

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, January 7, 2020 – 10:05 a.m.

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

Also Present: Attorney Dale Smith, Martha Hall, Scott Holtz, Kim Murphy, Jenny Escott, Kevin Pickford, Carolyn Bater, Roxann Holloway, Jen Ambrose, Burke Castleberry, Rebecca Borton, Martin Marshall, Marilyn Woods, and Sheriff Troy Bevier

I. APPROVAL OF MINUTES

Motion by Stimpson, seconded by Lapham, to approve the minutes of the December 10, 2019, meeting. Motion carried.

II. EXECUTIVE SESSION

Motion by Stimpson, seconded by Lapham, to go into closed session to consult with our attorney regarding trial or settlement strategy in connection with specific litigation because an open meeting could have a detrimental effect on the litigating or settlement position of this body. Motion carried by unanimous roll call vote.

Martha Hall and Kim Murphy were requested to join the discussion; the Personnel/Ways & Means Committee went into closed session at 10:08 a.m.

Regular session of the Personnel Ways & Means Committee resumed at 11:05 a.m.

III. PERSONNEL BUSINESS

- A. Employment Changes:** Personnel changes were available for review.
- B. Prosecuting Attorney Reorganization:** During budget development, the Prosecutor submitted an office plan and requested an additional assistant prosecutor to keep up with demands for service. The Prosecutor has reevaluated existing staffing and has revised the original request. He would like to bring two of the remaining four outside assistant prosecutors into the main office. This change is in line with the long-term goal of having all assistant prosecutors in the main office. This change includes the reclassification of the two outside attorneys to the senior assistant prosecutor position. It also moves one outside legal secretary into

the office pool. The financial impact of this change is an overall savings to the 2020 General Fund budget of approximately \$50,000.

Motion by Knoblauch, supported by Lapham, to recommend approval of the reorganization of the Prosecutor's Office; bringing two outside assistant prosecutors into the main office, to reclassify those assistant prosecutors to senior assistant prosecutors, and to bring one legal secretary into the office pool. Motion carried.

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

IV. WAYS AND MEANS BUSINESS

- A. Finance Reports:** Marty Marshall reviewed the finance reports. Revenues are at 93% and expenses were at 91%; there are some 2019 revenues and expenses pending. He went on to highlight the status of a few funds and anticipates closing out the year with more revenue than expenses.
- B. Year End Budget Adjustments:** Marty Marshall reviewed the year end budget adjustments made by the Accounts Payable Committee.
- C. Investment Policy:** The Lenawee County Investment Policy is to be adopted by the Board of Commissioners on an annual basis. This investment policy applies to all financial assets of the County. These assets are accounted for in the various funds of the county and include the general funds, special revenue funds, debt service funds and capital project funds, (unless bond ordinances and resolutions are more restrictive), enterprise funds, internal service funds, trust and agency funds and any new fund established by the County.

There have been no changes from the previous year policy.

Motion by Lapham, supported by Wittenbach, to recommend adoption of the Lenawee County Investment Policy #2020-001. Motion carried.

- D. MSU Annual Report:** Matt Shane provided the 2019 Annual Report from MSU. Commissioner Bolton expressed her appreciation for the services offered by the Extension Office.
- E. MSU Memorandum of Agreement:** The annual Memorandum of Agreement was submitted for consideration.

Motion by Bolton, supported by Knoblauch, to recommend approval of the Memorandum of Agreement between the County of Lenawee and Michigan State University. Motion carried.

- F. 2019 County Planning Commission:** The 2019 County Planning Commission report was available for review.

- G. LDA/MDOT Contract:** Revision to MDOT Contract 2017-0080 was submitted. The purpose of the revision is to provide additional funding for operating assistance and extend the authorization term by 15 days.

Motion by Collins, supported by Lapham, to recommend approval of Revised Project Authorization FY 2020 Specialized Services Operating Assistance Program (2017-0080/P14/R1) by way of resolution #2020-002. Motion carried.

- H. PEER Group Agreements/Appointments:** The County has need for professional surveyors to serve on the Peer Group under its grant agreement with the Michigan Land Survey & Remonumentation to review corners that are to be remonumented under the provisions of the Monumentation & Remonumentation Plan for Lenawee County.

Motion by Knoblauch, supported by Wittenbach, to approve resolution #2020-003 appointing Michael Bartolo, David Erickson, Joseph Fenicle, Glenn Richard, and Scott Warnke to the 2020 Peer Group and approving the 2020 Peer Group contracts. Motion carried.

- I. ReMon Research & Monumentation Agreements:** The Remonumentation Monumentation and Research Contracts with the Michigan Department of Licensing and Regulatory Affairs-Office of Land Survey and remonumentation are for surveying, monumentation, and remonumentation.

Motion by Collins, supported by Wittenbach, to approve the Monumentation Remonumentation agreements with Bartolo Surveying, LLC, and Mannik & Smith Group, Inc. Motion carried.

- J. Recommendations/Referrals:** There were no recommendations or referrals.
- K. Campus Projects:** Marty provide a brief update on the repurposing renovations of the Annex Building. The anticipated move date is February 4th and 5th; the offices within the old courthouse will be closed for regular business; emergency services may be available.
- L. BOC Consent Agenda:** Recommendations and referrals from today's meeting will be placed on tomorrow's Board of Commissioners' consent agenda.
- M. Other Business:** Commissioner Bolton announced that the County Planning Commission has had preliminary discussions regarding the updating the overall plan.

V. ADJOURNMENT

Motion by Bolton, seconded by Lapham, to adjourn the meeting at 11:48 a.m. Motion carried.