

PERSONNEL / WAYS & MEANS COMMITTEE



301 N. Main St. Adrian, MI 49221
 p: 517-264-4508 | f: 517-264-4512
 lenawee.mi.us

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, August 13, 2019 – 10:03 a.m.

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

Also Present: Burke Castleberry, Scot Holtz, Jim Driskill, Jenny Escott, Roxann Holloway, Kim Murphy, Rebecca Borton, Martin Marshall, and Jennifer Ambrose (Hoyden Creative LLC)

Approval of Minutes

Motion by Wittenbach, seconded by Bales, to approve the minutes of the July 9, 2019, meeting. Motion carried.

I. Personnel Business

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

B. 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 26% while expenses are at 56%; the benchmark is 58.33%.

Budget Adjustment: The following non-general funds require budget adjustments.

Survey/Rezonementation

		Current Budget	Change Inc/(Dec)	Recommend Revised Budget
Revenue				<i>Adjust to Actual Grant Amount</i>
254.268-575	State	78,932	(4,498)	74,434
Expenses				<i>Add Budget New Grant</i>
254.268-765	Materials	2,074	231	2,305
254.268-801	Professional & Contractual	62,838	(4,004)	58,834
254.268-816	Other Contractual Service	9,670	0	9,670
254.268-844	Per Diems-Non Payroll	3,800	(610)	3,190
254.268-847	Mileage Reimbursement	550	(115)	435

Veteran Service

Revenue		Current Budget	Change Inc/(Dec)	Recommend Revised Budget
286.682-540	State	0	75,623	75,623
Expense			Change Inc/(Dec)	Recommend Revised Budget
Personnel		0	19,092	19,092
286.682-704	Wages - Regular Employees		8,725	8,725
286.682-707.200	Wages - Other Supplemental		0	0
286.682-707.500	Wages - Other Health Insurance		200	200
286.682-715	Matching Social Security		683	683
286.682-716	Health Insurance		7,504	7,504
286.682-716.100	Health Insurance HSA Deductible		0	0
286.682-717	Life Insurance		338	338
286.682-718	Retirement		0	0
286.682-718.120	Retirement Defined Benefit		625	625
286.682-718.200	Retirement Defined Contribution		446	446
286.682-720	Unemployment		17	17
286.682-721	Workers Compensation		39	39
286.682-723	Vision Insurance		60	60
286.682-724	Dental Insurance		384	384
286.682-725	Long Term Disability		71	71
Non Personnel		0	25,531	25,531
286.682-727	Office Supplies		1,798	1,798
286.682-731	Operating Supplies		2,500	2,500
286.682-733	Computer Supplies		390	390
286.682-745	Uniforms		1,000	1,000
286.682-843	Advertising & Publishing		3,000	3,000
286.682-847	Mileage Reimbursement		279	279
286.682-850	Communications		1,500	1,500
286.682-851	Conferences & Seminars		593	593
286.682-863	Computer Software		880	880
286.682-900	Printing & Publishing		0	0
286.682-910	Machinery & Equipment under		2,149	2,149
286.682-912	Office Equipment & Furniture		7,122	7,122
286.682-914	Computer Equipment under		4,320	4,320
Peacetimer's Relief Fund		0	31,000	31,000
286.682.700-746	Motor Fuel		500	500
286.682.700-764	Food		500	500
286.682.700-920.100	Utilities Gas		8,000	8,000
286.682.700-920.300	Utilities Electric		8,000	8,000
286.682.700-940	Rent		14,000	14,000

Motion by Knoblauch, seconded by Bolton, to recommend approval of the budget adjustments to non-general funds as presented. Motion carried.

- B. Lenawee Transportation Corporation JARC Program:** The annual operating agreement for Job Access & Reverse Commute (JARC) program, FY 2020 was submitted for consideration.

Motion by Bolton, seconded by Lapham, to recommend adoption of resolution #2019-018 approving the Job Access and Reverse Commute Program (JARC) and authorizing the Chair and County Clerk to execute said Agreement. Motion carried.

- C. Lenawee Transportation Transit Agency Procurement Policy:** The Transit Agency Procurement Policy describes procurement guidelines for grantees receiving Federal Transit Administration funds via MDOT.

Motion by Knoblauch, seconded by Bolton, to recommend adoption of Transit Agency Procurement Policy. Motion carried.

- D. Department on Aging:** The annual operating agreement for Specialized Services was submitted for consideration.

Motion by Bolton, seconded by Lapham, to recommend adoption of resolution #2019-019 approving the Specialized Services Operating Assistance Program and authorizing the Chair and County Clerk to execute said Agreement. Motion carried.

- E. Airport Layout Plan:** Development and upkeep of the Lenawee County Airport using federal and state financial assistance requires an Airport Layout Plan.

Motion by Lapham, seconded by Bales, to recommend adoption of resolution #2019-020 authorizing the Airport Layout Plan agreement. Motion carried.

- F. Recommendations/Referrals:** There were no other Committee recommendations or referrals.

- G. Campus Projects:** Marty provided an update on the campus building projects.

- H. BOC Consent Agenda:** Recommendations and referrals from today's meeting will be placed on tomorrow's Board of Commissioners' consent agenda.

- I. Other Business**

Ohio, Michigan, Indiana Council of Government: Lenawee County has been invited to join a regional council of government for the purpose of monitoring water sources of the region including Michigan, Indiana, and Ohio.

Jim Driskill explained that the council stems from the MichIndOh Aquifer situation, which he has been representing Lenawee County in the matter of and there are no financial obligations to join the Council.

Jim added that a representative would also need to be appointed prior to the August Council meeting.

Although an advocate for the protection of the County's water sources, as legal counsel to the Board of Commissioners, Burke Castleberry opened discussion

regarding a couple of legal points of view, and recommended that the Michigan enabling law be included in the agreement.

Commissioners Knoblauch, Jenkins-Arno, Bolton, and Stimpson shared their support for the protection of the MichIndOh Aquifer.

The Committee agreed that the protection of a major Lenawee County water source is very important.

Motion by Stimpson, seconded by Lapham, to recommend joining the Ohio, Michigan, Indiana Council of Government for the purpose of monitoring and protecting the water sources of the region. Motion carried.

J. Adjournment

Motion by Bolton, seconded by Bales, to adjourn the meeting at 11:18 a.m. Motion carried.