



LENAWEE COUNTY ADMINISTRATOR'S OFFICE  
301 N. Main Street ~ Adrian, MI 49221

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**PERSONNEL / WAYS & MEANS COMMITTEE**

*Ralph Tillotson, Chair - Terry Collins, Vice Chair  
Committee of the Whole*

**MEETING LOCATION**

*Chamber Room, 2<sup>nd</sup> Floor  
Old Courthouse, 301 N. Main Street, Adrian, MI*

**AMENDED AGENDA: TUESDAY, MARCH 7, 2017**

**IMMEDIATELY FOLLOWING RULES & APPOINTMENTS AT 10:00 A.M.**

\*\*Addition to the agenda

denotes action requested\*

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**I. APPROVAL OF MINUTES – February 7, 2017**

**II. PERSONNEL BUSINESS**

- A. Employment Changes
- B. Other Personnel Business

**III. WAYS & MEANS BUSINESS**

- A. Finance Reports
  - Budget adjustments\*
- B. Recommend second quarterly allotment of appropriation (RES#2017-003)\*
- C. Health Department: Board of Health Organization Plan\*
- D. Committee Recommendations/Referrals
  - Parks Commission – MDNR Trust Funds grant Kiwanis Trail\* Connecting Lenawee Plan
  - \*\* Physical Resources Committee – Dispatch UPS replacement\*
  - \*\* Airport Commission – Equipment Disposal request\*
- E. BOC Consent Agenda Resolutions/Proclamations/Signatory
- F. Other Business

**IV. ADJOURNMENT**

**LENAWEE COUNTY**  
**EMPLOYMENT CHANGES REPORT**

Processed as of March 3, 2017

**NEW HIRES**

Name	Department	Position	Status	Date
Walker, Lashawnda	Building & Grounds	Custodian/GL/Housekpng	On-Call	2/23/2017
Green, Abbriel	Department on Aging	Home Care Aide	Part-Time	2/9/2017
Grubbs, Emily	Department on Aging	Home Care Aide	Part-Time	2/23/2017
Kopke, Donette	Department on Aging	Home Care Aide	Part-Time	2/9/2017
Woodbury, Beverly	Department on Aging	Senr Cntr Receptionist	Part-Time	2/21/2017
Bynum, Erin	Dept on Aging/Daybreak	Program Asst/Daybreak	Part-Time	2/17/2017
Staley, Samantha	Dept on Aging/Daybreak	Program Asst/Daybreak	Part-Time	2/17/2017
Schram, Alvoncia	Health Department	Clerk	Part-Time	2/1/2017
Havard, Haydn	Maurice Spear Campus	Youth Specialist	On-Call	2/22/2017

**TERMINATIONS**

Name	Department	Position	Status	Date
Gillin, Jeff	Building & Grounds	Maintenance Person I	Full-Time	2/28/2017
Paulaski, Stephen	Building & Grounds	Custodian/GL/Houseking	Full-Time	2/13/2017
Black, Veronica	Department on Aging	Home Care Aide	Part-Time	1/14/2017
Clark, Penny	Department on Aging	Sr Center Receptionist	Part-Time	1/18/2017
Fowler, Judy	Department on Aging	Home Care Aide	Part-Time	2/6/2017
Hosler, Theresa	Department on Aging	Home Care Aide	Part-Time	1/21/2017
Smith-Szalma, Mary	Department on Aging	Home Care Aide	Part-Time	1/21/2017
Villanueva, Mary Ellen	Department on Aging	Home Care Aide	Part-Time	2/11/2017
Holtz, Patricia	Dept on Aging/Daybreak	Program Assistant/Daybreak	Part-Time	1/21/2017
McCoy, Laura	Maurice Spear Campus	Youth Specialist I	Full-Time	1/17/2017
Craig, Susan	Printing/Purchasing	Printing Tech I	Part-Time/Temp	2/16/2017

**OTHER**

Name	Department	Position	Status	Date
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# General Fund Income Statement Through 2/28/17

