

WEDNESDAY, MARCH 9, 2022

PRESENT: Comm. Stimpson, Bales, Bolton, Collins, Goetz, Jenkins-Arno, Krasny, Tillotson, and Wittenbach.

ALSO PRESENT: Melissa Burnor (The Advance), Tim Robinson, Martha Hall, Martin Hall, Jenny Escott, Gordon Gauss, Jim Van Doren, Ed Scheffler, Joe Brezvai, Burke Castleberry, Susie Dice, Lynne Punnett, Angie Sword-Heath, Kelly Castleberry, Allen Heldt, Erin Van Dyke, Jeff Ewald, Mary Lowe (The Daily Telegram), Heidi Cannon, Brian Winder, Martin Marshall, Kim Murphy, and Roxann Holloway.

The meeting was opened with an invocation and the Pledge of Allegiance.

Comm. Bolton moved to approve the minutes from the February 9, 2022, meeting, Comm. Bales seconded. Motion CARRIED. Comm. Bolton moved to approve the minutes from the February 22, 2022 meeting, Comm. Wittenbach seconded. Motion CARRIED.

Comm. Tillotson moved to accept the agenda as presented, seconded by Comm. Bolton. Motion CARRIED.

Communications read.

Limited Public Comment was opened for any agenda item.

No public comments were received.

Comm. Stimpson opened the Public Hearing at 1:35 p.m. on the Revolving Loan Fund application for Michigan Community Development Block Grant Funding for the 2 B Perfect The B Hive, LLC.

Tim Robinson, Lenawee Now Director of Operations, shared information about the 2 B Perfect The B Hive, LLC and the impact the grant funding would have, if approved.

No other public comments were received.

Comm. Tillotson moved to close public hearing at 1:40 p.m., Comm. Wittenbach seconded. Motion CARRIED.

Comm. Collins moved to approve the following resolution, Comm. Bolton seconded,  
**APPLICATION FOR FUNDING THROUGH THE COUNTY OF LENAWEE** **RES#2022-03**  
*State of Michigan Community Development Block Grant (CDBG) - Revolving Loan Fund (RLF)*  
*Program 2 B Perfect The B Hive, LLC*

**WHEREAS**, 2 B Perfect The B Hive, LLC has made application through Northern Initiatives, Inc. for CDBG Revolving Loan Funds in the amount of \$309,097 to assist with purchasing commercial property, working capital; and

**WHEREAS**, the project location meets local zoning requirements and is consistent with the Lenawee County Community Development Plan, the project will employ at least 51% low to moderate income persons; and

**WHEREAS**, The County of Lenawee participates in the Regional RLF Model, has executed a Subrecipient Agreement with Northern Initiatives, and has designated the County Administrator and Economic Developer on its Regional Funds Approval Committee; and

**WHEREAS**, the Regional Funds Approval Committee has reviewed and approved said application submitted by 2 B Perfect The B Hive, LLC on February 2, 2022; and

**WHEREAS**, no project costs (CDBG and non-CDBG) will be incurred prior to the formal loan award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by your CDBG Project Manager; and

**WHEREAS**, The County of Lenawee has advertised in The Daily Telegram newspaper and has held a public informational hearing regarding the CDBG Revolving Loan Fund application on March 9, 2022.

**THEREFORE BE IT RESOLVED** that the County of Lenawee acknowledges that it has held a public informational meeting on March 9, 2022 in regard to the CDBG Revolving Loan Fund application by 2 B Perfect The B Hive, LLC in the amount of \$309,097 for commercial property, and working capital, for its business within Lenawee County; that the project will employ at least 51% low to moderate income persons; and the project meets zoning requirements and is consistent with the Lenawee County Community Plan.

**BE IT FURTHER RESOLVED** that the Board Chair is hereby authorized to sign the CDBG Loan Program Application and all attachments, including all Environmental Review forms on behalf of the County.

Motion to approve the resolution CARRIED by a Unanimous Roll Call Vote.

Comm. Stimpson recognized and thanked Martha Hall for over 27 years of service in the Lenawee County Health Department.

Several commissioners thanked Martha Hall and congratulated her on her retirement.

Drain Commissioner Jenny Escott presented the Annual Drain Report.

Comm. Tillotson moved to accept the 2021 Annual Drain Commission report, Comm. Wittenbach seconded. motion CARRIED.

