

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, February 10, 2026

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, Deputy Administrator Shannon Elliott, Sheriff Troy Bevier, Community Development Coordinator Francine Zysk, Human Resources Director Bev Ahlers, Human Resources Assistant Rachel McArar, Accountant Matt Turgeon, Finance Director Dan Zimolzak, Administrative Coordinator Carissa Zubke, Marketing & Communications Coordinator Jen Ambrose, Community Engagement Quinn Wilt, County Clerk Roxann Holloway

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

II. Approval of Minutes

A. Approval of Minutes: January 13, 2026

Motion by Blanco to approve the January 13, 2026, minutes, seconded by Aungst. Motion carried.

III. Public Comment (on any agenda item)

No comment.

IV. Rules

A. **Request:** Approve 2026 BOC Rules & Regulations

The Board of Commissioners Rules and Regulations is reviewed on an annual basis and may be voted on after a 25-day review period. The 2026 Rules/Regulations was presented to the Commissioners last month and there have been no recommended changes.

Motion by Collins to recommend approving the 2026 Board of Commissioners Rules & Regulations as presented, seconded by Blanco. Motion carried.

V. Board Appointments

A. **Request:** February Appointment

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;

DEPARTMENT ON AGING (LENAWEE) - 16 members / 3 year term

Jeff Dicenso, Comm. District #9 9/27

Julie Wetherby, Adrian Senior

Network

9/28

Lenawee Now- Liaison Non-Voting Member

Kevon Martis

Motion by Van Doren to recommend approving the February Board Appointments, as presented, to the Board of Commissioners, seconded by Daly.

Opposed: Comm. Tillotson. Motion carried.

B. 2026 Board Appointments

The January 2026 Board Appointment list was included in the packet, for information only; no discussion.

VI. Personnel Business

A. Employment Changes

The employment changes were included in the packet.

B. Employee Anniversaries

Monthly employee anniversaries included.

C. Year-End Unemployment Insurance Report

An annual unemployment insurance report was included in the packet. To cover the expense of unemployment insurance, a percentage is charged to each of the County

Departments. After finalizing 2025 claims, it has been determined to keep the same department premium charges of 0.3% of payroll.

Administrator Murphy further explained that based on year-end reports, \$75,128 will be reimbursed back to the County department.

D. Request: Tuition Reimbursement

A tuition reimbursement application was submitted to the committee with a request to approve a reimbursement of \$834.20 per class. This employee currently holds a Bachelor's degree and desires to obtain a Master's degree in the field of current employment.

Motion by Van Doren, to recommend approving the tuition reimbursement application for a total of \$1,668.40, to the Board of Commissioners, seconded by Blanco. Motion carried.

E. Other Personnel Business

None.

VII. Ways & Means Business

A. Finance Reports

Administrator Murphy reviewed the general fund income statement and fund equity finance reports. Murphy stated that over the course of the year, financial reports are expected to change, especially with the upcoming financial audit and end-of-year budget adjustments. No further discussion.

B. **Request:** PA116 Farmland Application

PA 116 application has been submitted for review/approval. The property is located in Dover Township and consists of 159 acres, further designated as parcels: Vanderhoff - #DV0-121-3050-00, #DV0-121-3200-00, #DV0-121-1800-00, #DV0-121-1300-00, #DV0-121-1350-00. Region 2 Planning Commission reviewed the application at their August 21, 2025 meeting and are recommending approval of the application.

Motion by Blanco, to recommend approving the PA116 application #388, Vanderhoff, to the Board of Commissioners, seconded by Collins. Motion carried.

C. **Request:** Recommend a Third Party Administrator for the CDBG Rehabilitation Grant

Administrator Murphy reviewed the request to recommend accepting Community Action Agency as the Third-Party Administrator for the CDBG Housing Rehabilitation Grant to the Board of Commissioners.

Last month, the Commissioners approved soliciting a Request for Proposals (RFP) for a Third Party administrator and RFPs were accepted for 2 weeks. At the end of the two-week period, all RFPs were opened; Lenawee received 1 RFP from the Community Action Agency. It was recommended to enter into a collaboration with Community Action Agency as the Third Party Administrator for the MI Neighborhood CDBG Housing Rehabilitation Grant.

Motion by Blanco, to recommend accepting Community Action Agency as the Third-Party Administrator for the CDBG Housing Rehabilitation grant, to the Board of Commissioners, seconded by Aungst. Motion carried.

D. **Request:** Addendum to Collective Bargaining Agreement

Administrator Murphy reviewed the request to recommend accepting a 90 Addendum to the Collective Bargaining Agreement. Murphy shared that due to statutory changes in the Juvenile Justice Reform, it is necessary to restructure the on-call process for juvenile detainment. The 90-day on-call pilot program includes a \$300/week compensation for those employees on-call, which results in \$3,900 for the 90-day period.

Additionally, 75% of those wages are reimbursed by the Child Care Fund, through the MI

Department of Health and Human Services.

Motion by Van Doren to recommend approving the Addendum to the Collective Bargaining Agreement for a 90-day Pilot program, to the Board of Commissioners, seconded by Blanco. Motion carried.

Discussion opened up that the Collective Bargaining contract was not being opened for any other purpose. Murphy stated that Attorney Fornier confirmed this process could be accomplished with the addendum to the agreement.

Murphy additionally noted that later this year, the 8 collective bargaining agreements are scheduled to be reviewed/re-negotiated.

E. Committee Referrals/Recommendations

1) **Request:** 2026 Lenawee County Drain Commissioner Equipment Use Charge Rates

The request is to recommend approving the revised Equipment Use Charge rates at the Drain Commission. These are the rates that are charged back to County drains, sewer, and water systems when we utilize our equipment to perform maintenance or repairs to that drain/system. The drain commission is reimbursed through special assessments for drains and user fees for sewer and water. Proceeds are kept in the 639 revolving equipment fund and used for equipment purchases, upkeep, repairs, fuel, etc.

The rates were last reviewed in 2025. However, there has not been an increase since 2022. The revised rates include an increase of \$1.00/mile for Pickup trucks.

Motion by Tillotson to recommend approving the 2026 Drain Commissioner equipment use charge rates to the Board of Commissioners, seconded by Van Doren. Motion carried.

F. **Request:** Closed Session MCL 15.268 Section (8), (d)

Motion by Blanco to enter into closed session at 10:13am, seconded by Aungst. Motion carried by unanimous roll call vote.

Committee resumed at 11:10am. Comm Martis confirmed there is no action to take.

G. Other Ways & Means Business

None.

VIII. Additional Items for Consent Agenda

None.

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

None.

X. Commissioner Comment

None.

XI. Adjournment

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