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, January 13, 2026

I. Call to Order

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

Also Present: *Administrator Kim Murphy, Corporate Counsel John Gillooly, Deputy Administrator Shannon Elliott, Sheriff Troy Bevier, Emergency Management Coordinator Craig Tanis, Community Development Coordinator Francine Zysk, Human Resources Assistant Rachel McAran, Accountant Matt Turgeon, Finance Director Dan Zimolzak, Administrative Coordinator Carissa Zubke, Marketing & Communications Coordinator Jen Ambrose, Community Engagement Quinn Wilt, Health Officer Monica Hunt, Election Clerk Michelle Bates, Drain Commissioner Ed Scheffler, HR Assistant Rachel McAran, HR Director Bev Ahlers*

Absent*: Ralph Tillotson*
The meeting was called to order at 10:00am by Comm. Martis.

II. Approval of Minutes

A. Approval of Minutes: 12/9/25

Motion by Van Doren, to approve the minutes of December 9, 2025, seconded by Blanco. Motion carried.

III. Public Comment (on any agenda item)

No comment.

IV. Rules

A. 2026 Rules and Regulations

The proposed 2026 Board of Commissioners Rules and Regulations was presented. No action is required today; all proposed changes should be submitted to the Administrator's office and a request to approve the 2026 Rules & Regulations will be brought back next month.
No further discussion.

B. 2026 Standing Committees

The proposed 2026 Standing Committees list was presented; No action required. The Vice-Chair will be open for a vote at the Board of Commissioner meeting tomorrow.

C. 2026 Calendar

The regularly scheduled 2026 Board of Commissioners and Standing Committee calendar was presented. Meetings that fall on a County Holiday were listed, and it was recommended that the affected committee reschedule. No further discussion.

V. Board Appointments

A. **Request:** January 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;

Veterans' Affairs Executive Committee - 4 members - 4 year term

Todd Gillman, Onsted 12/29

District Library - 7 members / 4 year term

Britney Douglass, Adrian 12/26

Homeland Security & Local Emergency Planning Committee –13 members/2 year term

Local Law Enforcement: Chief Paterson 12/26

Lake Arrowhead Water System Subcommittee

Ed Scheffler Ralph Tillotson

Kim Murphy James Van Doren

Kevon Martis

County Planning Commission - 7 members/3 year term

Ralph Tillotson, Adrian Township 12/28

Becky Liedel, Adrian 12/28

Keith Dersham, Adrian 12/28

Solid Waste Coordinating Committee - 9 members - 3 year term

Brett Coker, City of Tecumseh 12/26

Motion by Blanco to recommend approving appointments as presented, to the Board of Commissioners, seconded by Van Doren. Motion carried.

VI. Personnel Business

A. Employment Changes

January employment changes at the County was included in the packet, no discussion.

B. Employee Anniversaries

January 2026 county employee anniversaries were shared, ranging from 1 to 36 years.

C. Other Personnel Business

No discussion.

VII. Ways & Means Business

A. Finance Reports

Administrator Murphy reviewed the General Fund Income Statement and Fund Equity Finance report. Murphy shared that the annual audit will be happening over the next couple of months and the committee may see some revenues/expenditures moved back into the 2025 budget.

B. Year End Adjustments

The Accounts Payable Committee met on December 29, 2025 to make appropriate budget adjustments and the list of the budget adjustments were included in the packet.

C. **Request:** Update to Early Voting Agreement - *Roxann Holloway & Michelle Bates*

Michelle Bates reviewed the request to approve the revised early voting agreement. The Lenawee County Clerks office has reviewed the County's early voting agreements, and they removed the options that were included in the model plan from the State. The Clerks office determined this information did not apply and is not needed to facilitate early voting in our County. Instead, an agreement will be made between the County and each municipality that chooses to participate. The request is to recommend approving the revised Lenawee County Early Voting Agreement and designating the County Clerk as the signatory, on behalf of the County.

Motion by Collins to recommend approving the revised Lenawee County Early Voting Agreement to the Board of Commissioners, seconded by Van Doren. Motion carried.

Bates shared that the State does require a review of the agreement every two years, even if there are no changes.

D. **Request:** Accept Public Health Emergency Preparedness (PHEP) Grant- *Monica Hunt*

The Health Department has received a Notice of Award for PHEP Special Projects funding to enhance emergency preparedness countywide. In coordination with Emergency Management, we have been approved to purchase (5) 800 MHz radios for Emergency Operations Center and 30 AED's for County Buildings.
The request is to recommend accepting the PHEP Special Projects Grant, authorizing Health Officer Monica Hunt, and to purchase five 800MHz radios and 30 AEDs.
Health Officer Monica Hunt shared that our Building & Grounds department has agreed to install and maintain the AED's.

