



**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

**MINUTES**  
**Tuesday, May 9, 2018 – 10:03 a.m.**

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

**ABSENT:** Commissioner Lapham

**OTHERS PRESENT:** Burke Castleberry, Roxann Holloway, Marilyn Woods, Jenny Escott, Kim Murphy, Jennifer Ambrose, Erin Tuckey and Julie Porterfield (Lenawee Medical Care Facility), Martin Marshall, David Panian (The Daily Telegram), Kristi Drake, Theresa Rupley, and Rebecca Borton

**I. APPROVAL OF MINUTES**

*Motion by Bolton, seconded by Wittenbach, to approve the minutes of the April 10, 2018, meeting. Motion carried.*

**II. PERSONNEL BUSINESS**

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

**Drain Commission Reclassification Request:** Jenny Escott reviewed a request for an Assistant Account Clerk to be reclassified to an Account Clerk III. This position was budgeted for 2018 at 65% reimbursement and the additional cost to the Drain Commission budget would be minimal.

*Motion by Bolton, seconded by Knoblauch, to recommend approval of the Drain Commission's request to reclassify an Assistant Account Clerk (NU7516-2yr) to an Account Clerk III (NU7520-2 Yr). Motion carried.*

**B. Circuit Court Personnel Request:** Marty Marshall reviewed a request to reclassify the Specialty Court Coordinator from NU75CT06-1yr to NU75CT08-7yr.

*Motion by Collins, seconded by Stimpson, to recommend approval of the Circuit Court request to reclassify the Specialty Court Coordinator grade from NU75CT06-1yr to NU75CT08-7yr. Motion carried.*

**C. Other Personnel Business:** There was no other personnel business.

### III. WAYS & MEANS BUSINESS

**A. Finance Reports:** Marty Marshall reviewed the finance reports and highlighted a few line items. Revenues are currently at 8% while expenses are at 33%; the benchmark is 33%.

There was discussion regarding recent changes made by the State of Michigan's Department of Health and Human Services that have set up situations that are costing Michigan counties. The Childcare DHS fund is in a deficit and expenses are outpacing revenue by about two to one.

**B. Campus Building Projects:** Marty reviewed the status of renovations/construction projects. There are a few pending issues that need to be addressed before the final Sheriff's Building plans are presented to the Commissioners.

**C. Drain Project Bonds:** Jenny Escott reported that the Lenawee County Drain Commission will be conducting construction/improvements to the Titus Tile Drain and the Waltermire Tile Drain projects. In order to defray costs of these projects, 10 year bonds will be issued and interest rates will be better with the Board of Commissioners' pledge of full faith and credit for repayment.

*Motion by Knoblauch, seconded by Driskill, to recommend pledging the County's full faith and credit for the Waltermire Tile Drain project by resolution. Motion carried.*

*Motion by Bolton, seconded by Knoblauch, to recommend pledging the County's full faith and credit for the Titus Tile Drain project by resolution. Motion carried.*

#### **D. Committee Recommendations/Referrals**

**Condensed File Storage Request (Physical Resources):** Commissioner Knoblauch explained that the Clerk currently has record storage housed in the Sheriff's Building. Improvements to the judicial building records room along with the installation of a condensed file storage system will provide the County Clerk with significantly more storage within the judicial building.

Since this project relates to the Sheriff Office renovations; the Physical Resources Committee is recommending approval and authorizing payment out of the Capital Fund with the intent to reimburse through bond proceeds.

*Motion by Knoblauch, seconded by Bolton, to recommend approval of \$52,000 for improvements to the records room in the Judicial Building to be paid out of the Capital Fund with intent to be reimbursed by bond proceeds. Motion carried.*

Commissioner Knoblauch stressed the importance of following the retention schedule, and staying up to date with what items of record may be saved electronically.

**Animal Control Ordinance (Criminal Justice):** Commissioner Collins explained that the Ordinance Review subcommittee has submitted the amended Animal Control Ordinance. The Criminal Justice Committee is recommending that the Board of Commissioners adopt of the proposed Animal Control Ordinance.

