

PERSONNEL/WAYS & MEANS COMMITTEE

Kimberly L. Murphy
County Administrator

301 N. Main St, Adrian, MI 49221
p: 517-264-4508 | f:517-264-4512

[Website](#)



MEMBERS

Kevon Martis, Ralph Tillotson
Committee of the Whole
301 N. Main St, Adrian, MI 49221

MEETING LOCATION

Chambers

Minutes: Tuesday, August 11, 2026

I. Call to Order

Present: Commissioners: David Aungst, Beth Blanco, Terry Collins, 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, Human Resources Director Bev Ahlers, Brian Vish (WLEN), Accountant Matt Turgeon, Finance Director Dan Zimolzak, Administrative Coordinator Carissa Zubke, Community Engagement Quinn Wilt, Budget Analyst Tracy Stace, Community Development Coordinator Lisa Hewitt-Cruz, Captain Jacob Pifer, Health Officer Monica Hunt, Cari Rebottaro-Dept. on Aging

Absent: James Daly

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

II. Approval of Minutes

A. Approval of Minutes: July 7, 2026

Motion by Van Doren, seconded by Blanco to approve the minutes of July 7, 2026. Motion carried.

III. Public Comment (on any agenda item)

No comment.

IV. Rules

None.

V. Board Appointments

None.

VI. Personnel Business

A. Employment Changes

The monthly County employment changes report was included in the packet.

B. Employee Anniversaries

The monthly employee anniversary report was included in the packet.

C. Other Personnel Business

D. **Request:** Reclassify Nutrition Director and Cook III

Administrator Murphy reviewed the request to reclassify the LDA Nutrition Director and Cook III, and eliminate the MSC Nutrition Director Position. The responsibilities of the MSC Nutrition Director will be absorbed by the LDA Nutrition Director and Cook III.

The request is to recommend eliminating the MSC Nutrition Director position and changing the Department on Aging's Nutrition Director's pay grade from NU7530 to NU7535 and Cook III pay grade from NU7523 to NU7527 to the Board of Commissioners.

Motion by Tilloston, to recommend eliminating the MSC-Nutrition Director position and changing the Department on Aging's Nutrition Director's pay grade from NU7530 to NU7535 and Cook III pay grade from NU7523 to NU7527, to the Board of Commissioners, seconded by Van Doren. Motion carried.

VII. Ways & Means Business

A. Finance Reports

Administrator Murphy provided an in depth overview of the general fund income statement and fund equity changes financial reports.

B. **Request:** RFP's for Facilities Space Utilization

Commissioner Martis reviewed the request. In June, the Board of Commissioners approved the solicitation of RFP's for the purpose of a Comprehensive Facilities Space Utilization & Departmental Location Assessment. The purpose of the proposal was to assess current space utilization, evaluate departmental occupancy and operations alignment, and provide data-driven recommendations regarding consolidation, relocation optimization, financial obligations, and long-term facilities' efficacy.

The Administrator's Office received a total of 3 proposals from: The Collaborative, Abonmarche Consultants, and Wise Business Plans.

The request was to recommend accepting the proposal from Abonmarche Consultants to perform a Comprehensive Facilities Space Utilization & Departmental Location Assessment, in the amount of \$34,350, and authorize the associated budget adjustments, to the Board of Commissioners.

Motion by Collins, recommend accepting the proposal from Abonmarche Consultants to perform a Comprehensive Facilities Space Utilization & Departmental Location Assessment, in the amount of \$34,350, and authorize the associated budget adjustments, to the Board of Commissioners, seconded by Van Doren. Motion carried.

C. ****Request:** Tecumseh Products Proposal

The Administrator's office received a proposal to purchase the Tecumseh Products Property. Mr. Anderson of LEA Properties, LLC. was present to review the request. Mr. Anderson stated that if the purchase was approved, they would remediate the property and offer RV/Boat storage space.

Motion by Collins to recommend denying the proposal to purchase the Tecumseh Products site, to the Board of Commissioners, seconded by Tillotson. Motion carried.

D. Committee Referrals/Recommendations

1) **Request:** Integrated Solution Pilot-Program with Polco

Last month, there was a request to enter into an agreement with Polco and is being brought back for a second reading, according to the County's Dual Review Policy.

Polco is a software to help local governments gather resident feedback, access community data, create public-facing dashboards, and support data-informed decision-making. The proposed pilot will provide countywide access to the platform for two years at a total cost of \$40,000 (\$20,000 annually). The first year of the pilot will be fully funded through existing Lenawee County Health Department grant funding that must be expended by September 30, 2026.

Administrator Murphy further shared that other departments in the County will have the ability to utilize this software to obtain data collection and dashboards, along with community surveys.

Motion by Blanco, to recommend a 2-year pilot program with Polco not to exceed \$40,000, authorize County Administrator to sign, and authorize the associated budget adjustments, to the Board of Commissioners, seconded by Van Doren. Motion carried.

2) **Request:** Riga Twp. Law Enforcement Contract

The Sheriff's office received a request to provide law enforcement services to Riga Twp. for the remainder of 2026. The contract is the standard one utilized at other municipalities.

Motion by Augst, seconded by Collins to recommend approving the Riga Twp. Law Enforcement Contract, to the Board of Commissioners. Motion carried.

3) **Request:** CLEMIS Authority Membership Agreement

The Sheriff's Office currently utilizes the Courts and Law Enforcement Management Information System (CLEMIS) as its Records Management System (RMS) for Road Patrol operations. CLEMIS was administered by Oakland County IT and recently they transitioned to an independent Authority, separate from Oakland County.

This was presented to the August Criminal Justice Committee. The same services will be provided and there is no increase to expenses.

The billing will be split for the first year: \$6,403.75 on October 1, 2026, and \$19,211.25 due January 2027.

The request was to recommend approving the Participation Agreement between Lenawee

County and the CLEMIS Authority via Resolution #2026-17 and authorizing the Board Chairman sign, to the Board of Commissioners.

Motion by Collins to recommend approving the Participation Agreement between Lenawee County and the CLEMIS Authority via Resolution #2026-17 and authorizing the Board Chairman to sign, to the Board of Commissioners seconded by Aungst. Motion carried.

E. Other Ways & Means Business

1) September Personnel/Ways & Means Meeting

Administrator Murphy shared that the annual MAC conference is being held September 9th-11th, which is the same date as the full commission meetings. If the Board of Commissioners approves changing the September 9th meeting to September 16th, this would result in the Personnel/Ways & Means Committee meeting moving from September 8th to September 15th.

Motion by Collins to recommend moving the September 8th Personnel/Ways & Means meeting to September 15th, seconded by Tillotson. Motion carried.

VIII. Additional Items for Consent Agenda

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

No comment.

X. Commissioner Comment

No comment.

XI. Adjournment

Motion by Collins, seconded by Stimpson to adjourn the meeting at 10:26am. Motion carried.