

## MINUTES

### PERSONNEL/WAYS AND MEANS COMMITTEE TUESDAY, JANUARY 10, 2017 - 10:12 A.M. COUNTY COMMISSION CHAMBERS

**DRAFT**

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

Absent: Commissioner Driskill

Also Present: Scott Baker, Kim Murphy, Roxann Holloway, Marilyn Woods, Jenny Escott, Martin Marshall, and Rebecca Borton

### APPROVAL OF THE MINUTES

*Motion by Lapham, seconded by Wittenbach, to approve the minutes of December, 2016. Motion carried.*

### PERSONNEL BUSINESS

- 1) **Employment Changes:** The monthly employment changes were presented for review.
- 2) **Other Personnel Business:** There was no other personnel business at this time.

### WAYS and MEANS BUSINESS

- 1) **Finance Reports:** Martin Marshall reviewed the 2016 year-end financial report. The Board of Commissioners authorized the Accounts Payable Committee to adjust the budget as necessary within the 2016 amended budget. The committee analyzed the general fund on a departmental basis, which produced additional budget adjustments. Administrator Marshall reviewed the actions taken by the Accounts Payable Committee to the 2016 budget. All actions taken were within the previously approved overall revenue and expenditure totals in compliance with Uniform Budgeting and Accounting Act. As of December 31<sup>st</sup>, both the revenue and expenditure budgets are at 93%; there are payroll expenses currently outstanding.
- 2) **Depository & Investment:** Marty explained that this is the annual investment policy governing the management of all public monies coming into the hands of the County Treasurer.

*Motion by Wittenbach, seconded by Lapham, to recommend adoption of the Depository and Investment annual policy (RES#2017-001). Discussion. Motion carried.*

- 3) **PEER Group Agreements:** Marty explained that the Peer Group is a group of professional surveyors that review the corners that have been researched and are to be remonumented under the provisions of the Monumentation & Remonumentation Plan for

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Lenawee County.

*Motion by Knoblauch, seconded by Wittenbach, to approve Resolution #2017-002 appointing Michael Bartolo, David Erickson, Joseph Fenicle, Glenn Richard, and Scott Warnke to the 2017 Peer Group and approving the 2017 Peer Group contracts. Motion carried.*

- 4) **Remonumentation Monumentation and Research:** The Remonumentation Monumentation and Research Contracts with the Michigan Department of Licensing and Regulatory Affairs-Office of Land Survey and Remonumentation are for surveying, monumentation, and remonumentation. Marty further explained this covers the research, surveying, and marking corners.

*Motion by Knoblauch, seconded by Bolton, to recommend approval of the remonumentation monumentation and research agreements with Associated Engineers and Surveyors and Bartolo Surveying. Motion carried.*

- 5) **Housing Needs Assessment:** Kim Murphy updated the Committee on the Housing Needs Assessment. She reminded them that funding for the Housing Needs Assessment will come from a grant and the Community Development Block Grant program income. The last Housing Needs Assessment in Lenawee was conducted in 2003.

Two bids for the Housing Assessment and Target Market Analysis have been received from well-qualified companies. Upon a detailed analysis and review of both bids, it is the recommendation of the Administrator's Office that the County accept the low bid from Novogradac & Company in the amount of \$25,000.

*Motion by Bolton, seconded by Knoblauch, to recommend accepting the proposal from Novogradac & Company LLP in the amount of \$25,000 to perform a Housing Assessment and Target Market Analysis. Motion carried.*

6) **Committee Recommendations/Referrals**

**Criminal Justice Committee:** The Criminal Justice Committee recommends approval of the 2017 Police Protection contracts between the Sheriff's Office.

*Motion by Wittenbach, supported by Stimpson, to recommend approval of the police protection contracts with the Village of Britton, Village of Deerfield, and Macon Township; and authorize the Sheriff and Chair signatures. Motion carried.*

**Physical Resources Committee:** The Physical Resources Committee recommends approval of the 2017 Energy Management Setpoint Optimization Program service agreement with Honeywell.

Commissioners Stimpson, Wittenbach, and Knoblauch all spoke on the positive past performance of Honeywell and the expected benefits of the proposal.

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*Motion by Lapham, supported by Stimpson, to approve the Energy Management Setpoint Optimization Program annual service agreement for 2017 in an amount of \$11,400 per year. Motion carried.*

- 7) **Consent Agenda:** Actions taken today will be included on the consent agenda.
  
- 8) **Other Business:** Commissioner Stimpson announced that he will be preparing a letter to the community from the Board and asked that any commissioner with input to please contact him in the near future.
  
- 9) **Adjournment**

*Motion by Knoblauch, seconded by Wittenbach, to adjourn at 10:48 a.m. Motion carried.*

MDM/rdb