated with this agreement is $11,750 for the year, the same rate as previous contracts. The agreement is for work related to the 2024 fiscal year.
The request is to recommend approving a 1-year extension agreement with MAXIMUS

consulting, for $11,750 to the Board of Commissioners.

Motion by Tillotson to recommend approving a 1-year extension agreement with MAXIMUS consulting, for $11,750 to the Board of Commissioners, seconded by Blanco. Motion carried.

E. **Request:** Date Modification - DHHS Lease

Last year, the Board of Commissioners revised the DHHS contract with the State of Michigan. However, that was prior to the renovations. The renovations have been completed and paperwork is being finalized. Now is the perfect time to modify the dates of the DHHS lease. The new date of possession began on April 11, 2025, after the renovated space was inspected and approved. Therefore, the new lease start date changed from 1/1/2025 to 5/1/2025, for a 30-year lease. Each of the escalation dates has been revised as shown in the attached date modification letter.

The request is to recommend the Board Chairman sign the date modification letter for the lease with the State of Michigan for the DHHS office space in the Human Services Building.

Motion by Van Doren to recommend the Board Chairman to sign the date modification letter for the lease with the State of MI for the DHHS office space in the Human Services Building, seconded by Collins. Motion carried.

F. **Request:** Change Order - DHHS Renovations

DHHS would like to replace the blinds on the windows. This was not included in the original scope of the project; bids were placed and the projected cost/installation of blinds will be $9,600. Since it is a county-owned building, we would need to be the ones to enter into a contract for this. Administrator Murphy shared that the expense will be fully reimbursed. The contract change order is for the materials and installation of new blinds in the amount of $9,600.

The request is to authorize the Board Chairman to sign the contract change order for the purchase and installation of blinds in the DHHS office at the Human Services Building, for $9,600.

Motion by Tillotson, to recommend a contract change order for $9,600 to purchase/install blinds in the DHHS office, to the Board of Commissioners, seconded by Blanco. Motion carried.

G. **Request:** Update CDBG Administration Service Agreement

For many years, CAA has been the County's third party administrator for the prior CDBG housing rehabilitation grants and to manage the legacy grants/ loans to individual homeowners. The current agreement has expired, and it is being requested to renew the contract for 3 years and authorize the Board Chairman to sign.

Motion by Blanco, seconded by Collins to recommend the 3-year agreement between the Community Action Agency and Lenawee County and authorize the Board Chairman to sign it, to the Board of Commissioners. Motion carried.

Comm. Van Doren questioned that if, in the future, the County adds a grant coordinator position, could this work be done by the County? Administrator Murphy stated that the expense to complete the necessary tasks would cost the County more than it currently does.

H. Committee Referrals/Recommendations

1) **Request:** Law Enforcement Contracts - Deerfield Village and Macon Township

There is a request from the Sheriff's office to recommend entering into various law enforcement contracts with Deerfield Village, Macon Twp., Madison Schools, Addison Village, Addison schools, and Hidden Lake Gardens, to the Board of Commissioners.

Motion by Krasny, seconded by Blanco, to recommend approving the law enforcement contracts for Deerfield Village, Macon Twp., Madison Schools, Addison Village, Addison Schools, Hidden Lake Gardens, to the Board of Commissioners. Motion carried.

Discussion opened up regarding the new HLG contract. The Sheriff shared that, over the years, Hidden Lake Gardens has hosted public events that drew big crowds. This service agreement is to assist with traffic control, due to the large public crowds. It will allow the Sheriff's office to be readily available for any/all public events at Hidden Lake Gardens.

2) **Request:** Law Enforcement Contracts - Madison Schools

Motion by Krasny, seconded by Blanco, to recommend approving the law enforcement contracts for Deerfield Village, Macon Twp., Madison Schools, Addison Village, Addison Schools, Hidden Lake Gardens, to the Board of Commissioners. Motion carried.

3) **Request:** Law Enforcement Contracts - Addison Village and Addison Schools

Motion by Krasny, seconded by Blanco, to recommend approving the law enforcement contracts for Deerfield Village, Macon Twp., Madison Schools, Addison Village, Addison Schools, Hidden Lake Gardens, to the Board of Commissioners. Motion carried.

4) **Request:** Law Enforcement Contract - Hidden Lake Gardens

Motion by Krasny, seconded by Blanco, to recommend approving the law enforcement contracts for Deerfield Village, Macon Twp., Madison Schools, Addison Village, Addison Schools, Hidden Lake Gardens, to the Board of Commissioners. Motion carried.

5) **Request**: Addendum to Prescription Drug Cap Inmate Healthcare

Captain Randy Casey provided an overview of the request. In 2023, the Sheriff's office entered into a contract with VitalCore for inmate healthcare services. During the review of the contract, Captain Casey discovered an oversight in the contract which stated there was a $12,000 pharmacy cap. The annual pharmaceutical cost for 2024 was $149,549.98.

There is a recommendation to accept the addendum and set the pharmacy cap for 2025 and 2026 at $150,000. Any funds below the cap are reimbursed to the County.

Motion by Tillotson, to recommend accepting the VitalCore addendum that sets the Pharmaceutical cap at $150,000, to the Board of Commissioners, seconded by Aungst. Motion carried.

6) **Request**: Purchase of Flock Camera Hardware and Software

The request to purchase the Flock camera hardware and software was presented during the May 1 Criminal Justice meeting.