Discussion opened up regarding the dual review policy that began this month, requiring all non-budgeted, non-personal-related expenses to have two readings at personnel/ways & means. It was suggested to waive the dual review policy requirement for the PHEP Grant request, due to the sensitive time frame for grant funding.

Motion by Van Doren, seconded by Blanco to waive the dual review policy for the PHEP Grant Request, due to the sensitive time frame. Motion carried by roll call vote (1) Absent -Tillotson (8) Yays - Daly, Collins, Van Doren, Blanco, Aungst, Krasny, Stimpson, Martis.
Van Doren recommends sending the Dual Review Policy back to committee to amend and include an exception for grant funding that is coming in.

Motion by Van Doren to recommend accepting the Emergency Preparedness Grant, authorize Monica Hunt to sign, and to purchase (5) 800 MHz radios and 30 AEDs, to the Board of Commissioners, seconded by Blanco. Motion carried.

E. **Request:** Authorize RFP for 3rd Party Administrator for CDBG Rehabilitation Grant
Lenawee County has been awarded a CDBG Homeowner Rehabilitation Grant through the MSHDA MI Neighborhood Program. Last month, the Board of Commissioners provided authorization to execute the two grants. The total budget for the project is $1,500,000, with $270,000 allocated to grant administration costs. Up to 75 homeowner projects will be possible with the grants and the homeowner projects will be implemented through a Third-Party Administrator. The next step is to solicit Request for Proposals (RFP's) for a Third-Party Administrator to manage and administer the Homeowner Rehabilitation Projects in compliance with all MSHDA and HUD requirements.
The request is to recommend that the Board of Commissioners authorize the solicitation of Requests for Proposals (RFPs) for a Third-Party Administrator to manage and implement homeowner rehabilitation projects as part of the MSHDA CDBG Grant.

Motion by Van Doren to recommend authorizing to solicit the Request for Proposal for a Third-Party Administrator to manage and implement the MSHDA CDBG Housing Rehabilitation Grant, seconded by Blanco. Motion carried.

F. **Request:** Forensic Pathologist Agreement
Administrator Murphy reviewed the request to adopt the Professional Service Agreement for a Forensic Pathologist. There are currently two Forensic Pathologists who work within the Medical Examiner's office that perform our autopsies and there is not a formalized contract in place. The proposed Professional Service Agreement for Forensic Pathologist was reviewed by legal counsel.
It is requested to recommend adopting the Professional Service Agreement for a Forensic Pathologist and authorize the Board Chairman to sign.

Motion by Blanco to recommend adopting the Professional Service Agreement for Forensic Pathologist and authorize the Board Chairman to sign, seconded by Krasny. Motion carried.

G. **Request:** Michigan Works! Southeast Lease
Michigan Works! Southeast has been a tenant at the Human Services Building for a very long time. Recently, the existing lease expired. As part of their process, they are required to

accept Request for Proposals from potential building owners to provide a leased space for the Michigan Works! Southeast operations and Job Training Center.
This lease is for a 5-year period. The rental rate is $11,917.62 per month or $143,011.44 annually. This is comparable to the other tenants in the building. The proposed lease has been reviewed by legal counsel. It has also been reviewed by Michigan Works! Southeast. The request is to recommend authorizing the lease agreement with MiWorks! Southeast and authorize Board Chairman to sign

Motion by Collins to recommend authorizing the lease agreement with MiWorks! Southeast, and authorize Board Chairman to sign, seconded by Blanco. Motion carried.

H. **Request:** Pollution Insurance Renewal

Michigan Municipal Risk Management Authority (MMRMA), the County's property and vehicle liability insurance carrier, does not cover Pollution Insurance. Therefore, the County takes out a policy through Kapnick Insurance for this coverage. The current policy will expire in February.
The total cost for an annual plan is $18,723.00. This fee is divided between the following departments: Airport, Drain Commission, General Fund, and Solid Waste. The request is to recommend authorizing the Administrator to sign the Pollution Insurance renewal and payment to Kapnick Insurance in the amount of $18,723.00, to the Board of Commissioners.

Motion by Van Doren to recommend authorizing the Administrator to sign the Pollution Insurance renewal and payment to Kapnick Insurance in the amount of $18,723.00, seconded by Aungst. Motion carried.
Discussion opened up that the 2026 increase was approximately $1,500.

I. Committee Referrals/Recommendations

No discussion.

J. Other Ways & Means Business

No discussion.

VIII. Additional Items for Consent Agenda

None.

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

None.

X. Commissioner Comment

No comment.

XI. Adjournment

Motion by Collins to adjourn the meeting at 10:20am, seconded by Van Doren. Motion carried.