

# PERSONNEL / WAYS & MEANS COMMITTEE

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## MEMBERS

*Ralph Tillotson, Terry Collins  
Committee of the Whole*

## MEETING LOCATION

City of Adrian Chambers  
159 E. Maumee Street  
Adrian, MI 49221

**Minutes:** Tuesday, December 7, 2021 – 10:06 a.m.

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**Present:** Commissioners Collins, Bolton, Bales, Goetz, Jenkins-Arno, Lapham, Stimpson, Tillotson, and Wittenbach

**Also Present:** Sheriff Bevier, Kim Murphy, Rebecca Borton, Martin Marshall, Thomas Kendziora, Scott Holtz, Jen Ambrose, and Roxann Holloway

### I. APPROVAL OF MINUTES

*Motion by Bolton, seconded by Goetz, to approve the minutes of the November 9, 2021, meeting.  
Motion carried.*

### II. PERSONNEL BUSINESS

**A. Employment Changes:** Personnel changes were available for review.

**B. Upcoming Personnel changes and planning:** Administrator Marshall announced that there are a few Department Heads that will be retiring in early 2022. Two of which will be posted and filled by the Administrator's Office; the third will be filled by the Board of Commissioners.

There will also be a need to hire a Director/Manager for the Phoenix Complex. This position should be filled soon to follow the project from the initial stages through managing the complex once it has opened.

**C. Other Personnel Business:** There was no other personnel business.

### III. WAYS AND MEANS BUSINESS

**A. Finance Reports:** Marty reviewed the finance reports. Revenues are at 92% and expenses are at 87% while the benchmark is 92.05%.

#### B. 1<sup>st</sup> Quarter Allotment

*Motion by Lapham, seconded by Wittenbach, to recommend approval of the 1<sup>st</sup> Quarterly Allotment of Allocations (Resolution #2021-32). Motion carried.*

- C. MSU – Memorandum of Agreement:** The annual memorandum of agreement between the County of Lenawee and MSU Extension was submitted for consideration.

*Motion by Bolton, seconded by Lapham, to recommend approval of the Memorandum of Agreement between the County and the MSU Extension. Motion carried.*

- D. Project Phoenix Next Steps:** Administrator Marshall reviewed the next steps of Project Phoenix, which will include the development, overall scope and cost of the project. A Request for Qualifications for Architect and Engineering Services has been posted; and a new position created to oversee project and manage facility.

Steps to obtain and manage funding for the project including posting a Request for Qualifications for Grant Writing and Administration, contract with Governmental Consulting Services to connect with funding sources, and contract with Montrose Group & the City of Tecumseh for an EDC grant opportunity.

The estimated cost for Project Phoenix Phase II is \$320,000.

*Motion by Stimpson, seconded by Bolton, to recommend funding Phase II of the Project Phoenix in an amount of \$320,000 out of the 2022 Budget. Motion carried.*

- E. Changes for the 2021 Audit process:** A request to change the relationship with Rehmann from auditor to consultant and solicit bids for another auditing firm was requested. The estimated cost should not exceed \$100,000.

*Motion by Stimpson, seconded by Bolton, to recommend contracting with Rehman and approval to solicit auditing bids. Motion carried.*

#### **F. Committee Referrals/Recommendations**

**Red Mill Pond Dam:** The Physical Resources Committee has reviewed and is recommending approval funding for emergency repairs to Red Mill Pod Dam. The County has owned the dam since 2012; the property owners around the pond have chose to maintain the dam through special assessments but there are no funds available for emergency repairs. The Physical Resources Commission is recommending a loan in the amount not exceed \$44,000 to be repaid through special assessments to the lake level district.

*Motion by Lapham, seconded by Wittenbach, to recommend approval of the loan in an amount not to exceed \$44,000 for the emergency repairs to Red Mill Pond dam; to be repaid through special assessments to the lake level district. Motion carried.*

- G. Campus Projects:** The Equalization, Treasurer, Clerk, Register of Deeds, and Administrator's Offices will be CLOSED on December 16<sup>th</sup> and 17<sup>th</sup> while offices are being moved into the old courthouse.

## **H. Other Ways & Means Business**

### **Accounts Payable Year-End Authorization:**

*Motion by Lapham, seconded by Stimpson, to recommend authorizing the Accounts Payable Committee to adjust sectors of the General Fund as necessary within the amended 2021 budget and to adjust non-general funds as necessary. Motion carried.*

## **IV. Consent Agenda**

All items addressed today will be placed on the consent agenda for approval tomorrow.

## **V. Public comment**

Thomas Kendziora, the new Airport Manager, introduced himself to the Board of Commissioners.

## **VI. Adjournment**

*Motion by Bolton, seconded by Collins, to adjourn the meeting at 10:50 a.m. Motion carried.*