Commissioner Martis made an initial statement that he would like a motion to defer the subject of purchasing the Flock Camera system back to the Criminal Justice committee for further Q&A and discussions.

Motion by Collins to defer the subject of Flock Camera System back to the Criminal Justice committee, seconded by Blanco.

Comm. Van Doren suggested that it be a committee of the whole for discussion purposes discussion during the Criminal Justice meeting.
Discussion was held regarding amending the original motion, to include a "committee of the whole".
Comm. Martis cleared the floor.

Motion by Collins to postpone the Flock system purchase and refer it back to the Criminal Justice committee, and it will be a committee of the whole, seconded by Tillotson. Motion carried.

Sheriff Bevier mentioned that sometimes vendors do not guarantee pricing, and it is possible there could be a change in the future.

7) **Request**: Professional Liability Insurance for Public Defender's Office

Liability Insurance at the Public Defenders office is not covered by Michigan Municipal Risk Management Authority (MMRMA). Last year we accepted a quote from ALTA PRO in the amount of $16,552.00. This coverage is expiring in May.
The renewal quote from ALTA Pro is for $26,675 or $23,139 depending on which option is selected.
A second quote from James River Insurance in the amount of $17,157.95 which will provide the coverage needed. A total of $14,038.38, covering the 9 public defenders handling criminal cases, will be included in the Michigan Indigent Defense Commission (MIDC) budget and is fully reimbursable. The remaining $3,119.64 will be applied to the Child Protection Legal Representation (CPLR) grant for the 2 attorneys that work with children and families involved in Abuse and Neglect cases for a 25% ($779.91) reimbursement. The remaining $2,339.73 will be covered by the General Fund.
The request is to recommend accepting and signing the insurance quote with James River in

the amount of $17,157.95 for professional liability insurance for the public defender's office.

Motion by Blanco, to recommend accepting the quote from James River for professional liability insurance, for $17,157.95, to the Board of Commissioners, seconded by Van Doren. Motion carried.

8) **Request:** Renew Contract with MGT for Friend of the Court

Friend of the Court Director, Dave McFarland, provided an overview of the request. The contract with MGT has been in place since 2016 and McFarland stated this is the first expense increase. MGT provides essential services to ensure proper billing under the IV-D contract that Lenawee has with the Michigan Department of Health and Human Services. Reimbursement from MDHHS accounts for the majority of the Friend of the Court's budget. Due to rising costs of postage, paper, and necessary software upgrades, it was requested to enter into a new contract with MGT. The current scanning with MGT is $3,640 per year and this is increasing to $5,200, an increase of $1,560.
Of the $5,200, the County is reimbursed by the state for $3,089 (66%).

Motion by Collins, to recommend accepting the contract with MGT for $5,200 to the Board of Commissioners, seconded by Blanco. Motion carried.

9) **Request:** Purchase of 2025 Ford F-250 - Drain Commission

There are 2 requests to purchase replacement vehicles for the Drain Commission. The Drain Commissioner presented this request to the Physical Resources committee on May 1st. Two current vehicles in the department are in need of extensive repairs and 1 vehicle is not operable. The vehicles would be purchased through Mi-Deal for the amount of $49,698.00 each.
The request is to recommend purchasing a 2025 For F-250 in the amount of $49,698.00 to the Board of Commissioners.

Motion by Krasny, to recommend the purchase of two (2) Ford -250 to the Board of Commissioners, seconded by Tillotson. Motion carried.

10) **Request:** Purchase of 2025 Ford F-250 - Drain Commission

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The request is to recommend purchasing a 2025 For F-250 in the amount of $49,698.00, to the Board of Commissioners.

Motion by Krasny, to recommend the purchase of two (2) Ford -250 to the Board of Commissioners, seconded by Tillotson. Motion carried.

11) **Request:** Commissioning Agent at Maurice Spear Campus

Our new construction project at Maurice Spear Campus (MSC) has reached the 50% completion milestone. With progress moving steadily, it is now critical that we engage a ***Commissioning Agent (CxA)*** *to ensure that the systems being installed and integrated are functioning according to the project's design intent, performance requirements, and operational needs. A third party is needed to ensure all systems and requirements are met. There were 4 competitive quotes that came in for this. If the County signs the agreement, no additional taxes are required.*
The request is to accept the quote from Fishbeck, in the amount of $28,850 for a Commissioning Agent for the Maurice Spear Campus expansion.

Motion by Van Doren, to recommend accepting and signing the Fishbeck contract in the amount of $28,850 to the Board of Commissioners, seconded by Blanco. Motion carried.

I. Other Ways & Means Business

J. **Request:** Closed Session - Administrator Performance Evaluation

The County Administrators' annual performance evaluation was requested to take place during the May 2025 PWM meeting. Pursuant to Open Meetings Act 267 of 1976 - MCL 15.268 Section 8 (1) a, it is being requested that this evaluation take place during closed session.

Motion by Van Doren, seconded by Krasny to enter into a closed session at 11:03am. Passed by unanimous roll call vote (8) Yays, (1) absent Motion carried.

The committee resumed regular session at 11:42am.

VIII. Additional Items for Consent Agenda

No discussion.

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

No discussion.

X. Commissioner Comment

No discussion.

XI. Adjournment

Motion by Tillotson to adjourn at 11:43am, seconded by Blanco. Motion carried.