

# PERSONNEL / WAYS & MEANS COMMITTEE

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## MEMBERS

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

## MEETING LOCATION

301 N. Main Street – Adrian, MI

**Minutes:** Tuesday, April 11, 2023 – 10:06 a.m.

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**Present:** Commissioners Collins, Bales, Bolton, Jenkins-Arno, Krasny, Martis, Stimpson, Tillotson, and Van Doren

**Also Present:** Kim Murphy, John Gillooly, Shannon Elliott, Rebecca Borton, Jennifer Ambrose, Tracy Stace, Matthew Turgeon, Bev Ahlers, Erin Van Dyke, Monica Hunt, Ciara Snyder, Shelly Delong, Gordon Gauss, Ben Ricker, Craig Tanis, Roxann Holloway, Thomas Kendziora, Deb Comstock, Lynne Punnett, Wendy Chetkovic, Duane Scott, Jackie Coch (Tecumseh Herald), Judy Gilmore, Kathryn Szewczuk, Carolyn Bater, Victoria Powell, Paul Wilfarth, and Mary Lowe (The Daily Telegram)

## I. APPROVAL OF MINUTES

*Motion by Martis, seconded by Bales, to approve the minutes of the March 7, 2023, meeting. Motion carried.*

## II. PERSONNEL BUSINESS

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

**B. Health Officer Appointment:** The Department of Health and Human Services has reviewed Monica Hunt's credentials and based on the requirements of the Michigan Public Health Code (PA 368 of 1978, as amended) have determined that she meets the requirements of a fully appointed Health Officer and therefore approve her appointment, effective April 1, 2023.

Ms. Hunt has been the Acting Health Officer of Lenawee County since April 1, 2022 and has been doing an exceptional job. She also recently earned the distinguished Public Health Certification through the National Board of Public Health Examiners. She has mastered key contemporary public health sciences and is dedicated to meeting and maintaining a national standard.

*Motion by Stimpson, seconded by Bolton, to recommend the appointment of Monica Hunt as Health Officer of Lenawee County, effective April 1, 2023. Motion carried.*

**C. Administrator Review:** Kim Murphy was appointed County Administrator on April 1, 2022, and it is time to for an annual performance evaluation.

A copy of the evaluation instructions and evaluation form were provided. Pursuant to Open Meetings Act 267 of 1976 – MCL 15.268 Section 8 (1)(a), Kim requested this evaluation take place in closed session.

*Motion by Bolton, seconded by Bales, to set the County Administrator's annual performance evaluation for the May 9, 2023 Personnel Ways and Means Committee meeting. Motion carried.*

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

### III. WAYS AND MEANS BUSINESS

**A. Finance Reports:** Administrator Murphy reported the audit is currently in process and adjustments are being made. She went on to review points of interest in the General Fund Income Statement and the Fund Equity Change Report and identified and reviewed any fund deficits.

**B. 2024 Budget Calendar:** The budget calendar outlining various actions that will be required by the Personnel/Ways & Means Committee and the Board of Commissioners regarding the 2024 Budget preparation cycle and ultimate adoption of the 2024 Budget was reviewed. There was a lot of discussion regarding commissioner involvement, allowing departments to present to the Board, and earlier completion date.

*Motion by Bolton, seconded by Tillotson, to recommend adoption of the 2024 Budget preparation calendar. Motion carried with a unanimous roll call vote.*

Some committee members would like the calendar to include all actions to be taken by departments and Administrative staff.

**C. Equalization Report:** Shelly Delong, Equalization Director, presented the 2023 Equalization Report. There was an increase of approximately 10.49% in State Equalized Value county wide, and an increase of approximately 6.54% in taxable value.

*Motion by Bolton, seconded by Van Doren, to approve the 2023 Equalization Report adopting the equalized value of real and personal property as presented and place on file. Motion carried.*

**D. Opioid Settlement:** A resolution authorizing participation agreements in partial settlement of the National Prescription Opiate Litigation was reviewed.

*Motion by Bolton, seconded by Martis, to recommend adoption of the resolution authorizing Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation and Entry of State Local Government Intrastate Agreement concerning allocation of settlement proceeds with CVS, Walgreens, Walmart, Allergan, and Teva. Motion carried.*

**E. Tax Roll Scan:** This is a continuation of a project that was started in 2019. At that time, Graphic Sciences removed all of the permanent tax rolls from the Old Courthouse in order to scan and convert to microfilm and searchable files for preservation and accessibility.

The project was put on hold during the pandemic and they are now ready to resume the scanning of the remaining rolls in their possession.

