

WEDNESDAY, NOVEMBER 10, 2021

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

ABSENT: Comm. Goetz

ALSO PRESENT: Scott Holtz, Erin Van Dyke, Shelly DeLong, Burke Castleberry, Mary Lowe (The Daily Telegram), Jennifer Ambrose, Martin Marshall, Kim Murphy, Lindsey Brayton, Sheriff Bevier, Teresa L. Ciacelli, Howard Bales, Randy Barker, and Roxann Holloway

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

Comm. Bales moved to approve the minutes from the October 13, 2021, meeting, Comm. Wittenbach seconded. Motion CARRIED.

Comm. Bales moved to approve the minutes from the October 20, 2021, meeting, Comm. Wittenbach seconded. Motion CARRIED.

Comm. Tillotson moved to accept the agenda as amended, seconded by Comm. Wittenbach. Motion CARRIED.

Communications were read.

Comm. Stimpson opened the Public Hearing for the 2022 County General Fund Budget at 1:36 p.m.

There was no Public Comment.

Comm. Bolton moved to close the Public Hearing at 1:37 p.m., Comm. Bales seconded, Motion CARRIED.

Comm. Collins moved to adopt the following resolution, Comm. Lapham seconded,

2022 General Appropriations Act **RES#2021-31**

WHEREAS Public Act 621 of 1978, titled "The Uniform Budgeting and Accounting Act" provides for a system of uniform procedures to guide the preparation and execution of budgets in all local units of government in Michigan; and

WHEREAS the Act requires the legislative body of each local unit to pass a general appropriations measure in compliance with provisions of the Uniform Budgeting and Accounting Act, as the method of adopting its budget; and

WHEREAS the County Board has deliberated upon the budget, presented it for public hearing and received and reviewed comments from the public and from County officials;

NOW THEREFORE the Lenawee County Board of Commissioners resolves:

SECTION 1. APPROPRIATION

The 2022 General Fund Budget, comprised of revenues and expenditures in the amount of **\$32,746,440** as specified in the attached 2022 General Fund Budget document, is hereby adopted and made part of this resolution. Authorization for expenditure of the various appropriations is hereby granted; provided that such expenditures are in compliance with this resolution, applicable County policies and State law.

"Appropriation" as used in this resolution shall mean the designation of funds to be used for a specific purpose including the operation of a County department, agency or office; and the allocation to an agency, board, commission, department or other entity whose expenditures and revenues are not accounted for through the General Fund.

Section 16(1) of the Uniform Budgeting and Accounting Act requires that the legislative body of each local unit pass a general appropriations act for certain designated funds.

These funds and their adopted budgets include:

NON-GENERAL FUND BUDGETS

FUND	Total Exp Budget
208 Parks	37,572
211 AG Committee	12,000
214 Sobriety Court	224,127
215 Friend of the Court	318,500
216 Caseload Assistance	21,000
217 Enhanced Treatment Court	99,108
218 Adult Drug Treatment Court	230,044
221 Health Department	4,007,328
223 Lenawee Transportation	284,195

FUND	Total Exp Budget
230 Drug Testing Facility	85,080
232 Solid Waste	66,000
234 Lenawee Local Emergency	10,000
236 Criminal Justice Comm Allocation	44,500

245	Public Improvement	10,000
251	Drain Commission	2,370,771
252	MCF Millage	735,000
253	Indigent Defense	1,953,024
254	Survey/Remonumentation	60,127
255	Land Bank	44,750
256	Register of Deeds Automation	100,000
257	Concealed Pistol Licensing	118,477
258	Disaster Contingency	100
260	Mobile Data Terminal	49,500
261	911 Service	3,198,291
262	Hard Labor	24,192
263	Marine Law Enforcement	23,350
264	Local Corrections Officer Training	20,064
265	Drug Law Enforcement	5,050
266	Law Enforcement	8,500
269	Law Library	29,900
273	Comm Oriented Police Serv	20,972
274	Homeland Security	96,794
280	Secondary Road Patrol	80,206
285	ARP Funds	9,561,477
286	Veteran Service	98,976
287	Housing Rehabilitation	35,000
292	Child Care - Maurice Spear Campus	4,880,420
293	Veterans Relief	199,815
296	Department on Aging	4,675,838
297	Child Care - Dept of Human Services	348,500
298	Lilley	15,500
299	Other Special Revenue	25,000

SECTION 2. APPROVED MILLAGE RATE

As provided in MCL 141.436 Section 16(2), the Truth in Budgeting Act; the Board of Commissioners approves the following 2022 millage rates: County Operating 5.4000; Lenawee Medical Care Facility Special .1893; Department on Aging Special .749; and Veterans Relief .0000; or the maximum allowable millage after applicable millage reduction under MCL 211.34d.