Through 02/28/17  
Summary Listing

Organization	Organization Description	Annual Budget Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
Fund 101 - General Fund					<b>Benchmark 16.7%</b>	
<b>REVENUE</b>						
131	Circuit Court	168,948.00	11,845.60	157,102.40	7	13,188.71
136	District Court	2,305,924.00	308,354.27	1,997,569.73	13	175,016.23
141	Friend of the Court	1,108,000.00	217,305.50	890,694.50	20	(82,909.75)
148	Probate Court	253,219.00	20,304.88	232,914.12	8	26,361.58
149	Probate Juvenile	118,900.00	14,676.47	104,223.53	12	(23,597.28)
172	Administrator	90,000.00	56,496.35	33,503.65	63	994.59
215	Clerk	288,900.00	46,160.81	242,739.19	16	48,579.27
241	Service Contracts	.00	14,960.00	(14,960.00)	+++	14,960.00
228	Information Technology	.00	14,960.00	(14,960.00)	+++	15,142.74
238	Bonds & Misc Insurance	7,500.00	7,906.00	(406.00)	105	7,564.76
240	Indirect Costs	458,725.00	.00	458,725.00	0	.00
244	Geographic Information Systems	155,000.00	3,086.71	151,913.29	2	9,808.43
253	Treasurer	19,001,707.00	647,162.40	18,354,544.60	3	56,863.64
257	Equalization	.00	.00	.00	+++	75.00
262	Elections	20,000.00	.00	20,000.00	0	.00
265	Building & Grounds	1,650.00	116.71	1,533.29	7	767.08
261	Cooperative Reimbursement	164,222.00	44,500.65	119,721.35	27	(15,440.89)
262	Victims Rights	112,300.00	24,997.00	87,303.00	22	26,975.00
263	DHS Contract	125,562.00	50,288.17	75,273.83	40	(6,810.95)
264	RHN	28,792.00	7,748.17	21,043.83	27	7,749.57
265	Economic Crimes Unit	60,000.00	6,338.50	53,661.50	11	13,106.00
267	Prosecuting Attorney	511,376.00	137,834.49	373,541.51	27	30,005.57
268	Register of Deeds	620,775.00	108,758.06	512,016.94	18	92,773.71
282	County Farm	29,735.00	.00	29,735.00	0	.00
301	Sheriff	226,800.00	18,509.11	208,290.89	8	15,244.49
330	Liquor Law Enforcement	9,946.00	151.25	9,794.75	2	206.25
351	Jail	4,330.00	740.77	3,589.23	17	827.90
403	Coalition Compliance Check	5,015.00	.00	5,015.00	0	.00
426	Emergency Management	24,375.00	.00	24,375.00	0	(5,522.92)
430	Animal Control	125,501.00	45,838.00	79,663.00	37	39,486.00
648	Medical Examiner	27,250.00	9,756.79	17,493.21	36	5,547.99
931	Other Financing Sources	2,500,000.00	.00	2,500,000.00	0	.00
<b>REVENUE TOTALS</b>		<b>\$28,063,576.00</b>	<b>\$1,669,964.17</b>	<b>\$26,393,611.83</b>	<b>6%</b>	<b>\$426,423.99</b>
<b>EXPENSE</b>						
101	Board of Commissioners	241,297.00	33,166.32	208,130.68	14	30,141.57
131	Circuit Court	515,635.00	75,018.85	440,616.15	15	72,206.74
136	District Court	1,462,539.00	213,914.86	1,248,624.14	15	195,581.65
141	Friend of the Court	1,333,567.00	181,269.92	1,152,297.08	14	167,643.70
148	Probate Court	607,578.00	96,058.87	511,519.13	16	72,805.08
149	Probate Juvenile	441,736.00	64,889.36	376,846.64	15	59,572.05
151	Circuit Court Probation	3,500.00	340.23	3,159.77	10	725.31
172	Administrator	606,742.00	91,177.45	515,564.55	15	67,385.37
178	Incentives	10,765.00	.00	10,765.00	0	.00
215	Clerk	655,893.00	105,065.67	550,827.33	16	91,169.96
216	Jury Board	1,800.00	.00	1,800.00	0	.00
223	External Audit	58,000.00	.00	58,000.00	0	.00
241	Service Contracts	471,000.00	217,805.45	253,194.55	46	236,773.06
245	Telecommunications	50,000.00	3,788.63	46,211.37	8	5,504.88



# General Fund Income Statement Through 2/28/17

Through 02/28/17  
Summary Listing

Organization	Organization Description	Annual Budget Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
228	Information Technology	1,108,800.00	322,733.79	786,066.21	29	331,356.49
233	Printing/Purchasing	388,488.00	55,544.03	332,943.97	14	41,759.82
236	Utilities	485,000.00	38,484.84	446,515.16	8	39,358.17
237	HSB Rent	146,240.00	24,371.20	121,868.80	17	13,949.78
238	Bonds & Misc Insurance	370,000.00	53,688.25	316,311.75	15	10,673.75
244	Geographic Information Systems	344,706.00	37,713.47	306,992.53	11	30,815.68
253	Treasurer	440,530.00	60,069.88	380,460.12	14	57,267.81
257	Equalization	313,792.00	29,740.48	284,051.52	9	45,887.13
261	MSU Extension	244,788.00	51,765.76	193,022.24	21	46,949.57
262	Elections	74,699.00	4,500.48	70,198.52	6	12,353.90
265	Building & Grounds	739,435.00	107,995.12	631,439.88	15	80,903.05
266	Legal Counsel	60,000.00	.00	60,000.00	0	.00
261	Cooperative Reimbursement	200,763.00	28,797.70	171,965.30	14	26,527.77
262	Victims Rights	127,511.00	18,167.71	109,343.29	14	16,341.29
263	DHS Contract	112,631.00	15,803.00	96,828.00	14	15,723.96
264	RHN	28,900.00	3,794.51	25,105.49	13	3,874.79
265	Economic Crimes Unit	139,645.00	15,799.54	123,845.46	11	10,636.46
267	Prosecuting Attorney	1,869,288.00	269,666.32	1,599,621.68	14	252,376.02
230	Plat Board	271.00	.00	271.00	0	.00
268	Register of Deeds	264,514.00	40,205.62	224,308.38	15	37,364.11
271	Public Defender	553,105.00	75,530.30	477,574.70	14	61,055.88
278	Surveyor	2,880.00	32.96	2,847.04	1	.00
280	Soil Conservation	38,000.00	9,500.00	28,500.00	25	9,500.00
281	River Raisin Watershed	1,800.00	500.00	1,300.00	28	.00
282	County Farm	3,600.00	.00	3,600.00	0	.00
301	Sheriff	3,816,608.00	559,564.07	3,257,043.93	15	500,824.22
330	Liquor Law Enforcement	9,946.00	.00	9,946.00	0	.00
346	Court Bailiffs	285,465.00	38,838.76	246,626.24	14	37,341.32
351	Jail	4,471,926.00	635,252.21	3,836,673.79	14	672,143.97
403	Coalition Compliance Check	5,015.00	.00	5,015.00	0	.00
426	Emergency Management	90,227.00	13,340.23	76,886.77	15	12,269.09
430	Animal Control	126,684.00	9,231.28	117,452.72	7	13,457.47
445	Drains - Public Benefit	150,000.00	.00	150,000.00	0	.00
632	Substance Abuse - Liq Tax	150,000.00	.00	150,000.00	0	(12,495.00)
648	Medical Examiner	314,559.00	29,235.39	285,323.61	9	32,492.62
652	Lenawee Transportation	50,000.00	12,500.00	37,500.00	25	12,500.00
672	Region 2 Area Agency on Aging	6,300.00	1,575.00	4,725.00	25	1,575.00
682	Veterans Affairs	85,903.00	13,718.43	72,184.57	16	12,223.86
720	Planning - Region 2	27,907.00	6,976.75	20,930.25	25	6,976.75
721	Planning - County	1,200.00	320.00	880.00	27	160.00
728	Lenawee Now	100,000.00	25,000.00	75,000.00	25	25,000.00
890	Contingencies	627,840.00	.00	627,840.00	0	.00
899	Tax Tribunal	50,000.00	1,042.63	48,957.37	2	14,371.98
906	Debt Service	408,632.00	.00	408,632.00	0	.00
Department 966 - Transfer Out						
902	Parks Commission (208)	25,000.00	6,250.00	18,750.00	25	6,250.00
904	Health Department (221)	430,000.00	107,500.00	322,500.00	25	107,500.00
908	Mental Health (222)	324,682.00	81,170.50	243,511.50	25	81,170.50
910	Mental Hlth-Wrap Around (222)	41,004.00	10,251.00	30,753.00	25	10,251.00
911	Solid Waste (232)	55,000.00	13,750.00	41,250.00	25	.00
914	Drain Commission (251)	270,000.00	67,500.00	202,500.00	25	67,500.00



