

PERSONNEL / WAYS & MEANS COMMITTEE



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MEMBERS

*Ralph Tillotson, Terry Collins
Committee of the Whole*

DRAFT

Minutes: Tuesday, June 9, 2020 – 10:03 a.m.

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

Also Present: Burke Castleberry, Marilyn Woods, Jen Ambrose, Jenny Escott, Carolyn Bater, Roxann Holloway, Kim Murphy, Shannon Elliott, Rebecca Borton, Martin Marshall, and Scott Holtz

I. APPROVAL OF MINUTES

Motion by Collins, seconded by Knoblauch, to approve the minutes of the March 10, 2020, meeting. Motion carried.

II. PERSONNEL BUSINESS

- A. Regional Morgue Facility Manager:** Marty reviewed a request for the creation of a Regional Morgue Facility Manager to over oversee the new morgue which covers Jackson, Hillsdale, and Lenawee Counties.

The Lenawee County Medical Examiner's Office currently covers both Lenawee and Hillsdale Counties. The costs of the Regional Morgue Facility Manager will be divided between Lenawee and Jackson Counties. Sarah is currently a county employee in the Defined Benefit program and would like to continue working for Lenawee County.

Motion by Collins, seconded by Lapham, to recommend the creation of a Regional Morgue Facility Manager position in the Medical Examiner's Office. Motion carried.

- B. Employment Changes:** Personnel changes were available for review.
- C. Preparedness and Response Plan:** By executive order, all businesses must have a Preparedness and Response Plan as they reopen for business.

Motion by Lapham, seconded by Bolton, to recommend adoption of the Lenawee County Preparedness and Response Plan to reopen during the COVID 19 pandemic. Motion carried.

- D. Other Personnel:** There was no other personnel business.

III. WAYS AND MEANS BUSINESS

- A. **Finance Reports:** Marty Marshall reviewed the finance reports; revenues are at 15%, expenses are at 40% while the benchmark is 41.53%. Although the County is in relatively good shape, changes to the State budget, particularly revenue sharing, and increased property tax delinquency could change that picture.
- B. **3rd Quarterly Allotment of Appropriations:** The schedule of allotments was available for review.

Motion by Bolton, seconded by Lapham, to recommend approval of the 3rd Quarterly Allotment of Appropriations. Motion carried.

- C. **HSB Security Request:** Marty reviewed a request for an additional security guard for the Human Services Building. The flow of visitors into the building has been greater than one security guard can screen efficiently.

Motion by Knoblauch, supported by Collins, to recommend approval of an additional security guard for the Human Services Building . Motion carried.

- D. **Countywide Ballot Issues:** There are a few issues that require the approval of the Board of Commissioners to be placed on the 2020 ballot. Ballot language will be presented next month for the Board's approval.

Motion by Knoblauch, supported by Lapham, to recommend placing the Separate Tax Limitation on the November 2020 ballot. Motion carried.

Motion by Bolton, supported by Jenkins-Arno, to recommend placing renewal of two Department on Aging millage on the November 2020 ballot. Motion carried.

Motion by Collins, supported by Bolton, to recommend placing renewal of the 911 surcharge on the November 2020 ballot. Motion carried.

- E. **PA-116 Application (Ogden Township):** The Lenawee County Planning Commission and the Soil Conservation have both reviewed an application to enter approximately 18 acres into the Farmland Preservation Program.

Motion by Knoblauch, supported by Bolton, to recommend approval PA-116 application. Motion carried.

- F. **Airport Commission Referral:** Marty reviewed the Runway 5-23 and Taxiway B reconstruction project for 2021. The total cost of the project is approximately \$4.6 million; with approximately \$3.2 from the FAA and a \$240,000 obligation by the County.

Motion by Lapham, supported by Knoblauch, to recommend approval of the \$240,000 matching fund obligation for the Airport Runway 5-23 and Taxiway rebuild project. Motion carried by Roll Call Vote; 8 yeas (Stimpson, Lapham, Jenkins-Arno, Bales, Bolton, Collins, Knoblauch, Wittenbach); 1 nay (Tillotson).

- G. Dog Kennel License Deadline:** Commissioner Collins reviewed a recommendation from the Criminal Justice Committee to extend the kennel license deadline.

Motion by Collins, supported by Lapham, to recommend approval of deadline extension for dog kennel licenses to August 1, 2020 without penalty. Motion carried.

- H. Accounts Payable Policy & Procedures:** There were some minor changes in the Accounts Payable Policy & Procedures.

Motion by Collins, supported by Bales, to recommend approval of amended Accounts Payable Policy & Procedures. Motion carried.

- I. Lenawee Transportation Corporation:** Resolutions approving the extension of agreement 2017-0080 and 2012-0116 were Federal Operating Assistance for Lenawee Transportation and to authorize the Chair of the Board of Commissioners and County Clerk to execute said project authorization.

Motion by Collins, supported by Bolton, to recommend approval of the extension LTC projects 2017-0080 and 2012-0116. Motion carried.

- J. Campus Projects:** Marty provided a brief update on the status of the Old Courthouse renovations.
- K. BOC Consent Agenda:** Items approved today will be placed on the Board of Commissioners consent agenda.

Motion by Collins, seconded by Lapham, to place today's actions on the consent agenda. Motion carried.

- L. Other Business:** There was no other business.

IV. ADJOURNMENT

Motion by Collins, seconded by Bolton, to adjourn the meeting at 11:01 a.m. Motion carried.