*Motion by Martis, seconded by Stimpson, to recommend approval of up to \$30,000 from the Delinquent Tax Revolving Fund to contract with Graphic Sciences to scan, name, organize, and convert to searchable files and microfilm, permanent tax rolls from 1838-1969. Motion carried.*

- F. Delinquent Tax Revolving Fund:** The Treasurer requires annual authority to obtain sufficient funds to pay local units of government the amount of delinquent property taxes returned to the County.

The borrowing resolution needs to be approved in order for the Treasurer to make the municipalities whole in their delinquent taxes.

*Motion by Bolton, seconded by Tillotson, to recommend approval of the Delinquent Tax Revolving Fund Resolution. Motion carried.*

- G. Remon/Monumentation Contracts:** 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 Tillotson, seconded by Stimpson to approve the Monumentation Remonumentation agreements with Bartolo Surveying, LLC, and The Mannik & Smith Group, Inc. Motion carried.*

- H. 2023 PEER Group:** 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 Bolton, seconded by Martis, to approve resolution appointing Michael Bartolo, David Erickson, Joseph Fenicle, Glenn Richard, and Scott Warnke to the 2023 Peer Group and approving the 2023 Peer Group contracts. Motion carried.*

#### **I. Committee Referrals/Recommendations**

**Airport Commission/Beacon Request:** The Airport Commission submitted a recommendation for a tower and beacon replacement.

Commissioner Bales noted that further clarification is needed.

*Motion by Bales, seconded by Bolton, to refer the request back to the Airport Commission for further consideration. Motion carried.*

**Physical Resources Committee:** The Physical Resources Committee has reviewed and is recommending approval of a request for \$90,860 for caulking, brick, and mortar

joint repairs to the Human Services Building. The funding source for this request falls under the full board's approval.

*Motion by Tillotson, seconded by Collins, to recommend the OBR proposal and authorize up to \$90,860.00 from the HSB Repairs & Maintenance [502.283.930] for exterior maintenance of the Human Services Building. Motion carried.*

**Physical Resources and IT / Equalization Committee:** Administrator Murphy reviewed three proposals for the OCH Audio/Visual project in the Chambers. She explained that although this project could have been approved by the Physical Resources Committee alone, she thought it best to submit them for approval by both the IT/Equalization Committee, as well as, the full Board of Commissioners. She went on to explain each proposal in detail.

**Proposal 1:** One 110" 4K UHD Commercial LED display, two 85" 4K UHD LED displays, four cameras with zoom lens, switch, mounting brackets, installation, and training. \$68,000.

*Motion by Van Doren, seconded by Bolton, to recommend entering into an agreement with Red Letter Productions in an amount not to exceed \$68,000, for the Chamber Video System with funding to come from 401.901.853.801 [Building and Site Division of the Capital Fund, Project CPBS 2002]. Motion carried.*

**Proposal 2:** Camera system upgrade to include Pivot, Tilt, and Zoom (PTZ). \$9,000.

*Motion by Bolton, seconded by Van Doren, to recommend entering into an agreement with Red Letter Productions in an amount not to exceed \$9,000, for the Chamber Optional Upgrade to Pivot, Tilt, Zoom (PTZ) cameras with funding to come from 401.901.853.801 [Building and Site Division of the Capital Fund, Project CPBS 2002]. Motion carried.*

**Proposal 3:** Committee table upgrade to include a Poly Studio X70 all-in-one 4K video conference bar with TC8 touchscreen interface kit \$8,800.

*Motion by Van Doren, seconded by Bolton, to recommend entering into an agreement with Red Letter Productions in an amount not to exceed \$9,000, for the Chamber Back Desk Zoom setup with funding to come from 401.901.853.801 [Building and Site Division of the Capital Fund, Project CPBS 2002]. Motion carried.*

#### **J. Other Ways & Means Business**

No other business.

#### **IV. CONSENT AGENDA**

Three proclamations that will be placed on the Consent Agenda.

- Village of Deerfield Sesquicentennial Anniversary
- County Government Month

- Crime Victims' Rights Week

Action items approved unanimously at this meeting will be placed on the Board of Commissioners Consent Agenda unless requested to be removed.

#### **V. PUBLIC COMMENT**

There was no public comment.

#### **VI. COMMISSIONER COMMENTS**

Commissioner Collins commended the discussions taken today.

#### **VII. ADJOURNMENT**

*Motion by Tillotson, seconded by Stimpson, to adjourn the meeting at 11:21 p.m.  
Motion carried.*