# General Fund Income Statement Through 2/28/17

Through 02/28/17  
Summary Listing

Organization	Organization Description	Annual Budget Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
916	Law Library (269)	30,000.00	7,500.00	22,500.00	25	.00
920	Dept Human Services (290)	22,000.00	5,500.00	16,500.00	25	5,500.00
922	Child Care-MSC (292)	1,464,976.00	366,244.00	1,098,732.00	25	362,500.00
924	Child Care-MSC Ind Costs (292)	65,985.00	16,496.25	49,488.75	25	14,336.00
926	Child Care-MSC IHT (292)	125,000.00	18,750.00	106,250.00	15	18,750.00
928	Child Care-DHS (297)	200,000.00	50,000.00	150,000.00	25	50,000.00
932	Capital (401)	800,000.00	200,000.00	600,000.00	25	193,520.50
934	Airport (581)	43,000.00	10,750.00	32,250.00	25	10,750.00
Department 966 - Transfer Out Totals		<u>\$3,896,647.00</u>	<u>\$961,661.75</u>	<u>\$2,934,985.25</u>	25%	<u>\$928,028.00</u>
EXPENSE TOTALS		\$28,063,576.00	\$4,351,200.53	\$23,712,375.47	16%	\$4,085,671.87
Fund 101 - General Fund Totals						
REVENUE TOTALS		28,063,576.00	1,669,964.17	26,393,611.83	6%	426,423.99
EXPENSE TOTALS		28,063,576.00	4,351,200.53	23,712,375.47	16%	4,085,671.87
Fund 101 - General Fund Net Gain (Loss)		\$0.00	(\$2,681,236.36)	(\$2,681,236.36)	+++	(\$3,659,247.88)



# Fund Equity Changes Report

Through 02/28/17

Summary Listing

Fund	Fund Description	Beginning Balance	YTD Revenues	YTD Expenses	YTD Encumbrances	Estimate Fund Balance
<b>Fund Category Governmental Funds</b>						
<b>Fund Type General Fund</b>						
101	General Fund	5,363,704.25	1,669,964.17	4,351,200.53	44,483.38	2,637,984.51
	<b>Fund Type General Fund Totals</b>	<b>5,363,704.25</b>	<b>\$1,669,964.17</b>	<b>\$4,351,200.53</b>	<b>\$44,483.38</b>	<b>\$2,637,984.51</b>
<b>Fund Type Special Revenue Funds</b>						
201	County Road	6,234,630.04	2,315,595.72	1,924,008.06	.00	6,626,217.70
208	Parks	69,337.53	6,700.23	146.49	.00	75,891.27
211	AG Committee	12,256.37	.00	.00	.00	12,256.37
214	Sobriety Court	56,996.36	44,743.07	17,536.79	.00	84,202.64
215	Friend of the Court	253,253.29	9,531.23	799.00	7,735.11	254,250.41
216	Caseload Assistance	36,766.88	.00	17,408.07	149.30	19,209.51
217	Enhanced Treatment Court	(6,678.18)	8,657.52	6,722.40	.00	(4,743.06)
218	Adult Drug Treatment Court	(6,679.77)	.00	5,626.42	.00	(12,306.19)
221	Health	1,541,374.13	882,597.81	884,326.49	2,197.01	1,537,448.44
222	Community Mental Health	4,907,228.52	1,949,953.17	2,623,211.29	.00	4,233,970.40
223	Lenawee Transportation	976.50	53,581.96	52,523.03	.00	2,035.43
232	Solid Waste	19,801.94	13,932.53	8,619.75	91.12	25,023.60
234	Lenawee Local Emergency	.00	.00	.00	.00	.00
236	Criminal Justice Comm Allocation	413,303.01	16,946.50	33,375.79	.00	396,873.72
243	Brownfield Redevelopment Authori	.00	.00	.00	.00	.00
245	Public Improvement	1,595,351.64	766.74	.00	.00	1,596,118.38
251	Drain	65,134.35	74,469.70	277,462.82	393.59	(138,252.36)
252	MCF Millage	1,900,972.08	431,737.65	32.43	.00	2,332,677.30
254	Survey/Re monumentation	(28,552.64)	.00	.00	.00	(28,552.64)
255	Land Bank	108,722.84	1,818.24	443.25	.00	110,097.83
256	Register of Deeds Automation	370,912.48	13,362.68	24,652.27	.00	359,622.89
257	Concealed Pistol Licensing	80,057.76	8,370.00	4,042.43	.00	84,385.33
258	Disaster Contingency	100.00	.00	.00	.00	100.00
259	Law Enforcement Training	.00	.00	.00	.00	.00
260	Mobile Data Terminal	180,006.58	.00	12,409.70	990.00	166,606.88
261	911 Service	(6,393.76)	762,143.26	293,144.77	11,813.91	450,790.82
262	Hard Labor	62,034.95	3,112.49	1,297.83	.00	63,849.61
263	Marine Law Enforcement	(14,507.10)	97.39	.00	.00	(14,409.71)
264	Local Corrections Officer Train	166,350.63	3,912.01	2,334.41	.00	167,928.23
265	Drug Law Enforcement	81,895.71	171.41	1,000.00	.00	81,067.12
266	Law Enforcement	3,022.12	.00	520.88	.00	2,501.24
269	Law Library	9,044.59	7,500.00	3,355.50	.00	13,189.09
271	Library	.00	.00	.00	.00	.00
273	Comm Oriented Police Serv	38,512.40	.00	.00	.00	38,512.40
274	Homeland Security	(9,500.18)	10,511.64	5,335.20	.00	(4,323.74)
280	Secondary Road Patrol	(4,250.66)	3,821.66	11,249.87	.00	(11,678.87)
287	Housing Rehabilitation	182,874.34	22.63	12,500.00	.00	170,396.97
290	Social Welfare	29,117.61	5,530.00	415.86	.00	34,231.75
292	Child Care - MSC	11,120.20	444,689.92	448,567.38	152.91	7,089.83
293	Veterans Relief	681,147.12	114,020.67	22,837.23	.00	772,330.56
294	Veterans Trust	790.08	.00	.00	.00	790.08
296	Department on Aging	2,037,071.45	751,064.35	1,431,389.57	(655.91)	1,357,402.14
297	Child Care - DHS	458,627.06	50,000.00	182,369.93	.00	326,257.13
298	Lilley	77,127.32	64.86	412.67	.00	76,779.51
299	Other Special Revenue	8,389.45	129.86	374.90	.00	8,144.41
	<b>Fund Type Special Revenue Funds Totals</b>	<b>21,617,745.04</b>	<b>\$7,989,556.90</b>	<b>\$8,310,452.48</b>	<b>\$22,867.04</b>	<b>\$21,273,982.42</b>
<b>Fund Type Debt Service Funds</b>						