SECTION 3. APPROPRIATION NOT A MANDATE TO SPEND

The various appropriations specified in the budget represent the maximum authorization to incur expenditures for the purposes specified. It is expected that all elected and appointed County officials shall exercise necessary judgment in the use of appropriated funds in order to achieve the objectives of their program with minimum expenditures.

SECTION 4. ALLOTMENT OF APPROPRIATION

When financial circumstances warrant, the Board may adopt a schedule for allotting the annual appropriation contained within the budget on a periodic basis of no less than one calendar quarter. Under this provision, the authorization to spend the annual appropriation provided in the budget shall be limited to the time limits and amounts established in such schedule. No elected or appointed official shall cause obligations to be incurred against, and no payment shall be made from, an appropriation in excess of the limits provided in the schedule.

SECTION 5. LIMIT ON OBLIGATION AND PAYMENTS

No elected or appointed County official shall cause an obligation to be incurred against, and no payment shall be made from, any appropriation unless there is sufficient unencumbered balance in the appropriation or allotment. Any obligation incurred or payment authorized in violation of this resolution shall be void and any payment so made illegal. Expenditures made in violation of this resolution shall be subject to the penalties specified in P.A. 621 of 1978, titled the Uniform Budgeting and Accounting Act.

The power to authorize agreements binding the County rest with the Board of Commissioners, unless some other statutory agreement exists or the Board of Commissioners specifically authorize elected officials to sign certain contracts within established guidelines, that are not otherwise prohibited by statute. Moreover, as part of the County's budgetary and appropriations policies the Board of Commissioners may require that the County be named as an additional insured on contractor's insurance policies along with a copy of the contractor's insurance policies and copy of the contractor's licenses be kept on file with the County Administrator.

Each claim against the County shall be approved and signed by the elected or appointed County official responsible for expenditure of the appropriation and shall specify the fund, appropriation account and the activity number assigned in the Budget in accordance with the State Accounting Classification System. Such claims shall be submitted on a timely basis as prescribed in the Accounts Payable Policies & Procedure. Claims against the County shall be approved by the Board. In no case shall money be drawn from the County treasury except as properly authorized in the pursuance of an appropriation provided for in the budget and no expenditures shall be charged directly to any contingent or general account.

SECTION 6. TRANSFER & PURCHASES

Transfers of any unencumbered balance, or any portion thereof, of any appropriation to any other appropriation may not be made without amendment of the General Fund Budget by regular action of the County Board of Commissioners. An elected or appointed County official responsible for an appropriation may, within the limits of the total appropriation, transfer funds between line items; except that funds may not be transferred between a salary line item and any non-salary line item, nor may such official create a staff position, alter salaries, or purchase equipment without prior authorization of the Board of Commissioners. Purchase of supplies, vehicles, service and equipment shall be in compliance with County purchasing policies adopted by the County Board of Commissioners. Establishment of salary levels and adjustments thereto shall be made as authorized in the adopted County personnel policies and negotiated labor contracts.

SECTION 7. ADMINISTRATOR CONTINGENCY

The Administrator is authorized to approve expenditures using the Administrator Contingency in single amounts not to exceed \$10,000 and make necessary budgets adjustments to reflect those expenditures. Such expenditures will be tabulated and reported to the Board of Commissioners prior to year end.

SECTION 8. REVIEW OF FINANCIAL ACCOUNTS

On at least a monthly basis, the County Administrator shall review the status of expenditures and revenues as compared to the adopted budget, and shall report the findings to the Board, noting areas in which there are significant variations with the budget and providing recommendations where appropriate. A monthly status report of revenues and expenses shall be provided as appropriate to elected and appointed County officials by the Administrator.

