

# 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, March 10, 2026

### I. Call to Order

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

**Also Present:** Administrator Kim Murphy, Corporate Counsel John Gillooly, Deputy Administrator Shannon Elliott, Sheriff Troy Bevier, Community Development Coordinator Francine Zysk, Accountant Matt Turgeon, Finance Director Dan Zimolzak, Administrative Coordinator Carissa Zubke, Marketing & Communications Coordinator Jen Ambrose, LCMH Director Kathryn Szewczuk, Drain Commissioner Ed Scheffler, Register of Deeds Carolyn Bater, Community Engagement Quinn Wilt

**Absent:** David Stimpson

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

### II. Approval of Minutes

A. Approval of Minutes: February 10, 2026

**Motion by VanDoren to approve the minutes of February 10, 2026, seconded by Blanco. Motion carried.**

### III. Public Comment (on any agenda item)

### IV. Rules

### V. Board Appointments

A. March 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

Cathy Burr, Adrian, Comm. District #4 9/26

Community Mental Health Authority Board - 12 members / 3 year term

|                                      |      |
|--------------------------------------|------|
| Amy Palmer, Adrian Dominican Sisters | 3/29 |
| Judy Ackley, Palmyra                 | 3/29 |
| Dave Stimpson, County Commissioner   | 3/29 |
| Jim Goetz, Riga Twp                  | 3/29 |

|                                            |                            |
|--------------------------------------------|----------------------------|
| Materials Management Planning Committee    | ~ 11 Members   5 year term |
| Ron Wimple, City or Village elected office | 5/29                       |

***Motion by Collins to recommend approving the board appointments, as presented, to the Board of Commissioners, seconded by Tillotson. Motion carried.***

## **VI. Personnel Business**

### **A. Employment Changes**

*March employment changes were included in the packet.*

### **B. Employee Anniversaries**

*Employee anniversaries included in the packet.*

### **C. Other Personnel Business**

*No discussion.*

## **VII. Ways & Means Business**

### **A. Finance Reports**

*Administrator Murphy provided an overview of the General Fund Income and Fund Equity Changes financial statements.*

### **B. Request: 2nd Quarterly Allotment of Appropriations**

*Comm. Martis provided an overview of the request to recommend approval of the 2nd Quarterly Allotment of Appropriations to the Board of Commissioners via resolution #2026-01, which reads:*

*RES#2026-01 SECOND QUARTER: APRIL 1, 2026 – JUNE 30, 2026 Resolution Enacting Second Quarterly Allotment of Appropriations*

*WHEREAS, the 2026 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 2026 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 2026 appropriations as contained in the 2026 General Fund Budget be established for the period beginning January 1, 2026, and ending December 31, 2026, 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 Tillotson to recommend approving the 2nd Quarterly Allotment of Appropriations to the Board of Commissioners, seconded by Van Doren. Motion carried.***

C. **Request:** Recommend agreement with Community Action Agency  
*Last month, the Board of Commissioners approved entering into a collaboration with Community Action Agency as the third-party administrator for the MI Neighborhood CDBG grant. Attached is a copy of the proposed Contract Agreement between Lenawee County and Community Action Agency, as the Contractor. The contractor will provide all services necessary to ensure the program is administered in full compliance with federal, state, and MSHDA requirements. The request is to recommend accepting the Third Party Administrator agreement with Community Action Agency and authorize the Board Chairman to sign, to the Board of Commissioners.*

*Administrator Murphy discussed that the contractor will help identify property, administer and track all housing rehabilitation projects. After various things are finalized, the County will release information to the residents. Additionally, a total of 4 municipalities in Lenawee County also received grants for housing rehabilitation including Morenci, Clinton, and the City of Adrian.*

***Motion by Collins to recommend approving the agreement with Community Action Agency for CDBG Housing Rehabilitation Grant to the Board of Commissioners, seconded by Blanco. Motion carried.***

D. Committee Referrals/Recommendations

1) **Request:** Village of Deerfield and Macon Twp. Law Enforcement Contracts  
*The Sheriff's Office has contracted with both the Village of Deerfield and Macon Township for law enforcement services in years past, and it was requested to recommend approving the 2026 law enforcement contract. A copy of the proposed contracts were included in the packet. Proposed contracted rates were obtained by the County Human Resources department.*

***Motion by Aungst, to recommend approving the law enforcement contracts with the Village of Deerfield, Macon Twp., and Hidden Lake Gardens, to the Board of Commissioners, seconded by Blanco. Motion carried.***

2) **Request:** Hidden Lake Gardens Law Enforcement Contract  
*Last year was the first year the Sheriff's Office has established a contract with Hidden Lake Gardens for law enforcement services. The deputy services are upon request and generally*

are only for larger events at Hidden Lake Gardens. It is being requested to recommend approving the 2026 Law Enforcement contract for Hidden Lake Gardens.

**Motion by Aungst to recommend approving the Law Enforcement Contracts for Hidden Lake Gardens, to the Board of Commissioners, seconded by Blanco. Motion carried.**

3) **Request:** Purchase Van for Building & Grounds

*Included in the 2026 Vehicle Replacement Capital Improvement Plan, \$30,000 was budgeted to replace the building and grounds Kubota. Due to significant mechanical issues with the current 2011 van it was requested to swap the two vehicle replacements and move the replacement of the Kubota to the 2027 CIP. The request is to recommend approving the purchase of a van for the Building & Grounds Department, not to exceed \$40,000, instead of replacing the Kubota, as part of the 2026 CIP. VanNieuwehnze would like to purchase a used vehicle, decreasing the expense.*

**Motion by Van Doren to recommend approving the purchase of a used van for Building & Grounds, not to exceed \$40,000, to the Board of Commissioners, seconded by Aungst. Motion carried.**

4) **Request:** Gittus Tile Drain Maintenance Assessment

*The Gittus Tile Drain was petitioned by freeholders within the drainage district for improvement. The project was found necessary by a Board of Determination. The project consisted of replacing the drain (enclosed tile drain) and was substantially completed in January 2026. Total cost of the project is \$130,000, the County's apportionment is 14% or \$18,200.00. The Drain Commissioner's office is going to be soliciting bids for financing in the near future and is offering an opportunity for all freeholders and at-large entities to pre-pay their assessment to avoid financing charges. The County's apportionment is 14% or \$18,200, to prevent finance charges.*

*The request is to recommend the pre-payment of the Gittus Tile Drain Assessment in the amount of \$18,200 be considered to avoid finance charges, to the Board of Commissioners.*

**Motion by Blanco seconded by Tillotson to recommend approving the Pre-Payment for the Gittus Tile Drain Maintenance Assessment in the amount of \$18,200. Motion carried.**

*Comm. Van Doren recalled this was discussed at length at the March 5th Physical Resources Committee.*

*Administrator Murphy discussed the Dual Review Policy which took effect at the beginning of this year and is for all non-budgeted, non-personnel expenditures more than \$10,000. The Committee has the option of waiving the requirement for a dual review, if they wish, to avoid additional potential financial charges should this request go into April.*

**Van Doren motioned to amend the original motion and waive the Dual Review Policy #2026-02, for the Gittus Tile Drain Maintenance Pre-Payment, seconded by Blanco.**

***Motion carried.***

***Voting on both motions took place; the motions were carried.***

E. Other Ways & Means Business

**VIII. Additional Items for Consent Agenda**

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

**X. Commissioner Comment**

*No comment.*

**XI. Adjournment**

***Motion by Tillotson, seconded by Aungst to adjourn the meeting at 10:16am. Motion carried.***