# Fund Equity Changes Report

Through 02/28/17

Summary Listing

Fund	Fund Description	Beginning			YTD	Estimate
		Balance	YTD Revenues	YTD Expenses	Encumbrances	Fund Balance
301	General Debt Service	.00	54,081.25	.00	.00	54,081.25
350	City of Morenci Debt	.00	.00	.00	.00	.00
352	Posey Lake Debt	.00	.00	.00	.00	.00
353	Riga Twp Water Debt Sch Mng	36,734.45	12,667.61	.00	.00	49,402.06
354	Madison Water Debt	786.12	.10	750.00	.00	36.22
355	Cambridge/Franklin Debt	95,293.86	75.40	.00	.00	95,369.26
356	Lake Arrowhead Debt	.00	.00	.00	.00	.00
357	Riga Twp Sewer-Debt Csh Mng	24,786.90	9,952.78	.00	.00	34,739.68
360	Wamplers Lake Sewer Debt	6.54	.00	.00	.00	6.54
361	RWSS Plt Exp Debt CM	1,553.21	.20	.00	.00	1,553.41
363	Central Len Sewer Disp Debt	13,570.26	1.73	2,400.00	.00	11,171.99
364	South Shore Water Debt	5,650.70	.72	.00	.00	5,651.42
366	Jail Building Debt	339,968.45	58,700.65	4,678.10	.00	393,991.00
391	Medical Care Facility Debt	.00	.00	.00	.00	.00
854	Human Services Building - Debt	.00	.00	.00	.00	.00
Fund Type Debt Service Funds Totals		518,350.49	\$135,480.44	\$7,828.10	\$0.00	\$646,002.83
Fund Type Debt Service Funds - Special Assessment Districts						
870	Loch Erin Debt (Ch 20)	.00	.00	.00	.00	.00
Fund Type Debt Service Funds - Special Assessment Districts		.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Type Capital Project Funds						
401	Capital Projects	1,461,550.93	168,834.91	.00	.00	1,630,385.84
402	Equipment and Replacement	.00	.00	.00	.00	.00
403	Building & Site	.00	.00	.00	.00	.00
455	Cambridge/Franklin Const	.00	.00	.00	.00	.00
458	Adrian Twp Construction	19,743.25	2.52	.00	.00	19,745.77
459	Loch Erin Reserve	39,232.84	102.50	.00	.00	39,335.34
460	Wamplers Lake Sewage Disp	.00	.00	.00	.00	.00
463	Central Lenawee Sewer Const	.00	.00	.00	.00	.00
466	Jail Building - Construction	19,951.34	2.64	.00	.00	19,953.98
471	Library Building	.00	.00	.00	.00	.00
475	Wamplers Lake/Common	1,024.34	.13	.00	.00	1,024.47
491	MCF Building - Construction	.00	.00	.00	.00	.00
Fund Type Capital Project Funds Totals		1,541,502.70	\$168,942.70	\$0.00	\$0.00	\$1,710,445.40
Fund Type Capital Project Funds - Special Assessment Districts						
801	Drain	(742,044.00)	7,778.89	36,662.97	.00	(770,928.08)
802	Revolving Drain	.00	.00	.00	.00	.00
804	Revolving Drain Maintenance	728,056.20	36,381.63	250.00	.00	764,187.83
820	Rollin/Woodstock Cap Imp (Ch 20)	(48,850.69)	10,986.87	1,170.21	.00	(39,034.03)
821	Rollin/Woodstock O&M (Chp 20)	120,762.48	98,102.75	29,100.17	.00	189,765.06
822	Rollin/Woodstock Plnt Exp-Chp 20	.00	.00	.00	.00	.00
823	Loch Erin Cap Imp (Ch 20)	29,283.80	13,714.84	.00	.00	42,998.64
841	Lake Level	(64,290.34)	12,692.05	1,004.59	.00	(52,602.88)
Fund Type Capital Project Funds - Special Assessment Districts		22,917.45	\$179,657.03	\$68,187.94	\$0.00	\$134,386.54
Fund Category Governmental Funds Totals		29,064,219.93	\$10,143,601.24	\$12,737,669.05	\$67,350.42	\$26,402,801.70
Fund Category Proprietary Funds						
Fund Type Enterprise Funds						
502	Human Services Building	4,892,405.31	228,792.68	81,004.74	.00	5,040,193.25
503	Summer School Tax	14,372.50	128.79	.00	.00	14,501.29
506	Delinquent Tax Admin	244,278.59	15.20	105.39	.00	244,188.40
512	Medical Care Facility	4,062,885.64	2,181,757.56	2,043,490.00	.00	4,201,153.20
516	Delinquent Tax Revolving	23,221,745.05	264,715.39	.00	.00	23,486,460.44
547	Appraisal/Assessing	52,514.65	29,875.02	40,466.18	.00	41,923.49