SECTION 9. BALANCES REDUCED TO ZERO

As soon as practical after the start of the County fiscal year, the County Administrator shall examine each appropriation account for the following funds to determine whether a balance of County funds remains from the preceding fiscal year in excess of the budgeted balance and shall report the findings to the Board: Parks Commission, Agriculture Committee, Health Department, Drain Commission, Marine Law Enforcement, Central Dispatcher, Law Library, County Library, Department of Human Services, Child Care Maurice Spear Campus, Child Care Department of Human Services and County Airport. If an excess cash balance of County funds is found in any such account, the County Board may reduce the appropriation to that account by the amount of the cash balance in excess of the budgeted anticipated balance, or any portion thereof, and transfer that amount to the General Fund Contingency Account.

Elected and appointed officials are responsible for maintaining expenditures within the limits of an appropriation as provided in this resolution. Should it become apparent to the official that the rate of expenditures of the appropriation shall exhaust that appropriation before the end of the budget period or allotment period, the official shall immediately take steps to reduce the rate of expenditures. The official may request a supplemental appropriation from the County Board of Commissioners, who may in its discretion approve or deny the request.

Whenever it is reported to the County Board of Commissioners that actual and probable revenues in any fund may be less than the estimated revenues upon which appropriations from such fund

were based, the Board of Commissioners shall take such actions which in its sole discretion are deemed necessary to prevent expenditures from exceeding available revenues for the current fiscal year. Such actions may include reductions or adjustments in periodic allotments and appropriations for any or all appropriations, implementation of hiring freezes, layoff of personnel, renegotiation of labor contracts, and elimination of capital outlays and equipment purchases; provided, however, that all elected and appointed officials shall be given the opportunity for review and comment on any proposed action prior to its adoption.

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

Shelly DeLong, Equalization Director, presented the 2021 Apportionment Report.

Comm. Bolton moved to receive the 2021 Apportionment Report and place on file, seconded by Comm. Wittenbach, Motion CARRIED.

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

Board Appointments: The following resignations/appointments, and reappointments are confirmed:

Lenawee Community Mental Health Authority - Resignation

Mark Jackson as of October 30, 2021

Homeland Security & Local Emergency Planning Committee - Appointment

Tony Garcia, Anderson Development, Chemical Facility Representative 12/22

Solid Waste Coordinating Committee- Resignation & Reappointments

Jim Palmer, Township Official 12/24

Keeley Pape, Environmental Group 12/24

Lenawee County Planning Commission- Resignation

Robert Behnke, Education Representative

Lenawee County Planning Commission- Appointment

Appoint: Carrie Dillon, LISD, Education Representative 12/23

Emergency 9-1-1 District Board

Michigan State Police Rep – F/Lt. Kevin Caldwell 12/21

Waiver of Medical Benefits: The Medical Benefits Waiver to opt out of Public Act 152 of 2011 (MCL 15.568) is APPROVED.

2022 Non-Union Employee Package: The 2022 Non-Union Financial Package is APPROVED.

LENAWEE TRANSPORTATION MASTER AGREEMENT 2022-0084

RES#2021-29

Resolution approving the Master Agreement between the Lenawee County Board of Commissioners and the Michigan Department of Transportation and to authorize the Chairman and County Clerk to execute project authorizations.

WHEREAS, the Lenawee County Board of Commissioners has the authority to contract with the Michigan Department of Transportation for State and/or Federal funds for passenger transportation related services; and,

WHEREAS, the Lenawee County Board of Commissioners does hereby approve Master Agreement No 2022-0084,

NOW, THEREFORE, be it resolved that the Chair, and the Clerk, of the Lenawee County Board of Commissioners, be authorized and directed to execute said agreement for and on behalf of the Lenawee Transportation Corporation;

PROJECT AUTHORIZATION RESOLUTION

WHEREAS, this resolution shall also approve execution of Project Authorizations for any programs designed by the Lenawee Transportation Corporation and/or Project Authorizations for any amount determined by the Lenawee County Board of Commissioners with the Michigan Department of Transportation which are issued under Master Agreement Number 2022-0084,

NOW, THEREFORE, be it resolved that the Chair and the Clerk, of the County of Lenawee are authorized to enter into and execute on behalf of the Lenawee County Board of Commissioners all such project Authorizations with the Michigan Department of Transportation for passenger transportation related services for the Agreement period.

Resolution #2021-29 is hereby ADOPTED.

