

PERSONNEL / WAYS & MEANS COMMITTEE

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MEMBERS

Ralph Tillotson, Terry Collins
Committee of the Whole

MEETING LOCATION

Via ZOOM

Minutes: Tuesday, May 11, 2021 – 10:03 a.m.

Present: Commissioners Tillotson, Bolton, Bales, Collins, Goetz, Jenkins-Arno, Lapham, Stimpson, and Wittenbach

Also Present: Kim Murphy, Rebecca Borton, Martin Marshall, Shannon Elliot, Erin VanDyke, Tracy Stace, Scott Holtz, Burke Castleberry, Joe Malak, Jennifer Ambrose, Sheriff Bevier, Bev Ahlers, Cheryl Whipple, and Lorelee Collins

I. APPROVAL OF MINUTES

Motion by Bolton, seconded by Lapham, to approve the minutes of the April 13, 2021, meeting. Motion carried.

II. PERSONNEL BUSINESS

A. Employment Changes: The April report was available.

B. District Court-Magistrate Reclassification Request: A reclassification request was submitted for review. The District Court Magistrate performs a variety of administrative and judicial functions in District Court, including holding bond hearings, hearing small claims and landlord/tenant cases, arraignments and other court functions like SCAO compliance and reporting. In this role, the magistrate works with representatives of the Prosecutor's office and the Public Defender office who's starting salary is about \$20,000 higher than that of the magistrate. To attract applicants at least as qualified as those in the other county offices, it is desirable for the magistrate's salary to be on par.

Motion by Bolton, seconded by Wittenbach, to approve the reclassify the District Court Magistrate to the NU-75CT15 pay grade. Motion carried.

C. Airport Succession Plan: A reclassification request was submitted for review. Joe and Sharon Malak are considering their retirement options and working to provide a succession plan for those positions at the Airport. He has two current employees with both the interest and capability to perform many of the required tasks. One of the employees is Joe's granddaughter. As these reclassifications are short-term situations to fulfill a succession plan, it is recommended that the Board of Commissioners waive the anti-nepotism policy to permit the reclassification of Ashley Malak.

Motion by Goetz, seconded by Wittenbach, to waive the anti-nepotism policy and approve the reclassifications of Thomas Kendziora and Ashley Malak. There was discussion regarding the anti-nepotism. Joe reviewed the employees' individual qualifications and Marty explained that the positions will be posted when they become available. Motion carried.

- D. Probate Court Reorganization:** A reorganization request was submitted for review. The Probate Court has seen an increase in workload in adoption cases and mental health cases. At the same time, due to limitations in other county offices, they are unable to fill the docket of the hearing referee. The Probate Court would like to reduce the hours of the Hearing Referee and create a new part time Probate Register position to address the increased adoption and mental health caseload.

Motion by Bolton, seconded by Collins, to approve the Reorganize Probate Court including reducing Hearing Referee position to part time and create a new part time Probate Register I position. Motion carried.

- E. Prosecuting Attorney's Office Reclassification Request:** A reclassification request was submitted for review. The Legal Secretary I has assumed additional responsibilities since the Assistant Prosecutors were moved into the main office in the Judicial Building.

Motion by Bolton, seconded by Bales, to approve the Reclassification of the Legal Secretary I to a Legal Secretary II within the Prosecuting Attorney's Office. Motion carried.

- F. Vaccine Incentive:** Administrator Marshall submitted a vaccine incentive plan for consideration. The plan proposes a \$200 stipend to all employees who become fully vaccinated by July 31, 2021. As more employees become fully vaccinated, it will be easier to return to pre-pandemic operations. One of the principal challenges is the requirement to quarantine upon exposure and to isolate when infected with the virus. The County has had many county employees off from quarantine and isolation within the last six months. This has cost the County money and has interfered with office operations.

Motion by Stimpson, seconded by Wittenbach, to approve the \$200 vaccination stipend as proposed. Following discussion, Roll call vote. Yeas (6): Stimpson, Wittenbach, Bolton, Bales, Collins, and Goetz; Nays (3): Lapham, Jenkins-Arno, and Tillotson. Motion carried.

- G. Other Personnel:** There was no other personnel business.

III. WAYS AND MEANS BUSINESS

- A. Finance Reports:** Administrator Marshall reviewed the finance reports; revenues are at 10%, expenses are at 34%. The benchmark is 34.5%; the county budget is within guidelines and there is nothing major to report.