# Fund Equity Changes Report

Through 02/28/17

Summary Listing

Fund	Fund Description	Beginning	YTD Revenues	YTD Expenses	YTD	Estimate
		Balance			Encumbrances	Fund Balance
552	Posey Lake San Drain O&M	2,325.27	3,880.41	2,376.13	.00	3,829.55
553	Riga Twp Swr Sys O&M	753.85	36,660.44	33,537.19	.00	3,877.10
556	Lake Arrowhead Est - O&M	2,823.26	4,851.83	1,006.44	.00	6,668.65
557	Riga Twp Wtr Sys O&M	939.86	121,497.47	105,737.50	.00	16,699.83
558	Adrian Twp O&M	56,199.91	13,172.35	11,319.63	.00	58,052.63
559	Loch Erin O&M	79,427.89	41,704.18	5,531.50	.00	115,600.57
560	Wampler's Lake O&M	320,384.30	55,942.53	37,645.82	.00	338,681.01
563	Central Len Sew Disp O&M	205,273.39	40,046.94	30,376.05	.00	214,944.28
564	South Shore Wtr O&M	13,947.14	12,097.33	1,883.78	.00	24,160.69
567	Richlyn Manor Water - O&M	.00	.00	.00	.00	.00
568	Manor Farms O&M	170.47	23,359.63	973.68	.00	22,556.42
573	Village/Clayton-SSS-O&M	2,734.46	2,938.70	1,097.91	.00	4,575.25
574	Fairfield Twp O&M	1,895.59	4,887.77	3,219.37	.00	3,563.99
581	Airport	12,079,862.48	48,135.67	110,645.19	136.37	12,017,216.59
595	Jail Commissary	6,367.04	18,832.58	14,961.43	.00	10,238.19
597	Business Loan Revolving	301,067.22	952.07	60,000.00	.00	242,019.29
Fund Type Enterprise Funds Totals		45,562,373.87	\$3,134,244.54	\$2,585,377.93	\$136.37	\$46,111,104.11
Fund Type Internal Service Funds						
631	Building & Grounds Maintenance	.00	.00	.00	.00	.00
633	Central Stores	275,219.38	35,789.39	67,202.91	.00	243,805.86
639	Drain Equipment - Revolving	447,303.35	138.12	11,374.76	.00	436,066.71
650	Mobile Data Terminal	.00	.00	.00	.00	.00
Fund Type Internal Service Funds Totals		722,522.73	\$35,927.51	\$78,577.67	\$0.00	\$679,872.57
Fund Category Proprietary Funds Totals		46,284,896.60	\$3,170,172.05	\$2,663,955.60	\$136.37	\$46,790,976.68



**2017 RECOMMENDED BUDGET ADJUSTMENTS  
PERSONNEL WAYS & MEANS - MARCH 07, 2017**

DEPARTMENT	ACCT NO	CURRENT BUDGET	CHANGE INC/(DEC)	RECOMM. REVISED BUDGET
<b>NON-GENERAL FUND</b>				
				<i>Health Dept: Amendment #2/3</i>
<b>HEALTH FUND</b>				
REVENUE	221.601...	2,400,766	220,749	\$2,621,515
EXPENSE	221.601...	2,400,766	220,749	\$2,621,515

**LENAWEE COUNTY BOARD OF COMMISSIONERS**

**301 N. Main St. Courthouse ~ Adrian, MI 49221**

(517) 264-4508

[www.lenawee.mi.us](http://www.lenawee.mi.us)

CHAIR

*David Stimpson*

VICE-CHAIR

*Terry Collins*



*Jim Driskill*

*John Lapham*

*Dawn Bales*

*Karol "KZ" Bolton*

*Bob Knoblauch*

*Ralph Tillotson*

*Chris Wittenbach*

**RES#2017-003**

**SECOND QUARTER: APRIL 1, 2017 – JUNE 30, 2017**

**RESOLUTION ENACTING  
SECOND QUARTERLY ALLOTMENT OF ALLOCATIONS**

**WHEREAS**, the 2017 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 2017 General Fund Budget is deemed desirable; and

**WHEREAS**, the financial circumstances also 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 2017 appropriations as contained in the 2017 General Fund Budget be established for the period beginning January 1, 2017 and ending June 30, 2017, 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.

**PASSED BY ROLL CALL VOTE** of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, March 8, 2017, in the Old County Courthouse, Adrian, Michigan.

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David Stimpson, Chair

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Roxann Holloway, County Clerk

