

POLICY & PROCEDURES COMMITTEE

Kimberly L. Murphy
County Administrator

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MEMBERS

Terry Collins, Beth Blanco, Jim Daly

MEETING LOCATION

Chambers
301 N. Main St,
Adrian, MI 49221

Minutes: Monday, May 4, 2026

I. Call to Order

Present: Commissioners: Terry Collins, Beth Blanco, James Daly, James Van Doren

Also Present: Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, Dan Zimolzak, Finance Director

The meeting was called to order by Beth Blanco at 10:00 am.

II. Approval of Minutes

A. Approval of Minutes: February 2, 2026

Motion by Collins, seconded by Daly, to approve the minutes of February 2, 2026. Motion carried.

III. Old Business

No discussion.

IV. New Business

A. **Request:** Photo ID Badge Policy

The current Lenawee County Photo ID badge policy went into effect in 2018, after numerous amendments. However, it has not been revised since. Essentially, the Photo ID Badge policy was rewritten. Administrator Murphy shared that the revised policy sets standards for Photo IDs while keeping in mind practical working conditions.

Murphy further discussed details of the Issuance and Control section.

Discussion opened up; the photo ID badge should be displayed anytime you are representing Lenawee County for a public event. The Badge should not be defaced in any manner. This policy applies to all County employees. However, this policy is meant to provide guidance, since it may look different in some departments.

Motion by Collins to recommend adopting the Photo ID Badge Policy # 2026-04, to the Board of Commissioners, seconded by Blanco. Motion carried.

B. Request: Revenue Recognition Policy

The revenue Recognition Policy is a new policy for Lenawee County and was recommended during this year's financial audit. Finance Director Dan Zimolzak reported that the Government Accounting Standard Board (GASB) provides practices to follow to remain compliant.

Under the County's current policies, revenue cannot be recognized in the prior year if the funds have not been received more than 60 days after year-end. The attached policy will extend that time frame to 180 days to allow a majority of revenues to be recognized in the same period as the correlating expenses.

When a policy regarding Revenue Recognition is not in place, an entity is expected to follow the GASB recommendations.

Motion by Collins to recommend adopting the Revenue Recognition Policy #2026-05 to the Board of Commissioners, seconded by Daly. Motion carried.

V. Other Business

No discussion.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Collins, seconded by Daly to adjourn at 10:21am. Motion carried.