



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, June 12, 2018 – 10:04 a.m.

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

OTHERS PRESENT: Marilyn Woods, Roxann Holloway, Kim Murphy, Troy Bevier, Jennifer Ambrose, Kristi Drake, Ed Scheffler, Terence Donnelly (Dickinson Wright), Robert Bendzinski and Stephen Hayduk (Bendzinski & Co), Ian Wendt (WLEN), David Panian (The Daily Telegram), Martin Marshall, and Rebecca Borton

I. APPROVAL OF MINUTES

Motion by Lapham, seconded by Wittenbach, to approve the minutes of the May 9, 2018, meeting. Motion carried.

II. PERSONNEL BUSINESS

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

III. WAYS & MEANS BUSINESS

- A. Audited Financial Statements:** Nate Baldermann will be reviewing the audited financial statements at the Board of Commissioners meeting on June 13th.
- B. Finance Reports:** Marty Marshall reviewed the finance reports and highlighted line items.
 - Revenues are currently at 10% while expenses are at 41%; the benchmark is 41.7%.
 - The County is expecting a ½% increase in State Revenue Sharing.
 - DHHS Childcare fund is in a deficit of approximately \$180,000.
 - The Capital fund has been depleted but will be restored with bond proceeds.

Rules & Appointments Committee minutes

June 13, 2018

Recommended budget adjustments for general funds including GIS (Pictometry flight), Animal Control (impact of 2018 animal abuse case), and General Contingency were reviewed. Non-general fund recommendations for the Land Bank (demolition of downtown buildings) and the Health Fund were also reviewed.

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

- C. Third Quarterly Allotment:** The budget adjustments have been included in this third quarter allotment.

Motion by Knoblauch, seconded by Stimpson, to recommend approval of the third quarterly allotment of appropriations (Resolution #2018-020). Motion carried.

- D. Campus Building Projects:** Marty presented an overview of the final building renovations for the Sheriff's Office Building and a breakdown of the total costs.

He also reported on the status of other campus projects.

Annex Building: Anticipates construction to be completed by June 15th. The generator at the Sheriff's Office will be relocated to the Annex Building once the Dispatch Center is out. The Sheriff's Department will be moving into the Annex Building as soon as practical.

Airport Training Room/EOC: The Airport training room, alternate Emergency Operations Center, should be completed by June 22nd.

Robertson Building: Central Dispatch should be moving into the Robertson Building around July 10th.

Judicial Building: The condensed storage units have been delivered and are ready to be installed this week.

Sheriff Building: Final specifications will be completed and the project should be posted for bidding in July.

Phase I estimated costs for bonding total \$9,300,000; with a contingency of approximately 8%.

The Committee discussed factors that may have caused increases in the original cost proposal. Those factors included inflation, additional parking lot paving, additional masonry work, increased cost of materials, and the expense of generators.

- E. Notice of Intent to Issue Bonds:** Terence Donnelly and Robert Bendzinski reviewed the process to issue Capital Improvement Bonds.

This is twenty year bond with a repayment estimated at \$690,000 per year; the first interest payment will be due in November 2019.

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Sometime after June 20th the board will need to consider adopting a bond resolution, and the bonds will be sold soon after.

Today's resolution is the County's official notice of intent to reimburse for costs associated with improvements to the Sheriff, Judicial, Annex, Robertson, Physical Resources, and Airport FBO Buildings for a maximum amount of 9.3 million dollars. The Notice of Intent will be published and posted accordingly.

Motion by Driskill, seconded by Collins, to recommend approval and posting of the Notice of Intent (Resolution #2018-021). Motion carried.

F. Committee Recommendations/Referrals

Human Services Building elevator (Physical Resources): A request for maintenance / repairs to the elevator in the Human Services Building and installing air conditioning in the elevator maintenance room in an amount of \$16,430 was reviewed.

Motion by Stimpson, seconded by Wittenbach, to recommend approval of \$16,430 for improvements to the elevator and the installation of air conditioning in the elevator maintenance room at the Human Services Building to be paid out of the HSB Repairs & Maintenance (502-283.930). Motion carried.

G. Friend of the Court Request: Kristi Drake reviewed the cyber security assessment requirements of the Title IV-D contract. The second part of the contract with MGT to fulfill this requirement is ready for signature. There are no funding obligations on the county; costs for the assessment will be reimbursed by the Title IV Program.

Motion by Stimpson, seconded by Wittenbach, to recommend designating Friend of the Court Kristi Drake as signatory for the MGT cyber security contract. Motion carried.

H. Consent Agenda (resolutions/proclamations/signatory): Actions taken today will be placed on the consent agenda for approval at tomorrow's Board of Commissioners meeting.

Motion by Knoblauch, seconded by Bales, to place today's actions on the consent agenda for approval by the Board of Commissioners. Motion carried.

I. Other Ways & Means Business: There was no other business.

I. ADJOURNMENT

Motion by Collins, to adjourn the meeting at 10:59 a.m., Bolton seconded. Motion carried.

MDM/rdb