## 2017 GENERAL FUND QUARTERLY ALLOTMENT SCHEDULE

DEPARTMENT/DIVISION		2ND QTR: Apr-Jun			2ND QTR BALANCE
		AMENDED BUDGET	QUARTERLY ALLOTMENT	YTD ALLOTMENT	
<b>LEGISLATIVE</b>					
101	Board of Commissioners	241,297	60,324.25	120,648.50	120,648.50
<b>LEGISLATIVE TOTALS</b>		<b>241,297</b>	<b>\$60,324.25</b>	<b>\$120,648.50</b>	<b>\$120,648.50</b>
<b>JUDICIAL</b>					
131	Circuit Court	515,635	128,908.75	257,817.50	257,817.50
136	District Court	1,462,539	365,634.75	731,269.50	731,269.50
141	Friend of the Court	1,333,567	333,391.75	666,783.50	666,783.50
148	Probate Court	607,578	151,894.50	303,789.00	303,789.00
149	Probate Juvenile	441,736	110,434.00	220,868.00	220,868.00
151	Circuit Court Probation	3,500	875.00	1,750.00	1,750.00
<b>JUDICIAL TOTALS</b>		<b>4,364,555</b>	<b>\$1,091,138.75</b>	<b>\$2,182,277.50</b>	<b>\$2,182,277.50</b>
<b>GENERAL GOVERNMENT</b>					
172	Administrator	606,742	151,685.50	303,371.00	303,371.00
178	Incentives	10,765	2,691.25	5,382.50	5,382.50
215	Clerk	655,893	163,973.25	327,946.50	327,946.50
216	Jury Board	1,800	450.00	900.00	900.00
223	External Audit	58,000	14,500.00	29,000.00	29,000.00
228	Information Technology	587,800	146,950.00	293,900.00	293,900.00
228.241	Service Contracts	471,000	117,750.00	235,500.00	235,500.00
228.245	Telecommunications	50,000	12,500.00	25,000.00	25,000.00
233	Printing/Purchasing	388,488	97,122.00	194,244.00	194,244.00
236	Utilities	485,000	121,250.00	242,500.00	242,500.00
237	HSB Rent	146,240	36,560.00	73,120.00	73,120.00
238	Bonds & Misc Insurance	370,000	92,500.00	185,000.00	185,000.00
244	Geographic Information Systems	344,706	86,176.50	172,353.00	172,353.00
253	Treasurer	440,530	110,132.50	220,265.00	220,265.00
257	Equalization	313,792	78,448.00	156,896.00	156,896.00
261	MSU Extension	244,788	61,197.00	122,394.00	122,394.00
262	Elections	74,699	18,674.75	37,349.50	37,349.50
265	Building & Grounds	739,435	184,858.75	369,717.50	369,717.50
266	Legal Counsel	60,000	15,000.00	30,000.00	30,000.00
267	Prosecuting Attorney	1,259,838	314,959.50	629,919.00	629,919.00
267.261	Cooperative Reimbursement	200,763	50,190.75	100,381.50	100,381.50
267.262	Victims Rights	127,511	31,877.75	63,755.50	63,755.50
267.263	DHS Contract	112,631	28,157.75	56,315.50	56,315.50
267.264	RHN	28,900	7,225.00	14,450.00	14,450.00
267.265	Economic Crimes Unit	139,645	34,911.25	69,822.50	69,822.50
268	Register of Deeds	264,243	66,060.75	132,121.50	132,121.50
268.230	Plat Board	271	67.75	135.50	135.50
271	Public Defender	553,105	138,276.25	276,552.50	276,552.50
278	Surveyor	2,880	720.00	1,440.00	1,440.00
280	Soil Conservation	38,000	9,500.00	19,000.00	19,000.00
281	River Raisin Watershed	1,800	450.00	900.00	900.00
282	County Farm	3,600	900.00	1,800.00	1,800.00
901	Capital	0	.00	.00	.00
<b>GENERAL GOVERNMENT TOTALS</b>		<b>8,782,865</b>	<b>\$2,195,716.25</b>	<b>\$4,391,432.50</b>	<b>\$4,391,432.50</b>
<b>PUBLIC SAFETY</b>					
301	Sheriff	3,816,608	954,152.00	1,908,304.00	1,908,304.00
330	Liquor Law Enforcement	9,946	2,486.50	4,973.00	4,973.00
346	Court Bailiffs	285,465	71,366.25	142,732.50	142,732.50

