



DRAFT

Martin D. Marshall, County Administrator
Telephone: (517) 264-4508
Fax: (517) 264-4512
www.lenawee.mi.us

PERSONNEL / WAYS & MEANS COMMITTEE

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

MEETING LOCATION

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

MINUTES: Tuesday, March 7, 2017 - 10:07 a.m.

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

ALSO PRESENT: Martha Hall, Roxann Holloway, Jenny Escott, Marilyn Woods, David Panian (The Daily Telegram), Martin Marshall, and Rebecca Borton

I. APPROVAL OF THE MINUTES

Motion by Lapham, seconded by Bolton, to approve the minutes of February 7, 2017. Motion carried.

II. PERSONNEL BUSINESS

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

III. WAYS AND MEANS BUSINESS

- A. Finance Report:** Marty reviewed the finance reports indicating that the benchmark is just under 17%. Six percent of revenue has been received to date. Expenses are closer to the benchmark at 16%. Service contracts are above the benchmark due to January billing of annual contracts.

Budget Adjustments: Marty reviewed budget adjustments for the Health Department.

Motion by Wittenbach, supported by Bolton, to approve the budget adjustments as presented. Motion carried.

B. Second Quarterly Allotment

Motion by Driskill, supported by Stimpson, to recommend approval of the second quarterly allotment of appropriations by resolution # 2017-003. Motion carried.

Minutes

Personnel/Ways and Means Committee

March 7, 2017 - Page 2 of 3

- C. **Board of Health:** Health Officer, Martha Hall submitted the Health Department's 2017 Plan of Organization and highlighted changes. The State of Michigan requires this plan be updated every three years.

Commissioner Stimpson commended the plan.

Motion by Stimpson, supported by Knoblauch, to recommend approval of the Board of Health 2017 Plan of Organization. Motion carried.

D. Committee Recommendations/Referrals

Parks Commission: Marty reviewed the Parks Commission recommendation for the County to act as the applying agency for a recreational grant to extend the Kiwanis trail. He clarified that the County would be the applicant for a *Michigan Natural Resources Trust Fund* grant and would be responsible for reporting and submission requirements, but the County would not be responsible for any local matching funds provisions which are to be covered by other local governments and community service groups.

Commissioner Bolton added that her concern regarding the county staff having time to assist with this grant was addressed at the Parks Commission meeting.

Marty noted Deputy Administrator Kim Murphy will be assisting with the organization of this project and that the Board of Commissioners will need to set a Public Hearing for March 23rd.

Motion by Bolton, supported by Collins, to recommend that the County of Lenawee act as the applicant for a Michigan Department of Natural Resources Trust Fund grant in the amount of \$300,000. Discussion. Motion carried.

Physical Resources Committee: The Physical Resources Committee recommends approval of a UPS replacement in the Dispatch Center.

Motion by Bolton, supported by Lapham, to recommend approval of up to \$11,500 for a new UPS server out of the 911 Dispatch fund [261.325-931 Equipment Repair/Maintenance]. Motion carried.

Airport Commission: The Airport Commission recommends approval of equipment disposal via a consignment auction while returning funds back into the Airport.

Motion by Collins, supported by Bolton, to recommend approval of the Airport equipment disposal with proceeds to remain in the Airport budget. Motion carried.

- E. **Consent Agenda:** Commissioner Bolton requested that the Michigan Department of Natural Resources Trust Fund grant request be withheld from the consent agenda. All other actions taken today will be placed on the consent agenda.

Minutes
Personnel/Ways and Means Committee
March 7, 2017 - Page 3 of 3

Marty again noted that the Board of Commissioners will need to set a Public Hearing for the March 23rd meeting to provide the public an opportunity to comment on the application.

F. **Other Business:** There was no other business.

IV. ADJOURNMENT

Motion by Bolton, seconded by Wittenbach, to adjourn at 10:33 a.m. Motion carried.

MDM/rdb