VILLAGE OF CLAYTON PETITION

RES#2021-30

Resolution authorizing the annexation of 10613 Carlton Road into the Village of Clayton.

WHEREAS, at a session of the Board of County Commissioners of Lenawee County, held in the County Commissioners Chambers of the Old Courthouse, in the City of Adrian, Lenawee County, Michigan on Wednesday November 10, 2021, the commission received the Petition of Sharon Johnston, Village President, and Wendy Mullane, Village Clerk, for and on behalf of the Village of Clayton and the owner of real property in the Township of Dover, duly submitted and unanimously adopted by the Village Council on October 28, 2021.

IT IS HEREBY ORDERED that the property described in attached Exhibit A is annexed to the Village of Clayton, Lenawee County, Michigan.

IT IS FURTHER ORDERED that the boundaries of the Village of Clayton and the Township of Dover, Lenawee County, Michigan, as affected by this Order are changed effective as of November 10, 2021.

Resolution #2021-30 is hereby ADOPTED.

Maurice Spear Campus: The Maurice Spear Campus roof replacement in an amount of \$49,390 [292.662.930] is APPROVED and the Southwell Inc proposal is ACCEPTED.

Veterans Affairs Office: The office renovation project at Veterans Affairs in an amount not to exceed \$21,293 out of Building Repairs and Maintenance [286.682.975] is APPROVED.

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

Comm. Collins moved to approve the following proclamation, Comm. Tillotson seconded,

VETERANS DAY

PRO#2021-09

WHEREAS, on the eleventh hour of the eleventh day of the eleventh month in 1918, an armistice was signed ending the "*war to end all wars*" and the world rejoiced and celebrated.

November 11th is dedicated to remembering those individuals that have taken up arms and sworn an oath to support and defend the principles upon which our country was founded.

There have been over 48 million Americans that have served in the military since 1776 and there are currently about 19 million living Veterans; approximately 8% of Lenawee County residents are veterans.

VETERANS DAY is special day of remembrance for Americans to express appreciation to *all* those men and women who have served honorably in the military during both times of war and peace.

NOW THEREFORE BE IT RESOLVED, that the Lenawee County Board of Commissioners, in recognition of Veterans Day, officially offer our eternal gratitude to those who have served defending our great nation in the armed forces, and

BE IT FURTHER RESOLVED, that the many courageous men and women from Lenawee County that have donned the uniform of our Armed Forces be recognized, celebrated, and honored.

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

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. Lapham reported from the Physical Resources Committee.

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

Comm. Stimpson reported from the Accounts Payable Committee.

October 21, 2021

Comm. Lapham moved to approve total vouchers through October 7, 2021, for payment in the amount \$7,228,567.34 with the general fund's portion being \$227,678.56, Comm. Bolton seconded. Motion CARRIED.

November 4, 2021

Comm. Collins moved to approve total vouchers through November 4, 2021, for payment in the amount \$3,750,906.33 with the general fund's portion being \$260,997.38, Comm. Wittenbach seconded. Motion CARRIED.

Comm. Bales reported from the Policy & Procedures Committee.

Comm. Wittenbach reported from the Parks & Recreation Committee.

Comm. Bales reported from the Road Commission.

Comm. Lapham reported from the Department of Health and Human Services.

Comm. Lapham reported from the Lenawee Department of Aging.

Comm. Bales reported from the Airport Commission.

Comm. Bolton reported from Michigan Works.

Comm. Collins reported from the Veterans Affairs Board.

Comm. Wittenbach reported from MAC- General Government.

Unfinished Business:

Administrator Marshall provided an update on the Phoenix Project.

Administrator Marshall gave an update on the old courthouse renovations.

New Business:

Public Comment:

Public comment was received from the following:

Howard Bales, of Madison Township, addressed the board regarding the hiring process for the Airport Manager.

Lindsey Brayton, of Onsted, addressed the board regarding interest in applying for the Commissioner District 4 Seat, which will be vacant effective December 31, 2021. She also addressed the board with concerns regarding the mandatory mask requirement in Lenawee County Public Buildings.

Teresa L. Ciacelli, of Clayton, addressed the board regarding her annexation request to Clayton Village.

Comm. Tillotson moved to adjourn at 2:12 P.M. Comm. Bales seconded. Motion CARRIED.

Roxann Holloway, County Clerk

David Stimpson, Chair