## 2017 GENERAL FUND QUARTERLY ALLOTMENT SCHEDULE

		2ND QTR: Apr-Jun			
DEPARTMENT/DIVISION		AMENDED BUDGET	QUARTERLY ALLOTMENT	YTD ALLOTMENT	2ND QTR BALANCE
351	Jail	4,471,926	1,117,981.50	2,235,963.00	2,235,963.00
402	Seat Belt Enf Grant	0	.00	.00	.00
403	Coalition Compliance Check	5,015	1,253.75	2,507.50	2,507.50
426	Emergency Management	90,227	22,556.75	45,113.50	45,113.50
430	Animal Control	126,684	31,671.00	63,342.00	63,342.00
<b>PUBLIC SAFETY TOTALS</b>		<b>8,805,871</b>	<b>\$2,201,467.75</b>	<b>\$4,402,935.50</b>	<b>\$4,402,935.50</b>
<b>PUBLIC WORKS</b>					
445	Drains - Public Benefit	150,000	37,500.00	75,000.00	75,000.00
<b>PUBLIC WORKS TOTALS</b>		<b>150,000</b>	<b>\$37,500.00</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>
<b>HEALTH &amp; WELFARE</b>					
632	Substance Abuse - Liq Tax	150,000	37,500.00	75,000.00	75,000.00
648	Medical Examiner	314,559	78,639.75	157,279.50	157,279.50
652	Lenawee Transportation (Open)	50,000	12,500.00	25,000.00	25,000.00
672	Region 2 Area Agency on Aging	6,300	1,575.00	3,150.00	3,150.00
681	Veterans Burials	0	.00	.00	.00
682	Veteran's Affairs	85,903	21,475.75	42,951.50	42,951.50
<b>HEALTH &amp; WELFARE TOTALS</b>		<b>606,762</b>	<b>\$151,690.50</b>	<b>\$303,381.00</b>	<b>\$303,381.00</b>
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>					
720	Planning - Region 2	27,907	6,976.75	13,953.50	13,953.50
721	Planning - County	1,200	300.00	600.00	600.00
728	Lenawee Now	100,000	25,000.00	50,000.00	50,000.00
<b>COMM &amp; ECONOMIC DEV TOTALS</b>		<b>129,107</b>	<b>\$32,276.75</b>	<b>\$64,553.50</b>	<b>\$64,553.50</b>
<b>OTHER</b>					
890	Contingencies	627,840	156,960.00	313,920.00	313,920.00
899	Tax Tribunal	50,000	12,500.00	25,000.00	25,000.00
<b>OTHER TOTALS</b>		<b>677,840</b>	<b>\$169,460.00</b>	<b>\$338,920.00</b>	<b>\$338,920.00</b>
<b>DEBT SERVICE</b>					
906	Debt Service	408,632	102,158.00	204,316.00	204,316.00
<b>DEBT SERVICE TOTALS</b>		<b>408,632</b>	<b>\$102,158.00</b>	<b>\$204,316.00</b>	<b>\$204,316.00</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer Out					
966.902	Parks Commission (208)	25,000	6,250.00	12,500.00	12,500.00
966.904	Health Department (221)	430,000	107,500.00	215,000.00	215,000.00
966.906	Health Dept - Cig Tax (221)	0	.00	.00	.00
966.908	Mental Health (222)	324,682	81,170.50	162,341.00	162,341.00
966.910	Mental Hlth-Wrap Around (222)	41,004	10,251.00	20,502.00	20,502.00
966.911	Solid Waste (232)	55,000	13,750.00	27,500.00	27,500.00
966.912	Crim Just Alloc-467 (236)	0	.00	.00	.00
966.914	Drain Commission (251)	270,000	67,500.00	135,000.00	135,000.00
966.916	Law Library (269)	30,000	7,500.00	15,000.00	15,000.00
966.918	Library (271)	0	.00	.00	.00
966.920	Dept Human Services (290)	22,000	5,500.00	11,000.00	11,000.00
966.922	Child Care-MSA (292)	1,464,976	366,244.00	732,488.00	732,488.00
966.924	Child Care-MSA Ind Costs (292)	65,985	16,496.25	32,992.50	32,992.50
966.926	Child Care-MSA IHT (292)	125,000	31,250.00	62,500.00	62,500.00
966.928	Child Care-DHS (297)	200,000	50,000.00	100,000.00	100,000.00
966.932	Capital (401)	800,000	200,000.00	400,000.00	400,000.00
966.934	Airport (581)	43,000	10,750.00	21,500.00	21,500.00
966.936	Other (999)	0	.00	.00	.00
<b>OTHER FIN SOURCES (USES) TOTALS</b>		<b>3,896,647</b>	<b>\$974,161.75</b>	<b>\$1,948,323.50</b>	<b>\$1,948,323.50</b>
<b>GENERAL FUND TOTALS</b>		<b>28,063,576</b>	<b>7,015,894.00</b>	<b>14,031,788.00</b>	<b>14,031,788.00</b>

## Plan of Organization 2017 Summary

The Lenawee County Health Department Plan of Organization has been completely reformatted for ease of use, including the addition of a table of contents and a contact page. Additionally, the Plan of Organization was updated to meet the requirements established by Michigan Department of Health and Human Services for Cycle 6 of Accreditation. The plan was updated to reflect the following;

- staff changes that have occurred since the plan was updated in 2014
- identification of specific priorities and activities (page 11)
- changes that have occurred regarding the interface between the Board of Commissioners, Lenawee County Administrator, Board of Health and the Health Officer (Attachment 2)
- inclusion of the "Exposure Plan for Bloodborne Pathogens" (Attachment 3)\*
- inclusion of the "Chemical Hygiene Plan" (Attachment 4)\*
- inclusion of the order of succession for the Health Officer (Attachment 8)
- inclusion of financial documents and audit materials (Attachments 11, 12 and 13)\*
- partnerships that exist between the Lenawee County Health Department and various community partners (Attachment 15)

Health Department Plan of Organization

\*indicates new requirement for submission with the Plan of Organization

MINUTES OF THE LENAWEE COUNTY PARKS COMMISSION  
MEETING HELD FEBRUARY 27, 2017

Present were Park Commissioners Chris Wittenbach, Secretary Dan Bruggeman, and members KZ Bolton and Ralph Tillotson. Present representing County Administration were Marty Marshall and Kim Murphy, and Mike Sexton from the Maintenance Department.

Upon motion made and supported,

***RESOLVED***, The Minutes of the previous meeting of January 16, 2017, be approved as presented.

Also present at the meeting were Shelley Lim from the City of Tecumseh, and from One Lenawee, Don Taylor and David Maxwell and Chris Miller, together with representative Bronna Kahle.

The special guests explained their plans to expand the Kiwanis biking trail from the City of Adrian to the City of Tecumseh and to ask for the county's support of the program and assistance in making a grant application to the Michigan Land and Water Trust Fund. The matter was discussed and reviewed, and thereafter,

Upon motion made and supported,

***RESOLVED***, that the Lenawee County Parks Commission recommend to the Lenawee County Board of Commissioners that Lenawee County act as the applying agency for a Michigan Land and Water Trust Fund grant to improve and extend the Kiwanis bike trail from the City of Adrian to the City of Tecumseh, provided that the City of Adrian or another municipality be responsible for writing the grant and providing the local matching funds, and that the City of Adrian act as project manager and hold and maintain the necessary easements for that project.

Thereafter, the financial report was presented and placed on record.

Mike Sexton from County Maintenance presented a report on the parks.

As to Bi-Centennial Park, the Maintenance Department is investigating the question of a new bridge over the county drain at that park. Mr. Sexton reported that the drain commission prefers a bridge instead of a culvert. Ralph Tillotson suggested that inasmuch as this is a county drain, the cost of the bridge or the culvert should be borne by all taxpayers using that watershed, and Mr. Sexton will present that proposal to the

The Connecting Lenawee Task Force (CLTF) works under the One Lenawee umbrella. One Lenawee is a collaboration of Lenawee County volunteers dedicated to making Lenawee County a great place. The Connecting Lenawee Task Force is currently focusing on connecting our community through non-motorized pathways.

With funding assistance from the Lenawee Health Network, Michigan Department of Human Health Services, and ProMedica, the CLTF created the Connecting Lenawee Plan, which is a non-motorized vision for Lenawee County. As a result of the planning process, two of the priority projects is the extension of the Kiwanis Trail to Tecumseh and implementing improvements to the existing Kiwanis Trail.

