

PERSONNEL / WAYS & MEANS COMMITTEE

MARTIN D. MARSHALL
County Administrator

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, September 11, 2018 – 10:05 a.m.

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

ALSO PRESENT: Captain Jim Craig, Kim Murphy, Roxann Holloway, Marilyn Woods, Jenny Escott, Carolyn Bater, Kristi Drake and Judge A. Anzalone, Cheryl Whipple, Martin Marshall, David Panian (The Daily Telegram), and Rebecca Borton

I. Approval of Minutes

Motion by Bolton, seconded by Wittenbach, to approve the minutes of the August 7, 2018 meeting. Motion carried.

II. Personnel Business

A. Employment Changes: The personnel changes were available for review.

B. Friend of the Court: Kristi Drake clarified that this is a Circuit Court request and explained that the request is to eliminate the Research Attorney position and create a new Judicial Law Clerk position with expanded duties and providing service for three family court judges.

Judge Anzalone went into further detail regarding the position's duties.

Motion by Stimpson, seconded by Bolton, to recommend approval of the elimination of a Research Attorney position and the creation of a Judicial Law Clerk position as presented. Discussion. Motion carried.

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

III. Ways and Means Business

A. Finance Reports: Marty Marshall reviewed the finance reports and highlighted line items. Revenues are currently at 43% while expenses are at 64%; the benchmark is 66.7%.

Marty went into further detail on some areas where expenses are higher than anticipated including utilities, Prosecuting Attorney, Public Defender, Court Bailiffs, Jail, Animal Control, Drains (Benefit At Large), Medical Examiner, Economic Development, Tax Tribunal, Maurice Spear Campus, and DHHS Child Care.

He went on to explain that over the last five years, the County has added modestly to the general fund balance. The Treasurer's Office accounts for about 70% of the total revenue received by the general fund. In years 2015 through 2017 the September reports indicated that the Treasurers' Office had received an average of 38% through August 31 and is currently at 38% of expected 2018 revenue.

Marty anticipates ending the year in with a balanced status.

The delinquent tax revolving fund has been used significantly in recent years and that is something that needs to paid attention to in the 2019 budget and beyond.

There was discussion regarding the DHHS Childcare fund.

Budget Adjustments: A list of budget adjustments were reviewed.

Motion by Stimpson, seconded by Wittenbach, to recommend approval of the budget adjustments as presented. Motion carried.

B. 4th Quarter Allotment of Appropriation (RES#2018-026)

Motion by Stimpson, seconded by Wittenbach, to recommend approval of the 4th Quarterly Allotment of Appropriations (RES#2018-026). Motion carried.

C. 2019 Budget: The 2019 Budget Workbooks have been distributed. Marty presented a summary of highlights for both revenue and expenses.

He then walked through the budget workbook and explained each section.

Although there may be a few changes prior to next month's Personnel/Ways and Means Committee, he believes this budget to be realistic. The purpose of a public hearing is to set the maximum budget amount, therefore, he recommends setting the public hearing for the October Board of Commissioners meeting.

Motion by Collins, seconded by Knoblauch, to adopt the Administrator's Draft as the Personnel/Ways and Means Draft #1 and refer the 2019 budget on to the Board of Commissioners and recommend a public hearing be set for the October 10th meeting. Motion carried.

D. Drug Court Deficit Elimination Resolution: The Drug Treatment Court has ended the year in a budget deficit. The State Treasury Department requires a deficit elimination plan be submitted and resolution #2018-027 outlines the plan to eliminate the Drug Treatment Court deficit.

Motion by Knoblauch, seconded by Bolton, to recommend adopting the Drug Treatment Court deficit elimination plan (RES#2018-027). Motion carried; Stimpson absent.

E. Plat Book Advertising: The 4H Council will be publishing new Plat Books. The Board of Commissioners has purchased a full page add in the past advertising County departments/services. There was discussion regarding the benefits.

Motion by Collins, seconded by Wittenbach, to recommend approving \$600 for the purchase of county advertising in the plat book. Motion carried; Stimpson absent.

The Board of Commissioners discussed and agreed to pool private funds to include a Board of Commissioners page as well. Commissioner Driskill feels that his photo should not be included because he will no longer be a commissioner when the book is published.

F. Recommendations/Referrals

Criminal Justice (MDOT Inmate Housing): The Criminal Justice Committee has recommended approval of a balance transfer from the MDOT Inmate Housing project to the Capital Fund, Building & Site division.

Motion by Knoblauch, seconded by Wittenbach, to recommend approval of the MDOC Inmate Housing project balance transfer of \$279,616.28 to the Capital Fund, Building & Site division. Motion carried, Stimpson absent.

Criminal Justice (Medina Twp contract): The Criminal Justice Committee has recommended approval of the Sheriff's service contract with Medina Township.

Motion by Collins, seconded by Wittenbach, to recommend approval of the Sheriff's police protection contract with the Medina Township. Motion carried.

Criminal Justice (Swift & Secure MOU): The Criminal Justice Committee has recommended approval of the Memorandum of Understanding for the Swift and Sure Sanctions Probation Program.

Captain Craig explained that prior to agreeing to the Memorandum Of Understanding, Sheriff Welsh has requested additional information about the requirements.

Motion by Collins, seconded by Wittenbach, to recommend approval of the Memorandum of Understanding for the Swift and Sure Sanctions Probation Program and designate the Chair as signatory. Motion carried.

IT/Equalization (Jail video upgrade): The IT/Equalization Committee recommends approval of the jail video system upgrade with funding to come from both the IT Division of the Capital Fund as well as the remaining funds from the 2013 bond sale.

Motion by Bolton, seconded by Wittenbach, to recommend approval of the jail video system upgrade in an amount not to exceed \$270,905.60 with funding to come from both the IT Division and remaining funds from the 2013 bond sale. Motion carried.

Airport Commission (Property acquisition): The Airport Commission recommends that the County purchase the property identified as parcel number MDO-116-1350-00 from PDF Holdings, LLC in the amount of \$25,000.00.

Motion by Knoblauch, seconded by Driskill, to recommend that the County purchase the property identified as parcel number MDO-116-1350-00 from PDF Holdings, LLC in the amount of \$25,000. Discussion. Roll call vote; eight (8) yeas: Stimpson, Lapham, Driskill, Bales, Bolton, Collins, Knoblauch, and Wittenbach; and one (1) nay: Tillotson. Motion carried.

G. MichIndOh Aquifer (informational): Commissioner Lapham attended a meeting with community officials to discuss the impact this may have on the MichIndOh Aquifer. There was general discussion at the meeting as to how to address this issue and express the County's concerns.

Comm. Lapham was unable to attend the second meeting, but will share any updates he receives.

There was discussion regarding the importance this case may have on future water rights cases and the preservation of Michigan waters.

The Committee requested a resolution in opposition be prepared for tomorrow's Board of Commissioners meeting.

- H. Campus Projects – Phase I:** Marty reviewed the status of the Campus building projects; demolition is to begin next week and the project is expected to be complete by September of 2019.
- I. BOC Consent Agenda:** There are two Lenawee Transportation resolutions approving the project authorization for the Rural Areas Program and the Operating Assistance that will be on the consent agenda along with other recommendations made today.
- J. Other Ways & Means Business:** There was no other business.

IV. Adjournment

Motion by Knoblauch, seconded by Driskill, to adjourn the meeting at 11:43 a.m. Motion carried.