Comm. Collins moved to approve the following consent agenda items, Comm. Bolton seconded,

**SECOND QUARTER: APRIL 1, 2022 – JUNE 31, 2022**

**RES#2022-04**

**RESOLUTION ENACTING SECOND QUARTERLY ALLOTMENT OF ALLOCATIONS**

**WHEREAS**, the 2022 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 2022 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 2022 appropriations as contained in the 2022 General Fund Budget be established for the period beginning January 1, 2022 and ending December 31, 2022, 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 (on file).

Resolution #2022-04 is ADOPTED.

**Community Mental Health Lease:** Renewal of the five-year lease with Lenawee Community Mental Health and authorize the Board Chairman and County Clerk to sign such lease is APPROVED.

**PEER Group:** The 2022 PEER Group agreements are APPROVED.

**2021 PEER Group**

**RES#2022-05**

**WHEREAS** The County of Lenawee has entered into a Grant Agreement with the Michigan Department of Licensing and Regulatory Affairs-Office of Land Survey and Remonumentation for the conduction of surveying, monumentation, and remonumentaion in Lenawee County.

The County has need for professional surveyors to serve on the Peer Group under its Grant Agreement to meet at various times during the year to review corners that are to be remonumented under the provisions of the Monumentation and Remonumentation Plan for Lenawee County.

As of June 12, 2014, the State of Michigan requires members of the PEER Group to be appointments of the County Board of Commissioners.

**THEREFORE, BE IT RESOLVED** that the Lenawee County Board of Commissioners does hereby appoint Michael Bartolo, David Erickson, Joseph Fenicle, Glenn Richard, and Scott Warnke to the 2022 PEER Group; these appointments will expire on an annual basis coinciding with the terms of their agreement.

**BE IT FURTHER RESOLVED** that the Chairperson and County Clerk of Lenawee County are hereby authorized and directed to execute said 2022 PEER Group agreement(s) on behalf of the County of Lenawee, Michigan.

Resolution #2022-05 is ADOPTED.

**Remonumentation Agreements & Research:** The Monumentation Remonumentation agreements with Bartolo Surveying and the Mannik & Smith Group are APPROVED.

**Sheriff Requests:** The following project requests are APPROVED.

- *PowerDMS software purchase in an amount of \$36,127 over a 3 year period \$11,174 in 2022, \$10,689 in 2023, and \$14,264 in 2024 (out of respective budgets-Sheriff, Dispatch, & Jail)*
- *CAD Upgrade Project in an amount not exceed \$130,000 with funding to come out of the E911 fund*
- *Three-year lease agreement with Shelby products for 6 2/7/365 chairs in an amount of \$8,474 out of 101.351.980 Office Equipment & Furniture*

**A resolution authorizing SECCOG as the Collective Designated Planning Agency & Authorizing the Application of the Materials Management Grant RES#2022-06**

**WHEREAS**, Michigan's solid waste planning laws currently focus on ensuring enough landfill disposal capacity for solid waste generated within a county; and

**WHEREAS**, efforts over the last few years aim to shift the focus from disposal of solid waste to managing materials to their fullest and best use prior to disposal; and

**WHEREAS**, the Michigan Department of Environment, Great Lakes and Energy (EGLE), in anticipation of future planning changes, is offering grants to counties to help transition from solid waste management to materials management planning; and

**WHEREAS**, activities associated with the grant include understanding and assessing current materials management gaps and needs within the region, outlining steps that can occur now at the regional level to assist with the development of future materials management programs and infrastructure and creating regional partnerships; and

**WHEREAS**, the information and data compiled during the grant process will be useful as the County moves to the next required update of their Solid Waste Management Plan; and

**WHEREAS**, facilities and infrastructure for materials management are not confined within a county boundary, and may rely on the surrounding region; and

**WHEREAS**, a single county is eligible for a \$10,000 grant, but counties applying together are eligible for a \$12,000 grant per county; and

**WHEREAS**, SEMCOG has agreed to act as the collective Designated Planning Agency and apply to EGLE for counties in the region which agree to participate in the grant program; and

**WHEREAS**, the counties of Lenawee, Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne are interested in partnering on this grant and are seeking approval of a similar resolution from their Boards of Commissioners to designate SEMCOG as the Designated Planning Agency for this Materials Management Grant.

**NOW THEREFORE BE IT RESOLVED** that the Lenawee County Board of Commissioners authorizes SEMCOG to apply for the EGLE \$12,000 Materials Management Grant on behalf of Lenawee County.

**BE IT FURTHER RESOLVED** that coordination on this grant and activity does not obligate Lenawee County to any future commitment pertaining to materials management planning, nor does it permit SEMCOG to act in the capacity as the designated planning authority for any purposes other than those specified in the Materials Management Grant.

Resolution #2022-06 is APPROVED.

