

# PERSONNEL / WAYS & MEANS COMMITTEE

**MARTIN D. MARSHALL**  
County Administrator

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## MEMBERS

*Ralph Tillotson, Terry Collins*  
*Committee of the Whole*

## MEETING LOCATION

Chamber Room, 2<sup>nd</sup> Floor  
Old Courthouse, 301 N. Main Street, Adrian, MI

**MINUTES:** Tuesday, November 13, 2018 – 10:05 a.m.

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

**ALSO PRESENT:** Undersheriff Troy Bevier, Marilyn Woods, Jenny Escott, Dmitriy Shapiro (The Daily Telegram), Kim Murphy, and Martin Marshall

### I. Approval of Minutes

*Motion by Driskill, seconded by Wittenbach, to approve the minutes of the October 9, 2018, meeting. Motion carried.*

### II. Personnel Business

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

**B. Health Insurance Rates:** Marty Marshall reviewed the 2019 health insurance rates. The change in premium rates for January through December 2019 is an overall 5.34% decrease for the Lenawee County group; however, the change in the plans and classes varies.

The 2019 health insurance rates have been incorporated into the 2019 budget.

**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 89% while expenses are at 80%; the benchmark is 83%.

**B. 2019 Budget:** Draft budgets were previously distributed to the commissioners and a public hearing was held on October 10, 2018. The 2019 health insurance rates have been included in the Ways & Means Draft #2 budget.

**General Funds:** Ways & Means Draft #2 General Fund Budget with a total of \$30,181,007 was presented for adoption.

*Motion by Lapham, seconded by Wittenbach, to substitute Personnel Ways & Means Draft #2 Budget in place of Personnel Ways & Means Draft #1 Budget and recommend Personnel Ways & Means Draft #2 General Fund Budget to the Board of Commissioners. Motion carried.*

**Non-General Funds:** The Ways & Means Draft #2 Non-General Fund Budget totaling \$80,884,968 was presented for adoption.

*Motion by Bolton, seconded by Collins, to recommend Personnel Ways & Means Draft #2 Non-General Fund Budget to the Board of Commissioners. Motion carried.*

**2019 Lenawee County Appropriations Act:** The 2019 General Appropriation Act, containing the 2019 General Fund Budget and Non-General Fund Budgets as approved in the Ways & Means Draft #2, along with the millage rates and other general financial safeguards was presented.

*Motion by Knoblauch, seconded by Stimpson, to recommend adoption of the 2019 Lenawee County General Appropriations Act. Motion carried.*

### **C. Capital Improvement Plan:**

**Parks Commission Division:** In the past, only General Fund type projects flowed through the Capital Funds; however, the Parks Commission has identified projects that exceed the normal budgetary General Fund allocation they receive for operational purposes. Therefore, it is being recommended that these types of projects be included in the Capital Improvement Plan.

The Park's Commission will submit a project request to the Personnel Ways & Means Committee to review and recommend the project to the full Board. This is the same process that is followed for the Human Service Building, which is also a Non-General Fund operation.

The proposed projects budget for the Parks Division of the Capital Improvement Fund was reviewed. Budget year 2019 reflects a project at Medina Park totaling \$26,500.00. Of this amount the Parks Commission has moved forward with a portion of this project in 2018 in a total amount of \$6,000.00. Therefore, the distribution to the Parks division for 2019 is \$20,000.00.

*Motion by Stimpson, seconded by Bolton, to approve the 2019-2023 Capital Improvement Plan for the Parks Division of the Capital Fund. Motion carried.*

**2019-2023 Capital Improvement Plan:** The 2019 General Fund Allocation to the Capital Fund is \$800,000. That amount has been distributed between Building & Ground projects, IT projects, Building & Ground Vehicle/Equipment, Sheriff Vehicles, and Park projects. Also included in this distribution is the Capital Improvement Phase 3 bond payment.

*Motion by Stimpson, seconded by Bolton, to recommend approval of the 2019-2023 Capital Improvement Plan and related project budgets. Motion carried.*

### **D. Recommendations/Referrals:**

**Criminal Justice Committee:** The Criminal Justice Committee has recommended approval of the 2019 Sheriff's service contracts with local municipalities.

*Motion by Collins, seconded by Bolton, to recommend approval of the Sheriff's service contracts and authorize the Chair to sign on the County's behalf. Motion carried.*

- E. Campus Projects – Phase I:** Marty provided a few highlights of the Campus building projects. They are working on building the elevator and stairwell, and enclosing the Sheriff’s building.
- F. BOC Consent Agenda:** The following items are typical contracts/agreements with the State and will be placed on the consent agenda unless otherwise directed (the full text of these project contracts are on file).

**Lenawee Airport Project:** Sponsor contracts for reimbursement for previous property purchases and demolition at the airport.

**Lenawee Transportation LDA Project:** Contract with the Michigan Department of Transportation to provide additional transportation through the “specialized services” contract to be administered by the Lenawee County Department on Aging.

**Lenawee Transportation LDA Project:** Contract with the Michigan Department of Transportation to provide enhanced public transportation services as requested for Job Access & Reverse Commute (JARC) clients.

*Motion by Knoblauch, seconded by Bolton, to recommend approval of the consent agenda items including resolutions #2018-032, 033, and 034. Motion carried.*

**G. Other Ways & Means Business**

**Other Business:** There was no other business.

**IV. Adjournment**

*Motion by Stimpson, seconded by Lapham, to adjourn the meeting at 10:44 a.m. Motion carried.*