

PERSONNEL / WAYS & MEANS COMMITTEE

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



MEMBERS

*Ralph Tillotson, Terry Collins
Committee of the Whole*

MEETING LOCATION

Chambers
301 N. Main Street
Adrian, MI 49221

Minutes: Tuesday, September 13, 2022 – 10:02 a.m.

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

Also Present: Kim Murphy, Shannon Elliott, Jenny Escott, Bev Ahlers, Jen Ambrose, Matthew Turgeon, and Brittany Kurutz, Jim VanDoren, Gordon Gauss, Erin VanDyke, Kevon Martis, Roxann Holloway, Roxann Sweet, Melissa Burnor, Sheriff Troy Bevier, Legal Counsel, and R. Burke Castleberry

I. APPROVAL OF MINUTES

Motion by Goetz, seconded by Wittenbach, to approve the minutes of the August 9, 2022, meeting. Motion carried.

II. PERSONNEL BUSINESS

A. Employment Changes

Personnel changes were available for review.

B. Drain Commission/Reclassification Request

The Interim Sewer and Water Systems Superintendent has obtained his Class "B" license and a request to reclassify him to Sewer and Water Systems Superintendent was reviewed. This is a 100% reimbursed position through various sewer and water systems.

Motion Bolton, seconded by Wittenbach, to recommend approval of the reclassification of Interim Sewer & Water Systems Superintendent to Sewer and Water Systems Superintendent at the grade step of NU8050-6yr. Motion carried.

C. Administrator Performance Evaluation

Administrator Kim Murphy submitted a request to enter into closed session for the purpose of conducting a 6-month performance evaluation.

Motion by Collins, seconded by Bales, to enter into closed session pursuant to Open Meetings Act 267 of 1976 – MCL 15.268 Sec. 8 (1)(a) to perform a six-month performance evaluation of the County Administrator. Motion carried.

Regular session reconvened without Commissioner Tillotson at 11:43 a.m.

D. Rehmann – Finance Director Services

In January, 2022 the County entered into an agreement with Rehmann to provide Finance Director Services through September 30, 2022. The County has been advertising for a permanent Finance Director but have not been successful in finding a qualified candidate for the position.

This agreement provides for 65 hours of professional services monthly at the rate of \$13,000 per month. Effective January 1, 2023 that adjusts to \$13,650.

Motion by Stimpson, seconded by Goetz, to recommend approval of the extension of Finance Director Services with Rehmann. Motion carried,

E. Other Personnel Business

There was no other personnel business.

III. WAYS AND MEANS BUSINESS

A. Finance Reports

Administrator Murphy reviewed points of interest in the financial report and General Fund balance.

B. Quarterly Allotment

The fourth quarterly allotment of allocations was submitted for consideration.

Motion by Stimpson, seconded by Wittenbach, to recommend approval of the fourth quarterly allotment resolution #2022-15. Motion carried.

C. MAXIMUS/Cost Allocation Plan

The agreement with MAXIMUS Consulting has expired. Attached is a new three (3) year agreement. The scope of services can be found on Exhibit A which is the same service that has been historically provided. The cost associated with this agreement can also be found on Exhibit A which is \$11,750 each year for a total of \$35,250. This is the same rate provided for in previous contracts.

Motion by Stimpson, seconded by Wittenbach, to recommend approval of a three-year agreement between MAXIMUS Consulting and Lenawee County at a cost of \$11,750 per year. Motion carried.

D. Veterans Relief Fund – Revised L-4029

The Veterans Relief Fund available fund balance was \$212,267 at the end of fiscal year 2021. Given the fund's annual expenditures, it's fund balance will be depleted by the end of 2023. The main source of revenue for the fund is the Veteran's Relief property tax

millage. Therefore, it is recommended that the 2022 Tax Rate Request be amended to levy 0.0996 mills for Veteran's Relief.

Motion by Bolton, seconded by Wittenbach, to adopt the amended 2022 Tax Request Rate (L-4029) and authorize the Chair to sign. Motion carried.

E. MI Rehabilitation Services – Interagency Agreement

Michigan Rehabilitation Services and Maurice Spear campus partner to provide employment services to adjudicated youth with the intention of reducing recidivism and improving outcomes for youth through meaningful employment and training.

This program has been developed to expand services through a unique and highly individualized approach.

