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ADMINISTRATOR'S OFFICE
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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, April 10, 2018 – 10:05 a.m.

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

OTHERS PRESENT: Jennifer Ambrose, Jenny Escott, Carolyn Bater, Steve Burke (MFCI), Kim Murphy, Martin Marshall, Ian Wendt (WLEN), Roxann Holloway, Sheriff Welsh, Capt. Jim Craig, and Rebecca Borton

I. APPROVAL OF MINUTES

Motion by Bolton, seconded by Bales, to approve the minutes of the March 14, 2018, meeting. Motion carried.

II. PERSONNEL BUSINESS

A. Employment Changes: The monthly employment changes were presented.

B. Armed Security Position Request: Sheriff Welsh reviewed a proposal to create a new armed security deputy position assigned to the judicial building by utilizing retired law enforcement personnel on part time basis. The cost of the position including both personnel and equipment is approximately \$48,000.

Marty explained that the request before the committee was funding for the personnel costs for the remainder of the year and that equipment would come from the Sheriff budget at this time.

Motion by Driskill, seconded by Knoblauch, to recommend approval of the new Court Security Deputy position, and authorize the budget adjustment of \$28,426 from Personnel Contingency to Court Bailiff Personnel (101.346) to cover 2018. Discussion. Motion carried.

C. Other Personnel Business: There was no other personnel business at this time.

III. WAYS & MEANS BUSINESS

A. Finance Reports: Marty Marshall reviewed the finance reports. Revenues are under last year's first quarter while expenditures are pretty much on track at 22%.

Rules & Appointments Committee minutes

April 10, 2018

The following notes were also made:

- Property tax income will come in later this year.
- The Childcare DHS fund is in a deficit in excess of \$200,000.
- Delinquent Tax Fund balance is approximately \$23,000,000.
- The Animal Control line item is at \$79,000 while last year's total was around \$18,000. There was discussion regarding donations made to the animal shelters.

B. 2019 Budget Calendar: Marty reviewed the 2019 Budget Calendar.

Motion by Bolton, seconded by Collins, to recommend approval of the 2019 budget calendar as presented. Motion carried.

C. Refunding HSB Bonds: The County has an opportunity to reissue the 2010 energy savings bonds for the Human Services Building and potentially save around \$150,000 over the life of the new bond. Steve Burke, from MFCI, explained the opportunity in further detail. One of the two bonds issued in 2010 was a Tax Exempt Bond while the second was a Recovery Zone Bond. The new bond would combine these two into one Tax Exempt Bond and he anticipates the new bonds to be sold May 10th.

Motion by Bolton, seconded by Lapham, to recommend authorizing the issuance of bonds in the County's name, and authorize the Administrator to award the bonds at the conclusion of the bond sale in May. Motion carried.

D. Campus Building Projects: Marty explained that the preliminary expenses have been reviewed but there was not enough information available to present to the bond counsel.

A meeting of the whole will be scheduled once the plan is complete.

E. Medicaid Enrollment Misclassification resolution: It was recently determined that the Community Mental Health system has experienced a revenue loss due to the misclassification of Medicaid beneficiaries. This has resulted in budgetary challenges for CMH Partnership of Southeast Michigan as well as the CMH system statewide. This is a cause for both fiscal and client services difficulties across the state.

The LCMHA Board has shared a recently adopted resolution seeking a solution.

Motion by Stimpson, seconded by Lapham, to approve a resolution requesting that the state and federal government work out the differences between the Medicaid and Medicare program coverages to correct the shortfall in reimbursement for service. Motion carried.

F. PA 116 Applications: Two applications to enter property located in Ogden Township into the PA116 program have been reviewed and approved by both the County Planning Commission and the Conservation District. The County Clerk

Rules & Appointments Committee minutes

April 10, 2018

has received clarification on several comments made by the County Planning Commission.

Motion by Bolton, seconded by Driskill, to recommend approval of the two PA-116 applications out of Ogden Township. Motion carried.

G. Volunteer Week Proclamation: April 15-21st is National Volunteer Week and the Lenawee Community Foundation has requested that the Board of Commissioners recognize it through proclamation.

Motion by Bolton, seconded by Collins, to recommend adoption of the Volunteer Week Proclamation. Motion carried.

H. Committee Recommendations/Referrals

The following requests were submitted by the Physical Resources Committee and relate to the Sheriff Office Renovation project. The requests are to authorize payment out of the Capital Fund with intent to reimburse it through bond proceeds.

Conduit Installation Request: This is conduit running from the Sheriff's Building to the Robertson Building.

Motion by Bolton, seconded by Wittenbach, to recommend approval of \$31,800 for Conduit Installation to be paid out of the Capital Fund with intent to be reimbursed from bond proceeds. Motion carried.

Property Survey Request: The Sheriff's Office/Jail property requires an updated survey.

Motion by Bolton, seconded by Wittenbach, to recommend approval of \$3,000 for the property survey to be paid out of the Capital Fund with intent to be reimbursed from bond proceeds. Motion carried.

Electric Service Request: Consumer Energy will be contracted to prepare an electrical engineering plan to bring power to the new Sheriff's building.

Motion by Lapham, seconded by Bolton, to recommend approval of \$30,000 for the electrical site plan to be paid out of the Capital Fund with intent to be reimbursed from bond proceeds. Motion carried.

Mobile Data Terminal loan Request: The IT Committee has recommended financing the remainder of the mobile data terminal equipment purchase through a lease-to-own agreement with Dell in an amount of \$54,000.

Motion by Knoblauch, seconded by Wittenbach, to recommend approval of the Dell Lease agreement for the balance of the mobile data terminal partnership equipment purchase (\$54,000). Motion carried.

I. BOC Consent Agenda (resolutions/proclamations/signatory)

There have been no major changes to the following which are adopted on a regular basis and will be on the consent agenda:

- 1) Lenawee Transportation Corporation's Drug Testing Policy
- 2) Delinquent Tax Revolving Loan Fund Annual resolution – borrowing resolution to loan 500, 000 to the Delinquent Tax to delay payment to the local units by June to distribute all payments at the same time.

Commissioner Bolton requested that the Lenawee Transportation Corporation's Drug Testing Policy be distributed to the commissioners for review.

Comm. Bolton has requested the Volunteer Week Proclamation be withheld from the consent agenda.

J. Other Ways & Means Business

Commissioner Collins announced that the flags to be displayed around the old courthouse have been reserved, and commissioners were reminded to pay the \$30 fee if they had not yet.

Commissioner Tillotson spoke highly of the recent Sheriff's award ceremony.

IV. ADJOURNMENT

Motion by Knoblauch, to adjourn the meeting at 11:04 a.m., Collins seconded. Motion carried.

MDM/rdb