To extend the trail to Tecumseh, the estimated cost is \$750,000. Several funding sources have been identified including: Act 51, MDOT Transportation Alternatives Program, Safe Routes to School, CMAQ, community infrastructure projects, and the Michigan Department of Natural Resources.

The Michigan Department of Natural Resources opened their grant programs for 2017 and CLTF is interested in pursuing a development grant under the Land and Water Trust Fund.

The Michigan Department of Natural Resources provides financial assistance through its recreation grants program to communities within the State that want to acquire land for parks and open spaces or that want to develop recreation facilities. To be eligible to apply for these grants, a community must have an approved five-year plan on file with Grants Management of the Department of Natural Resources. Lenawee County has an approved five-year plan on file with the State.

CLTF would like to ask the Parks Commission to consider recommending that the Lenawee County Commissioners approve Lenawee County to act as the applying agency for a Michigan Land and Water Trust Fund grant on behalf of the Connecting Lenawee Task Force. The grant funds would be used to offset a portion of the cost of the proposed Kiwanis Trail extension.

*Suggested Motion:*

*The Lenawee County Parks Commission recommends that the Lenawee County Commissioners approve Lenawee County to act as the applying agency for a Michigan Land and Water Trust Fund grant. If awarded, the grant funds would be used to offset a portion of the cost of the proposed Kiwanis Trail extension.*

Connecting Lenawee Plan



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**PHYSICAL RESOURCES COMMITTEE**

*Bob Knoblauch, Chair – Ralph Tillotson, Vice Chair  
John Lapham, Member*

**MEETING LOCATION**

*Committee Room, 2<sup>nd</sup> Floor  
Old Courthouse, 301 N. Main Street, Adrian, MI*

**MINUTES:**

**MONDAY, MARCH 6, 2017 – 10:00 A.M.**

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**PRESENT:** Commissioners Knoblauch, Tillotson, and Lapham

**OTHERS PRESENT:** Commissioners Driskill and Wittenbach, Tim Mehan, Jenny Escott, Martin Marshall, Irv Shaw, Kim Murphy, Rebecca Borton, and David Panian (The Daily Telegram)

**I. APPROVAL OF MINUTES**

*Motion by Lapham, to approve the minutes of the February 6, 2017, meeting, seconded by Tillotson. Motion carried.*

**II. FINANCE REPORT**

Administrator Martin Marshall reviewed the finance report and the completion of project 1607.

*Motion Tillotson, supported by Lapham, to close the Old Courthouse carpet project #1607. Motion carried.*

*Motion by Lapham, supported by Tillotson, to accept the finance report and place on file. Motion carried.*

**III. 911 DISPATCH UPS REPLACEMENT** – The main uninterruptible power supply, or UPS, for the Dispatch Center needs to be replaced in order to protect 911 Services from potential service interruption due to power failure.

*Motion by Tillotson to recommend approval of up to \$11,500 for a new UPS server out of the 911 Dispatch fund to the Personnel/Ways & Means Committee, supported by Lapham. Motion carried.*

**IV. MAINTENANCE DEPARTMENT REPORT**

The Maintenance report was available for review. Tim provided updates on projects including the epoxy flooring at the jail, Judicial Building security upgrades, and new lighting for the Old Courthouse dome.





# Action Request Form

To: Physical Resources Committee

DATE OF MEETING: MARCH 6, 2017

FROM: Eric Miller

Dispatch: APC UPS back up

DEPT: IT for 911 Dispatch

1) DESCRIPTION OF REQUEST	<p>Summary. In 2016 the main 911/Dispatch UPS failed; it is unable to be repaired and must be replaced. Small personal use UPS batteries were purchased and installed to cover the main PC's in dispatch until the main unit can be replaced. However, the dispatch server room is not currently on any type of UPS. As you know 911/Dispatch is a Mission Critical county department that must be operational 24/7 to ensure the delivery of public safety services.</p> <p><b>REQUEST: A new APC UPS back up, Bypass panel and related parts and labor for installation.</b></p>
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Amount Requested: \$11,490.80

Account Number: 261.325-931 Equipment Repair/Maint

List Attachments: Project Cost Summary

Request form prepared by:

Upcoming agenda items shall be reported to the Administrator at least seven (7) days prior to the meeting. All supporting information shall be submitted to the Administrator's Office no later than 3:30 pm the day preceding the meeting, or by noon on the day of scheduled evening meetings. Exceptions may only be approved by the Chairperson, or in his/her absence, the Vice Chairperson of that Committee.

**Lenawee County Airport Commission**

**March 6, 2017**

**Page 3 of 3**

There is one more hangar in which the person is two quarters behind in their rent. Joe continues to work with Attorney Shaw on this matter as well.

*Motion by Knoblauch, supported by Bales, to approve the Manager's Report and place it on file. Motion carried.*

**IV. Finance Report**

Administrator Marshall presented the financial report. The current benchmark is 16.7%. Total revenues are at 11.70% and the expenses at 7.05%. Litigation matters are tracked separately. Phase II revenues are at 9.00% and expenses are at 1.36%

*Motion by Knoblauch, supported by Bales, to approve the finance report and place it on file. Motion carried.*

**V. New Business**

**Consignment Sale:** Joe has a number of tractors and other miscellaneous equipment that he would like to sell by way of consignment.

*Motion by Knoblauch, supported by Bales to recommend that the Personnel Ways & Means Committee permit the Airport Manager to sell his equipment at a consignment sale and retain the funds in the Airport Budget. Motion carried.*

**VI. Old Business**

**Hangar Purchase:** Joe was able to finalize the purchase of the Blissfield Hanger; there is a tenant in the building and is receiving \$800 in monthly rent.

**VII. Other Business / Public Comment**

There was no public comment.

**VIII. Adjournment**

*Motion by Knoblauch, supported by Bales, to adjourn the meeting at 2:12 p.m. Motion carried.*

MDM:klm