

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, March 12, 2019 – 10:05 a.m.

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

ALSO PRESENT: Jenny Escott, Roxann Holloway, Kim Cramer, Carolyn Bater, Marilyn Woods, Shannon Elliott, Rebecca Borton, and Martin Marshall

I. Approval of Minutes

Motion by Wittenbach, seconded by Bolton, to approve the minutes of the February 12, 2019, meeting. Motion carried.

II. Personnel Business

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

B. Finance Director Position: Marty explained that the Finance Coordinator will be leaving later this year. He explained that the role of this position will be expanded and the title changed to Finance Director.

Motion by Bolton, seconded by Wittenbach, to recommend lifting the hiring freeze to fill the Finance Director position with an overlap to ensure transfer of duties and information with the additional funding from the Personnel Contingency. Motion carried.

C. Summer Intern: Marty reviewed a request to hire an intern to work through the summer on research, development, and scheduling for the records move this fall.

Commissioner Stimpson believes that a long term intern program would be very beneficial for taking Lenawee County government into the future.

Motion by Bolton, seconded by Wittenbach, to recommend approval of \$9,000 to fund an intern research and development position in the Administrator's Office. Motion carried.

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

III. Ways and Means Business

- A. **Finance Reports:** Marty Marshall reviewed the finance reports. Revenues are at 8% while expenses are at 15%; the benchmark which is at 16.7% and funds for the county are in appear to be in reasonably good shape.
- B. **Quarterly Allotment:** The second quarterly allotment of appropriations was available for review.

Motion by Knoblauch, seconded by Wittenbach, to recommend approval of the second quarterly allotment of appropriations by resolution #2019-005. Motion carried.

- C. **Lenawee Transportation 2020 funding application:** This is the regular funding application for Lenawee Transportation FY2020.

Motion by Collins, seconded by Stimpson, to recommend approval of resolution #2019-004 Intent to apply for state formula operating assistance for fiscal year 2020. Motion carried.

- D. **Recommendations / Referrals:** There were no other recommendations or referrals.
- E. **Complex Projects:** Marty provided a few highlights of the sheriff's office rebuild projects along with photos. The project is on schedule.

Phase II: Marty reported that funding is coming together to undertake Phase II of the Complex Capital Improvement Project. Phase II needs additional design work to estimate costs; design drawings and construction drawings that can be released for bidding. The Collaborative has performed the initial study of Phase II, this request is to contract with them to design and develop plans.

Motion by Lapham, seconded by Stimpson, to recommend approval of up to \$500,000 to contract with the Collaborative to design and develop plans for Phase II of the Complex Capital Improvement Plan including but not limited to repurposing the Annex Building, restoring the Old Courthouse, providing an autopsy facility and development of a digital records management system. Motion carried.

There was discussion regarding the fact that planning money could be reimbursed through bond funding if the board so chooses to do so.

There was much discussion regarding the status of the county morgue and Commissioner Jenkins-Arno expressed her concern to make certain that the morgue is included in any facility planning.

In the initial study, over half of the costs in the Old Courthouse project are related to bringing mechanical aspects up to date.

F. BOC Consent Agenda: Remove the Phase II approval from the consent agenda.

Motion by Lapham, seconded by Stimpson, to recommend the consent agenda excluding the Phase II recommendation. Motion carried.

G. Other Business: There was no other business.

H. Adjournment

Motion by Bolton, seconded by Collins, to adjourn the meeting at 10:57 a.m. Motion carried.