*Motion by Collins, seconded by Bolton, to recommend moving forward with the adoption of the Animal Control Ordinance as presented.*

Discussions included:

- 1) Commissioner Wittenbach inquired if animal rescues/sanctuaries were considered; where exotic animals fall in the ordinance, and how this ordinance will affect a local municipality ordinance.
  - a. It was explained that exotic animals fall under a state wide statute, but local municipalities may choose to address it in further detail.
  - b. A municipality's ordinance would supersede the County ordinance.
- 2) Commissioner Driskill noted that there is nothing regarding liability coverage for certain animals.
- 3) Commissioner Knoblauch state that he would like to see more in the ordinance on exotic animals. He also voiced concerns regarding the fee schedule.
- 4) Marilyn Woods believes that Option 3 (which is included in this Amendment) of the fee schedule is too much of an increase and suggested that Option 2 would be more appropriate. She reviewed past license sales. Marilyn also noted that Animal Control does not have the resources to conduct a census; which would generate additional revenue.
- 5) Tillotson suggested everyone review the State dog license and that a \$10 fee for a copy of the County ordinance is too much.
  - a. All County ordinances are available for free on the website <http://www.lenawee.mi.us/294/County-Ordinances>

Marty reviewed a list of additional fees that Commissioner Bolton had shared.

- 1) Under Kennel Licensing: Clarify fees for each additional 10 dogs.
  - a. 10 – 20 dogs and any subsequent 10 dogs - \$25.00 each additional 10, December 1 up to May 31, and \$50.00 each additional 10 kenneled dogs on/after June 1
  - b. Kennel Re-Inspection fees for infractions - \$50.00
- 2) Impound Fee Schedule for each incidence
  - a. First Offense - \$25.00 for the first day and \$10.00 for each additional day
  - b. Second Offense - \$35.00 for the first day and \$10.00 for each additional day
  - c. Third and subsequent Offense - \$45.00 for the first day and \$10.00 for each additional day
- 3) Use of Tranquilizer - \$50.00 fee
- 4) Euthanization - \$35.00 for an animal up to 25 pounds, and \$50.00 for an animal larger than 25 pounds
- 5) Carnivore Registration - \$25.00 fee per animal
- 6) Hard copy of the Animal Control Ordinance - \$10.00 (Available free on the Lenawee County website)

## **Rules & Appointments Committee minutes**

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Burke Castleberry explained that the review subcommittee was charged with reviewing and amending the ordinance, while it is the responsibility of the Board of Commissioners to determine and set any fees.

*Motion by Knoblauch, seconded by Bolton, to amend the motion to include the list of items in the Animal Control Ordinance fee schedule, seconded by Comm. Bolton.*

*Roll call vote on the motion to amend the original motion to include the list of items in the Animal Control Ordinance fee schedule. Yeas (2): Commissioners Bolton and Knoblauch; Nays (6): Commissioners Tillotson, Wittenbach, Stimpson, Driskill, Bales, and Collins. The motion to amend the original motion failed.*

Tillotson highly suggested that there be some time allotted for the public to review and have an opportunity to discuss the amended ordinance.

*Roll call vote on the original motion to recommend moving forward with adoption of the amended Animal Control Ordinance as presented. Yeas (6): Commissioners Stimpson, Driskill, Collins, Knoblauch, Bolton, and Bales; Nays (2): Commissioners Wittenbach and Tillotson. The original motion carried.*

### **E. BOC Consent Agenda (resolutions/proclamations/signatory)**

The following will be on the consent agenda:

- 1) Correctional Officers' Week Proclamation
- 2) Police Officers' Week Proclamation

Commissioner Collins commended the work of Commissioner Driskill on collecting information on local fallen officers.

### **F. Other Ways & Means Business**

Medical Care Facility Millage: The Medical Care Facility submitted a resolution including ballot language for the commissioners' consideration to place a millage reauthorization proposal on the August ballot.

*Motion by Driskill, seconded by Collins, to recommend approval of placing the question of levying a millage to the voters on the August 7 election for the Medical Care Facility (resolution to be placed on tomorrow's consent agenda). Motion carried.*

## **IV. ADJOURNMENT**

*Motion by Wittenbach, to adjourn the meeting at 11:05 a.m., Bales seconded. Motion carried.*

MDM/rdb