- The fund status report was available, and Marty highlighted several funds including:
- General fund balance is currently in excess of \$3 million compared to less than \$1 million last year at this time
 - The Drain Commission is slightly in the red but not as much as last year
 - 911 service has about 2.8 million; which is slightly ahead of last year
 - Both child care funds are doing better than last year
 - Delinquent Tax Revolving Fund balance is approximate \$25.5 million
 - 2020 challenges including jail commissary and training funds are both doing well
 - Courts are still not open and generating the revenue that they typically would
 - Debit amounts of stimulus funds received in 2021 had to be rolled back as 2020 revenues resulting in a negative revenue entry

B. Revenue Sharing Resolution RES#2021-16: This is the Revenue Sharing shortfall calculated by Michigan Association of Counties.

WHEREAS, in 2004, a deal between county governments and the State of Michigan created a property tax collection shift which would provide for revenue sharing funds to the Counties while not relying on the State's general fund; and

WHEREAS, the proceeds from the property tax shift were put in a County Revenue Sharing Reserve Fund whereby a county could obtain an annual revenue sharing payment; and

WHEREAS, in 2005 state revenue sharing payments were discontinued to counties, relieving the State Budget of \$183 million in annual state revenue sharing payments to counties, with the promise and agreement that once a county exhausted their County Revenue Sharing Reserve Fund, the state revenue sharing payments would be restored to that county at their full funding amount; and

WHEREAS, Lenawee County's Revenue Sharing Reserve Fund was exhausted in 2011; and

WHEREAS, the Michigan Association of Counties, through extensive research, has identified 60 Michigan counties that have received less than the statutorily required amount of state revenue sharing payments since County Revenue Sharing Reserve Funds were exhausted; and

WHEREAS, with the influx of American Rescue Plan funds to the State of Michigan, there are sufficient funds available to make counties whole with regard to State Revenue Sharing payment shortfalls; and

WHEREAS, unlike Lenawee County's allocation from the American Rescue Plan, the payment of the State Revenue Sharing shortfall will not be restricted to COVID-19 related expenses thereby making it eligible for critical infrastructure projects, pension fund, or OPEB contributions and other expenditures.

THEREFORE, BE IT RESOLVED, the Lenawee County Board of Commissioners hereby urges the State of Michigan to fulfill its statutory obligations with regard to State Revenue Sharing payments for all 60 Michigan counties identified by the Michigan Association of Counties that received less than their statutory required amounts; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Governor of the State of Michigan, Senator Dale Zorn, Representatives Bronna Kahle and Sarah Lightner, and all affected Michigan Counties for their consideration and action.

Motion by Bolton, seconded by Wittenbach, to recommend approval of the Revenue Sharing Resolution. Motion carried.

- C. Airport/MDOT Contract #2021-0595:** The rehabilitation of taxiway B is eligible for federal funding under the federal Airport Improvement Program and MDOT is responsible for the allocation and management of the block grant funds. Two designated signatory resolutions were submitted for consideration.

Authorized Signatory-Stimpson RES#2021-12

WHEREAS, the process of developing and upkeep of the Lenawee County Airport with federal and state financial assistance requires the execution of sponsor contracts for approved projects between the Lenawee County Board of Commissioners, Adrian, Michigan and the Michigan Department of Transportation, Lansing, Michigan, and

WHEREAS, the Lenawee County Board of Commissioners shall enter into sponsor contracts for specific development/upkeep projects at the Lenawee County Airport for the purposes of obtaining aid.

THEREFORE, BE IT RESOLVED that the Chairperson of the Lenawee County Board of Commissioners, David Stimpson is hereby authorized and directed to execute said sponsor contracts on behalf of the County of Lenawee, Michigan.

BE IT FURTHER RESOLVED that this authorization remain in effect for one year unless reassigned by the Lenawee County Board of Commissioners prior to the expiration.

Authorized Signatory-Malak RES#2021-13

WHEREAS, the process of developing and upkeep of the Lenawee County Airport with federal and state financial assistance requires the execution of sponsor contracts for approved projects between the Lenawee County Board of Commissioners, Adrian, Michigan and the Michigan Department of Transportation, Lansing, Michigan, and

WHEREAS, the Lenawee County Board of Commissioners shall enter into sponsor contracts for specific development/upkeep projects at the Lenawee County Airport for the purposes of obtaining aid.

THEREFORE, BE IT RESOLVED that the Airport Manager, Joe Malak, is hereby authorized and directed to execute said sponsor contracts on behalf of the County of Lenawee, Michigan.

BE IT FURTHER RESOLVED that this authorization remain in effect for one year unless reassigned by the Lenawee County Board of Commissioners prior to the expiration.

Motion by Collins, seconded by Bolton, to recommend approval of the MDOT Contract #2021-0595 and adopt both designated signatory resolutions. Motion carried.

D. Solid Waste Referrals:

1. **EGLE Grant:** In order to accommodate current/future use, maintain efficient recycling flow, and realize County cost savings, an upgrade proposal was drafted and submitted to the Solid Waste Committee. The Solid Waste Committee has approved the upgrade proposal. EGLE Recycling Infrastructure grant opportunity with a 20% match requirement.

