

PERSONNEL / WAYS & MEANS COMMITTEE

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MEMBERS

Ralph Tillotson, Terry Collins
Committee of the Whole

MEETING LOCATION

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

Minutes: Tuesday, June 11, 2019 – 10:02 a.m.

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

Also Present: Burke Castleberry, Sheriff Bevier, Scott Holtz, Kim Murphy, Roxann Holloway, Carolyn Bater, Cari Soto, Marilyn Woods, Jenny Escott, Tim Robinson (Lenawee Now), Moritz von Moeller and Louis Farkas (GLOV Enterprise), Venard Roberson (Northern Initiatives), Rebecca Borton, Martin Marshall, and Dmitry Shapiro (The Daily Telegram)

Approval of Minutes⁴

Motion by Wittenbach, seconded by Lapham, to approve the minutes of the May 7, 2019, meeting. Motion carried.

I. Personnel Business

A. Employment Changes: Personnel changes were available for review.

B. County Clerk Intern: County Clerk Roxann Holloway reviewed a request for a temporary/on-call/seasonal project intern to pull, sort, index, and scan older Circuit Court documents. This position would cost approximately \$14,000 for this year out of personnel contingency, and the position would be budgeted for future years.

Motion by Stimpson, seconded by Bolton, to recommend approval of hiring a project intern position for the County Clerk's Office. Motion carried.

C. Equalization Supplemental Pay: Administrator Marshall reviewed a request for \$6,500 for supplement pay for the employees of the Equalization Department that undertook and completed the reappraisal of Macon Township. He explained that office staff assumed additional, time sensitive work, to enter and analyze data. Those reappraisals collectively generated over \$127,000 to the Appraisal Fund, which is where the supplemental payment will come from. This also saved other jurisdictions nearly \$100,000.

Motion by Knoblauch, seconded by Bolton, to recommend approval of a supplemental pay totaling \$6,500 [out of appraisal funds] to be distributed to those Equalization Department employees who worked the reappraisals to completion. Motion carried.

D. Other Personnel: There was no other personnel business.

II. Ways and Means Business

A. Finance Reports: Marty Marshall reviewed the finance reports. Revenues are at 13% while expenses are at 40%; the benchmark is 42%.

Budget Adjustments: A list of budget adjustments was reviewed.

Motion by Bolton, seconded by Wittenbach, to recommend approval of the following budget adjustments.

Non-General Fund	Current Budget	Change Inc or (Dec)	Revised Budget
<i>Social Welfare-DHS Revenue</i>	<i>0</i>	<i>14,000</i>	<i>14,000</i>
<i>Expense</i>	<i>22,000</i>	<i>14,000</i>	<i>36,000</i>

Motion carried.

B. Third Quarterly Allotment of Appropriations: The third quarterly allotment of appropriations was available for review.

Motion by Collins, seconded by Knoblauch, to recommend approval of the third quarterly allotment of appropriations by resolution. Motion carried.

C. Business Revolving Loan Fund: A public hearing will be held at tomorrow’s Board of Commissioners meeting regarding GLOV Holdings, LLC request for a Community Development Block Grant Revolving Loan. Tim Robertson from Lenawee Now introduced Vernard Roberson from Northern Initiatives, as well as, Louis Farkas and Moritz von Mueller from GLOV Enterprises.

Mr. Roberson provided a summary of the CDBG Revolving Loan application. GLOV Holdings, LLC is requesting \$900,000 from the Community Development Block Grant Revolving Loan Fund to assist with personal property, working capital, and inventory needs.

It is anticipated that GLOV will create 26 new jobs of which at least 51% will be low-to-moderate income people.

Mr. Farkas and Mr. Von Mueller shared the history of GLOV Enterprises, their plans for future development, and how this loan will be utilized. They also displayed samples of their work and explained the process taken to create them.

Community Development Plan: The MEDC now requires municipalities to develop a Community Development Plan that addresses very specific areas of concern. Attachment F of the GLOV Holdings, LLC loan application more specifically identifies

those requirements. A Community Development Plan has been created and will be updated with each loan request from the Revolving Loan Fund.

The Community Development Plan and approval of the RLF application will be on the Board of Commissioner's agenda under "New Business" for the Board's consideration.

Motion Stimpson, seconded by Bales, to recommend adoption of the Community Development Plan. Motion carried.

- D. Tax Roll Scanning:** To make access to permanent tax rolls more convenient and efficient, the County Treasurer would like to have approximately 70 years of tax rolls scanned, named, organized and made searchable. The scanned images would then be converted to microfilm for archival storage. The Treasurer would then no longer need to maintain those tax roll books. The Treasurer has solicited bids for this work and is requesting to proceed with an updated proposal from Graphic Sciences that includes conversion to microfilm.

Motion by Stimpson, seconded by Collins, to recommend approval of \$97,838.31 [out of the Delinquent Tax Revolving Fund] to contract with Graphic Sciences to scan, name, organize, and convert to searchable files and microfilm, permanent tax rolls from 1947 to the present year. Motion carried.

- E. Michigan Public Safety Communications:** The County is using the existing infrastructure for the 800 MHz system and committing to add two towers and related communications equipment to that infrastructure. The integration agreement provides for the shared use of structures and equipment across the 800 MHz system between the coordinating agency at the State of Michigan, the Office of Public Safety Communications System in the Department of Technology, Management, and Budget, and Lenawee County. All local units on the 800 MHz system are part of this agreement.

Motion by Knoblauch, seconded by Collins, to recommend approval of the Michigan's Public Safety Communications System Integration agreement by resolution. Motion carried.

- F. Motorola Change Order:** Change order number 4 was reviewed. There is sufficient space in the new center for a 6th dispatch station. The additional cost to the Motorola agreement to add an additional dispatch console to the center is \$56,686.27. The cost of this installation will be paid from 911 surcharge funds.

Motion by Collins, seconded by Bolton, to recommend approval of \$56,686.27 to add an additional dispatch console to the 800 MHz contract with Motorola with the additional charges to be paid in a lump sum from 911 surcharge funds upon acceptance of the installation. Motion carried.

- G. PA116 Withdrawal (Deerfield):** A partial termination application of 4 acres from a PA116 agreement was reviewed. It was explained that this application expired in

December of 2018, but the parties are requesting an extension on the remaining property. The Conservation District and the County Planning Commission have reviewed and recommend approval.

Motion by Bolton, seconded by Knoblauch, to recommend approval of the PA116 Application of Partial Release by resolution. Motion carried.

- H. Recommendations / Referrals:** There were no other recommendations or referrals.
- I. Complex Projects:** Marty provided highlights of the sheriff's office rebuild project along with updated photos.
- J. BOC Consent Agenda:** Items acted on today will be on the consent agenda tomorrow, other than the Community Development Plan which will accompany the CDBG Revolving Loan application under new business.
- K. Other Business:** There was no other business brought before the committee.
- L. Adjournment**

Motion by Bolton, seconded by Lapham, to adjourn the meeting at 10:55 a.m. Motion carried.