PERSONNEL/WAYS & MEANS COMMITTEE

Kimberly L. Murphy
County Administrator

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Website

MEMBERS

Committee of the Whole

MEETING LOCATION
Kevon Martis, Ralph Tillotson Chambers
301 N. Main St, Adrian, MI 49221

Minutes: Tuesday, June 10, 2025

I. Call to Order

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 and Krause, Deputy Administrator Shannon Elliott, Sheriff Troy Bevier, Community Development Coordinator Francine Zysk, Treasurer Erin VanDyke, Human Resources Director Bev Ahlers, Human Resources Assistant Rachel McAran, Brian Vish (WLEN), Accountant Matt Turgeon, Accountant Paul Gilbert, Finance Director Dan Zimolzak, Administrative Coordinator Carissa Zubke, Marketing & Communications Coordinator Jen Ambrose, Stephanie Ward and Luke Hutchens from Mead & Hunt, Airport Manager Thomas Kendziora, Captain Jacob Pifer, Register of Deeds Carolyn Bater, Michael McFarland*

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

II. Approval of Minutes

A. Approval of Minutes: May 13, 2025

Motion by Van Doren to approve the minutes of May 13, 2025, seconded by Daly. Motion carried.

III. Public Comment (on any agenda item)

No comment

IV. Rules

No discussion.

V. Board Appointments

No discussion.

VI. Personnel Business

A. Employment Changes

May County employee changes were included in the packet.

B. Employee Anniversaries

June employee anniversaries were included in the packet.

C. Other Personnel Business

No discussion.

VII. Ways & Means Business

A. Finance Reports

Administrator Murphy reviewed the General Fund Income Statement and Fund Equity Changes Report as of 5/29/25.
Murphy stated the Committee would see an increase in the Capital Fund Appropriation, as it has been increased from previous years.

Discussion was held regarding the County being in a good financial status, which will be shown in the County's upcoming financial audit presentation.

B. **Request:** 3rd Quarterly Allotment of Appropriation

Resolution #2025-07 is being presented that authorizes the third quarterly allotment of allocations for July 1, 2025–September 30, 2025. Comm. Martis read the Resolution.
The request is to recommend approval of the Third Quarterly Allotment of Allocations for July 1, 2025–September 30, 2025, by way of resolution.

RES#2025-07 Third Quarter: July 1, 2025 – September 30, 2025

***Whereas,** the 2025 General Appropriations Act provided for the allotment of appropriations on a periodic basis when financial circumstances warrant; and **Whereas,** the Lenawee County Board of Commissioners deems that financial circumstances exist whereby the quarterly allotment of appropriations contained in the 2025 General Fund Budget is deemed desirable; and **Whereas,** the financial circumstances dictate that other steps also be taken to contain expenditures during the fiscal year. **THEREFORE, Be It Resolved** by the Lenawee County Board of Commissioners, that the expenditure of the 2025 appropriations as contained in the 2025 General Fund Budget be established for the period beginning January 1, 2025, and ending December 31, 2025, and that the elected and appointed officials responsible for appropriations be so notified, and; **Be It Resolved** that said County officials shall not cause obligations to be incurred against, nor shall payment be made from appropriations in excess of the amount provided in the schedule.*

Motion by Martis, to recommend approving resolution #2025-07 Third Quarterly Allotment of Allocations to the Board of Commissioners, seconded by Blanco. Motion carried.

C. **Request**:Countryside Farm Contract

Administrator Murphy reviewed the request. The County has had a long-standing agreement with Countryside Farms for the use of land. The current contract was in need of being updated due to the number of tillable acres decreasing from 182.23 to 167 acres.
The reduction of tillable acres is due to various things including: (1) deeding a portion of the property to the elementary school, (2) utilizing a section of the property for a new detention pond resulting from the renovations at Maurice Spear Campus, (3) the USDA has provided an update on the wetlands and other non-tillable areas, and finally, (4) there is wet ground that is making areas incapable of being tilled. Based on my review, I do not believe there is a need to adjust the price per acre at this time. Corporation Counsel has reviewed the agreement.
The request is to recommend continuing the relations with Gary Schmidtz, doing business as Countryside Farms, and authorize Chairman Van Doren to sign the Cash Farm Land Lease agreement to the Board of Commissioners.

Motion by Blanco, to recommend Countryside Farm agreement and authorize the Board Chairman to sign to the Board of Commissioners, seconded by Aungst. Motion carried.

Administrator Murphy stated the contract is for a period of 3 years, from 1/1/25–12/31/27. Discussion was held regarding whether bids were put out for this. Murphy stated the previous lease included a statement that the lease would continue annually, unless terminated. Bids have not been released for this in some time. Murphy has done a lot of research regarding this and the proposed agreement was reviewed by Corporation Counsel. The Administrator confirmed the per acreage charge is considered to be still accurate. In addition to farming, Mr. Schmidzt cleans up the edges of the land and mows.
Comm. Tillotson agreed that the per acre charge is reasonable. However, he would like to see the contract being 1 year instead of 3.
There is no escalation clause included in the current agreement.

D. **Request:** Materials Management Grant Agreement

Last year, the Materials Management Planning Committee was created to implement the various changes that are required per Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. To assist with the development of our Materials Management Plan, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) has a grant available for Michigan Counties. Pursuant to the attached, EGLE has approved $67,725.92 for Lenawee County's Materials Management Program. In order for the County to receive the Materials Management Planning Grant Agreement for the period ending December 7, 2026, an authorization to allow the County Administrator as signatory is required to complete this process.
The request is to authorize the County Administrator to sign the Material Management Planning Grant Agreement in the amount of $67,725.92 for the period ending 12/7/2026.