-----  
Motion to approve the consent agenda CARRIED by a Unanimous Roll Call Vote.

Comm. Wittenbach reported from Information Technology/Equalization Committee.

Comm. Bales reported from the Human Services Committee.

Comm. Bolton reported from the Rules & Appointments Committee.

Comm. Collins reported from the Criminal Justice Committee.

Comm. Tillotson reported from the Physical Resources Committee.

Comm. Tillotson reported from the Personnel/Ways & Means Committee.

Comm. Tillotson reported from the Accounts Payable Committee.

February 10, 2022-

Comm. Tillotson moved to approve total vouchers for payment in the amount \$2,105,034.24 with the general fund's portion being \$331,426.02, Comm. Collins seconded. Motion CARRIED.

February 24, 2022-

Comm. Tillotson moved to approve total vouchers for payment in the amount \$1,575,844.49 with the general fund's portion being \$125,180.51, Comm. Wittenbach seconded. Motion CARRIED.

Comm. Bales reported from the Policy & Procedure Committee.

Comm. Bales moved to adopt the Credit Card Acceptance Policy, Comm. Bolton seconded.

### **Credit Card Acceptance Policy**

**POL#2022-002**

**The following Credit Card Acceptance Policy supersedes any other credit card acceptance policy, and/or any amendments to that policy, previously adopted by the Lenawee County Board of Commissioners.**

**WHEREAS**, Public Act 266 of 1995 authorized the acceptance of payment by credit card, debit card, or electronic transfer cards for amounts collected by the County, provided the same is authorized by the Board of Commissioners, and

**WHEREAS**, Acceptance of such devices for certain payments collected by the County has been determined to be to the benefit of the citizens of Lenawee County, and

**WHEREAS**, The Board of Commissioners has designated the County Administrator, the Chief Financial Officer of the County, as the primary administrator of the credit card program, and

**WHEREAS**, The credit card program must include internal controls that allow for monitoring credit card(s) transactions,

**NOW THEREFORE BE IT RESOLVED**, That the Lenawee County Board of Commissioners authorize credit cards for use in official county business in accordance with the attached policy, which is authorized and shall become a part of this resolution upon adoption.

**PURPOSE:** To facilitate efficient and effective financial operations and to safeguard County funds, it is beneficial and desirable to utilize credit cards for certain financial transactions. While the use of credit cards make certain transactions more efficient, it is necessary to provide effective controls to ensure that cards are accepted appropriately and are subject to review. This policy provides for the oversight of credit cards acceptance in official County business.

### **CREDIT CARD PROGRAM OVERSIGHT**

1. The County Administrator shall serve as the primary administrator of the credit card acceptance program
2. Requests to receive payment by credit card will be submitted by County offices to the Administrator's Office
3. The County Administrator may authorize departmental acceptance of credit card payments, approve third party providers, and audit compliance with this policy

4. The process of receipting and reporting monies from credit card payments shall be reviewed and approved by the County Treasurer
  5. A list of approved third party providers will be maintained by the Administrator's Office
- Motion CARRIED.

Comm. Bales reported from the Road Commission.

Comm. Bolton reported from the Dept. on Aging Committee.

Comm. Goetz reported from the Solid Waste Committee.

Comm. Bales reported from the Airport Committee.

Comm. Bolton reported from Michigan Works.

Comm. Collins reported from the Veterans Affairs Board.

Comm. Collins reported from the Health Board.

Comm. Wittenbach reported from MAC – General Government.

**Unfinished Business:**

Administrator, Martin Marshall, shared an update on the old courthouse renovation.

Deputy Administrator, Kim Murphy, shared an update on Project Phoenix.

**New Business:**

Comm. Jenkins-Arno moved to create an advisory committee, from groups around the county, consisting of the following five-subcommittees: Healthcare, Water/Sewer/Broadband/Infrastructure, Business, County Projects, and Non-profits that would present a recommendation to the commissioners, regarding the distribution of the ARPA Funds received by the county, Comm. Krasny seconded. Discussion followed. Motion FAILED by the following Roll Call Vote: YEAS (3) Comm. Goetz, Jenkins-Arno, Krasny. NAYS (6) Comm. Bales, Bolton, Collins, Stimpson, Tillotson, and Wittenbach.

**Public Comment:**

Public comments were received by the following regarding the ARPA Fund allocations: Bethany Teague, Lynn Punnett, Angie Sword-Heath, Jim Van Doren.

Comm. Bolton moved to adjourn at 2:56 P.M. Comm. Wittenbach seconded. Motion CARRIED.

---

Roxann Holloway, County Clerk

---

David Stimpson, Chair