Specifically, this agreement expands services to youth in the custody of the Maurice Spear campus (MSC) program for the purposes of providing work-based learning experiences and employment. This is achieved through the relationship between the youth, MSC staff, MRS and Goodwill of Southeast Michigan.

This interagency cash transfer agreement sets the terms and conditions under which the local public agency will provide non-Federal share as an allowable source of match.

There is a local match of \$25,000; MRS (federal funds) \$67,593.

Motion by Bolton, seconded by Stimpson, to approve the 2023 Interagency Cash Transfer Agreement between the County of Lenawee and Michigan Rehabilitation Services (MRS). Motion carried.

F. Landbank Authority – Loan Forgiveness

In 2013 and again in 2014 the Board of Commissioners authorized the Land Bank Authority to bid on specific properties at the minimum bid sale so that those properties could be owned by the Land Bank. The total of these purchases was \$143,300.00. The original intent was that the Land Bank would repay this "loan" as they were able.

As represented on the Finance Reports, the Land Bank is showing a Fund deficit of \$112,908.71. Part of this is because of the outstanding liability of the \$143,300. It does not appear that the Land Bank has been active enough to generate the revenue that was originally anticipated. Therefore, it is recommended that the loan be forgiven which will clear the liability from the Land Bank list of obligations and bring the fund back into a positive position

Motion by Stimpson, seconded by Goetz, to recommend the \$143,300 loan to the Land Bank Authority to purchase properties be forgiven. Motion carried.

G. ADA Security – HSB/Annex/OCH

At the onset of COVID, A.D.A. Security was hired to perform COVID screening at the entrance of the Human Services Building and the Annex. This contract called for 3 guards

at the Human Services Building and 1 at the Annex. The County is no longer performing screening upon entry, but has found that having security in each of these buildings has proven beneficial.

A revised contract was proposed to include the following services:

Human Services Building – 1 full-time guard from 7:30 am – 4:30 pm, (one hour unpaid lunch) 5 days a week. 1 part-time guard from 9:00 am 3:00 pm 5 days a week. The cost will be approximately \$56,420 annually and will be paid from the Human Services Building Fund.

Old Courthouse/Annex: 1 full-time guard from 8:00 am – 4:30 pm (one hour unpaid lunch) 5 days a week. This guard will be stationed in the Old Courthouse and will walk between OCH and the Annex to provide security services. The cost will be approximately \$30,225 annually and will be paid from the Administrator's budget in General Fund.

Motion by Bolton, seconded by Goetz, to recommend a contract with A.D.A. Security, Inc. to provide security services at the Human Services Building, Old Courthouse, and Annex from September 16, 2022 through December 31, 2023. Motion carried.

H. Tecumseh Products Site – Engineering Co.

Aministrator Murphy advised this was removed from the agenda as there were no bid proposals due to the narrow window of opportunity for submittal.

I. Kiwanis Trail Project – Change Order

Kim provided an update on the Kiwanis Trail project. With the change in project scope of the Kiwanis Trail Extension that was discussed last month, it was advised that there are a number of trees that will need to be removed.

There are approximately 55 trees that are 6” to 18” in diameter and 8 trees that are 19” to 36” in diameter. The total of these changes is \$36,645.00. Kim has been advised that the funding to pay for this has been secured and will simply be a matter of moving that funding to the County.

Motion by Stimpson, seconded by Wittenbach, to accept the change order of the Kiwanis Trail Extension for tree removal in the amount of \$36,645.00. Motion carried.

J. Committee Referrals/Recommendations

1. Physical Resources Comm – Public Defender Renovations

The Physical Resources Committee has reviewed and is recommending approval of a request for \$350,000 for renovations to the Annex Building to accommodate the Public Defender's Office.

Motion by Bolton, seconded by Goetz, to recommend approval of the renovations of the Public Defender's Office in an amount not to exceed \$350,000 with funding to come from 401.901.890 (Capital Fund – Contingency Division). Motion carried.

K. Other Ways & Means Business

There was no other business.

IV. CONSENT AGENDA

A. Energy Efficiency & Renewable Energy Resolution #2022-xx

Commissioner Krasny requested that the Energy Efficiency and Renewable Energy Resolution be removed from the Consent Agenda. There was discussion.

V. PUBLIC COMMENT

No Public Comment

VI. ADJOURNMENT

Motion by Stimpson, seconded by Wittenbach, to adjourn the meeting at 12:34 p.m. Motion carried.