Motion by Collins, to recommend authorizing the County Administrator to sign the Materials Management Grant Agreement for $67,725.92 with the period ending 12/7/2026 to the Board of Commissioners, seconded by Blanco. Motion carried.

E. **Request:** Contract for Representations of Probate/Juvenile Lenawee Court Cases

Currently, there is a Contract within the Family Division of the Public Defender's office for Conflict Attorneys regarding the representation of parents and/or children in the Probate Court. That contract does not entail all services required of attorneys within the Probate and Family Court. The revised contract expands the service expectations of the attorneys, including but not limited to, Delinquency hearings, and a multitude of Probate matters. The revision will also expand the duration of the contract form one (1) year to two (2) years. Utilizing the Revised request also allows the Public Defender's office to capture new attorneys increasing the Conflict Attorney roster.

The request is to recommend approving the revised Contract for Representation of the Probate/Juvenile Lenawee County Court Cases Contract to the Board of Commissioners.

Motion by Van Doren to recommend approving the revised Contract for Representation of the Probate/Juvenile Lenawee County Court Cases Contract to the Board of Commissioners, seconded by Blanco. Motion carried.

F. Committee Referrals/Recommendations

1) **Request**: Law Enforcement Contract- Lenawee County Fairgrounds

The Sheriff's Office would like to request entering into an agreement with the Lenawee County Fairgrounds to assign Reserves, Mounted Unit members, dispatchers, deputies and supervisors to the 2025 Lenawee County Fair for Police services and crowd control, to the Board of Commissioners. This is a recommendation from the Criminal Justice committee.

Motion by Van Doren to recommend approving a contract with the Lenawee County Fairgrounds, seconded by Collins. Motion carried.

2) **Request**: Cisco Call Manager upgrade

The current Cisco Call manager server will be at the end of life and end of service on 8/31/2025. The end of support would leave the County susceptible to various concerns including: Security Vulnerabilities, Operational Instability, Compliance issues, and lack of technical support.
The request is to recommend approval for fund allocation to enter into an agreement for Cisco Unified Communications Manager solution, in the amount of $23,440 to the Board of Commissioners.

Motion by Blanco to recommend an agreement with Cisco Unified Communications Manager for $23,440.00 to the Board of Commissioners, seconded by Aungst. Motion carried.

3) **Request:** Flock Camera System

The Criminal Justice committee further reviewed and discussed the Flock Camera System. The Committee motioned to recommend the purchase of the Flock Camera System, as presented, with a 2-year contract, to the Personnel Ways & Means Committee. If the Sheriff's Office would like to continue the contract after year 2, it will require an additional request to the Board. In addition, discussions were held to recommend a 30-day data retention period.

Comm. Collins stated some further information has been brought up and feels the Commissioners should continue to discuss it.
Motion by Collins to return the request to the CJ committee and request to be a committee of the whole, seconded by Krasny. Motion carried.

Comm. Collins discussed some articles were found that further application of the Flock system and has caused some concern to some commissioners; would like time for Commissioners to develop questions/comments.
Comm. Martis stated he read an article from Axon, who furnishes the body cams, and they recommend some reporting with respect to the usage of the device: number of detections, number of queries*, arrests, etc. which comes from the Major Cities Chief Association, to ensure if legal challenges come forward, & that we have done things to protect ourselves. Comm. Martis also recommends placing these things into a County policy.*

The Sheriff discussed their focus being transparency and accountability to both the Board and the community. He stated the Sheriff's Office would ensure they audit the system and make sure the Flock system is used for the intended purposes. The sheriff does not plan for the system to be used for any type of surveillance and only for the stated necessary purposes. The uses and auditing will be done annually and will provide a year-end report to the Board of Commissioners, for public transparency.
Also, this is for major crime suspects only and not speeding, etc. The sheriff stated he will be using the Flock system responsibly and ensuring all public concerns are addressed.
Comm. Van Doren requested to have Flock representatives also at the Criminal Justice Committee.
In addition, the July CJ meeting was canceled due to the holiday and this may require a special meeting.
Administrator Murphy stated we will look at the chamber's availability and confirm the date/time of the meeting.

4) **Request:** Change order #1- DHHS

The work in the Human Services Building for the State of Michigan Department of Health and Human Services office has been completed. The Board of Commissioners previously approved $673,061.00 in renovations, which were also agreed to by the State of Michigan. During the renovations, a number of small items popped up that were either missed during the engineering or added during the renovation process. All items in their totality equal $35,763.00 as shown on the attached AIA. The State of Michigna has authorized a lump sum payment to Lenawee for the original scope of the project of $673,061. The request is to recommend authorizing Board Chairman James VanDoren to sign AIA Change Order No. 1 in the amount of $35,763.00 with funding to come from Fund 502.

Motion by Collins, to recommend authorizing the Board Chairman to sign the AIA Change order #1 in the amount of $35,763.00 with funding to come from Fund 502, to the Board of Commissioners, seconded by Daly. Motion carried.

G. Other Ways & Means Business

H. **Request**: Closed Session- OMA 15.268 Sec. 8 (d) Consider purchase or lease of real property

There is a request to enter into closed session pursuant to OMA 15.268 Sec. 8(d) to consider the purchase or lease of real property.

Motion by Blanco, to enter into closed session, seconded by Aungst. Passed by unanimous roll call vote. Motion carried. The closed session started at 10:26am.

The session resumed at 10:53am.

VIII. Additional Items for Consent Agenda

No discussion.

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

No discussion.

X. Commissioner Comment

Commssioner Van Doren thanked the County Clerk Roxann Holloway for her 40 years of service with Lenawee County, this year.

XI. Adjournment

Motion by Tillotson to adjourn at 10:54am, seconded by Blanco. Motion carried.