EGLE INFRASTRUCTURE

RES#2021-14

WHEREAS, the Lenawee County Board of Commissioners understands the importance of recycling and the impact it has on our community, environment, and our economy; and

WHEREAS, the Board recognized our community's challenges and has made known its intent to provide recycling opportunities for all county residents by establishing a centrally located Lenawee County Recycling Drop Off Site; and

WHEREAS, the County Drop Off Site has diverted an average of 500 tons of materials from landfills on an annual basis, which amounts to approximately 22% of the residential recycling materials collected in Lenawee County; and

WHEREAS, while the compactors remain in good condition, an additional compactor and upgrades to the existing chutes will minimize jamming due to over-sized objects being deposited, compaction cycles will be regulated, and recycling will continue to grow; and

WHEREAS, these improvements will provide a safe and efficient collection site and offer a more consistent service to all residents thereby encouraging the continuation of recycling efforts; while realizing a cost savings to the County through maintenance personnel; and

WHEREAS, upgrades and improvements to our recycling drop off site will also increase the amount of materials diverted from landfills, cut green-house gas emissions by reducing transportation and avoiding the use of virgin materials for manufacturing; and add to the statewide recycling rate goal of 45 percent statewide by 2025.

THEREFORE, BE IT RESOLVED, the Lenawee County Board of Commissioners approves applying for EGLE Recycling Infrastructure Grant funding and hereby approves a local match in an amount not to exceed \$20,000.

Motion by Goetz, seconded by Bolton, to recommend authorizing the EGLE Recycling Infrastructure Grant fund application and approve a local match in an amount not to exceed \$20,000. Discussion. Motion carried.

2. Solid Waste Management Part 115 Support: The Solid Waste Coordinating Committee has been following the reform efforts of Part 115 of the Natural Resources & Environmental Protection Act; which governs solid waste planning.

MATERIALS MANAGEMENT

RES#2021-15

WHEREAS, the Michigan Department of Environment, Great Lakes, and Energy has been working with a wide range of stakeholders to substantially update and amend Part 115, Michigan's solid waste statute, to prioritize sustainable materials management, specifically the recovery and diversion of discarded materials for productive use;

WHEREAS, Lenawee County's last Solid Waste Plan was updated and approved in 1993 and is long overdue for an update. Lenawee County would receive funding to facilitate a new planning process, in which all pertinent local stakeholders would work to update the county's plan under the updated system. Plans will be required to show how progress will be made to meet established benchmark recycling standards and State recycling goals based on the needs and interests of the county as determined by local participants. These new plans will be designated as Materials Management Plans, reflecting the shift in priorities to reduce the disposal of resources;

WHEREAS, Part 115 updates aim to support sustainable materials management methodologies such as recycling, composting, anaerobic digestion, and other beneficial utilization activities, by:

- Incentivizing counties to set recycling goals and plan for holistic discards management.
- Consider and plan for the development of facilities necessary to manage these materials in ways that protect human health and the environment, as well, as making materials available for remanufacturing.
- Making funding available with the goal of tripling Michigan's recycling rate.

The funding would cover:

- o County Materials Management Planning,
- o Recycling infrastructure development,
- o Development of markets for recyclable materials, and
- o Education to help residents use recycling systems effectively.

WHEREAS, Lenawee County recycles less than 13% of its municipal waste stream and would benefit from a fresh take on waste, funded planning, and state grants, including funding for:

- Improved recycling infrastructure and services
- Public education

WHEREAS, Public Act 588 enrolled in the 2018 Legislative makes annual funding available to support the amendments proposed to Michigan Solid Waste Laws;

ACCORDINGLY, it is hereby resolved that the County of Lenawee supports the substantial update of Michigan solid waste laws, Part 115, for the advancement of local, county, regional, and state recycling goals and county materials management planning.

Motion by Bolton, seconded by Goetz, to recommend approval of the resolution of support for updating Part 115, Michigan's Solid Waste Law. Motion carried.

E. Campus Projects: Marty provided updated pictures of the old courthouse renovations.

F. Other Ways & Means Business

Correctional Officers' Week Proclamation: To be placed on the Board of Commissioners agenda.

Police Officers Week Proclamation: To be placed on the Board of Commissioners agenda.

Police Memorial Day: Will be at 11:00 a.m. at Oakwood Memorial Cemetery on the 14th.

Trooper Adams dedication: There will be a highway dedication for Trooper Rodger Adams on Friday, May 14th at 1:00 p.m. at the corner of Monahan and US 12.

IV. ADJOURNMENT

Motion by Stimpson, seconded by Bales, to adjourn the meeting at 11:24 a.m. Motion carried.