

PERSONNEL / WAYS & MEANS COMMITTEE

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MEMBERS

*Ralph Tillotson, Terry Collins
Committee of the Whole*

MEETING LOCATION

Chambers
301 N. Main Street
Adrian, MI 49221

Minutes: Tuesday, April 12, 2022 – 10:02 a.m.

Present: Commissioners Bolton, Collins, Bales, Goetz, Jenkins-Arno, Krasny, Stimpson, Tillotson, and Wittenbach

Also Present: Sheriff Bevier, Martin Marshall, Kim Murphy, Roxann Holloway, Jenny Escott, Brittany Krutz, Shelly DeLong, Kate Daisher, Kelly Castleberry, Gordon Gauss, Alan Heldt, Lad Strayer, Jen Ambrose, Ian Wendt (WLEN), Rebecca Borton, and Bethany Teague

I. APPROVAL OF MINUTES

Motion by Bolton, seconded by Wittenbach, to approve the minutes of the March 8, 2022, meeting. Motion carried.

II. PERSONNEL BUSINESS

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

B. Administration Finance Division: Rehmann has been reviewing our finance operation and has developed a recommendation to reorganize the Finance Division of the Administrator's Office. The primary change is the creation of an Accountant position. This proposal also eliminates the previously approved Grant Coordinator position and disseminates those duties to the Accountant and the Budget Analyst.

Motion by Collins, seconded by Bolton, to recommend reorganization of the Finance Division of the Administrator's Office with funding from Personnel Contingency. Motion carried.

C. Prosecutor's Office: When the Prosecutor's Office transitioned from a part-time office to a full-time office, the Prosecutor's compensation was split between the Elected Officials Salary and a separate line item for work as civil counsel. While the salary line item is adjusted annually with other employees, the civil counsel line item has remained the same. By rolling the two-line items together, the Prosecutor's total compensation will track with other employee adjustments.

Motion by Collins, seconded by Bolton, to recommend rolling the civil counsel line item into the Prosecutor Elected wages line item. Motion carried.

D. Compensation Study: Over the last several years, certain skilled and/or credentialed positions have been difficult for departments to fill due to competition from other

agencies or private employees. Several counties around the state have conducted salary studies within the last couple of years and implemented those studies as part of their budget process. All of our labor agreements are up for renewal in 2023 and it would be beneficial to have a current compensation study in hand as we enter those negotiations.

Motion by Bolton, seconded by Collins, to recommend soliciting proposals for a compensation study to be completed in 2022. Motion carried.

E. Other Personnel Business: There was no other personnel business.

III. WAYS AND MEANS BUSINESS

A. Finance Reports: Administrator Marshall reviewed the finance reports with both revenue and expenditures looking good relative to this same time last year. In fund balance, the general fund is currently at \$7.3 million compared to \$3.5 million in April of last year.

B. Budget Adjustments: Budget adjustments to the Survey/Remon fund, the Veterans Service fund, and the Lenawee Department on Aging fund were presented based on additional and more accurate grant funding.

Motion by Bolton, seconded by Wittenbach, to recommend approval of the budget adjustments. Motion carried.

C. Delinquent Tax Fund: The Board of Commissioners has the ability to determine the amount of surplus funds in the Delinquent Tax Revolving Fund and move any such surplus to the General Fund. Based on past delinquent tax payoffs and recommended balances, it appears that there is a surplus of at least \$9 million dollars in the Delinquent Tax Revolving Fund.

The requirement is that the funds be moved to the General Fund, however after moving the money to the General Fund, it is recommended that the money be placed in a contingency division of the Capital Fund for use by the commission for capital and infrastructure expenditures. Because the monies are currently invested the funds will likely be moved over a period of time.

Motion by Bolton, seconded by Bales, to recommend the transfer of \$9 million dollars from the Delinquent Tax Revolving Fund, as investments mature and become available, to the General Fund and be subsequently transferred to a contingency division within the Capital Fund. Motion carried by roll call vote. Yeas(6); Stimpson, Bales, Bolton, Collins, Tillotson, Wittenbach Nays: (3) Jenkins-Arno, Krasny, Goetz

D. Equalization Report: Equalization Director, Shelly DeLong, presented the 2022 Equalization Report (on file). Statutory equalization of properties. There was an increase of approximately 6% in State Equalized Value county wide, and an increase of approximately 5% in taxable value.

Motion by Bolton, seconded by Collins, to approve the 2022 Equalization and place the report on file. Motion carried.

- E. County wide transportation:** Combining Dial-A-Ride and Lenawee Transportation will provide a more efficient operation as there would be only one system to oversee.

This will clear up confusion by residents as to why there are two fair structures.

Forming an Authority would open boundaries of city and county buses. For example, a resident takes a Dial-A-Ride bus to Meijer, but they would need to take a Lenawee Transportation bus to cross the street to Walmart due to boundary lines.

Dial-A-Ride currently has 7 buses; Lenawee Transportation has 9 buses and 2 vans. A common complaint is the long wait times, on occasion more than an hour, while the other agency bus sets empty. Combining the two agencies together would allow 16 buses to go in whatever direction the community needed.

The Lenawee Transportation Corporation has reviewed this proposal and would like the Board of Commissioners to consider moving forward.

Motion by Collins, seconded by Bales, to recommend authorizing the County Administrator to work with the City of Adrian Administrator on the creation of a countywide Transit Authority to be presented to the Board of Commissioners and the City Commission for review and approval. Motion carried.

- F. Committee Referrals/Recommendations:** Committee referrals or recommendations were reviewed.

1) Physical Resources Committee

Sheriff Vehicle Request: A vehicle purchase request for Secondary Road Patrol was reviewed.

Motion by Bolton, seconded by Wittenbach, to recommend approval of the purchase of the 2022 Dodge Charger and related equipment for the Secondary Road Patrol Assignment in an amount of \$47,734.13 out of the Secondary Road Patrol fund 208.404-981. Motion carried.

MSC Chapel request: The foundations to the arch structure that supports the roof of the chapel are deteriorating and the roof needs to be replaced. The attached information provides cost estimates to repair the base of each pillar and replace the roof with a metal roof with insulation. The approximate total cost is \$226,500. A grant was received from the Herrick Foundation for \$175,000 and the remaining funding will come from the MSC board.

Motion by Collins, seconded by Bolton, to recommend approval of the repair to the foundations and roof of the chapel in an amount not to exceed \$230,000 including the \$175,000 grant; with the remainder of the funding from the MSC campus board funds. Motion carried.

2) Criminal Justice Committee

Rifle BuyBack Program: Sheriff Bevier would like to implement a firearms purchase program for up to ten (10) employees in the first round. The County would provide the \$25,000 from the Criminal Justice Allocation fund and employee reimbursements would go back into the fund.

Motion by Bolton, seconded by Collins, to recommend approval of up to \$25,000 for the cost of the rifle purchase program for the first 10 employees in the program. Motion carried

Police Academy: The Sheriff's Office will be sending five (5) people to Washtenaw Community College Police Academy. The total cost is \$38,000 and a reimbursement grant has been applied for.

Motion by Goetz, seconded by Collins, to recommend approval of \$38,000 for funding five (5) recruits at the Washtenaw Community College Police Academy. Motion carried.

G. Other Ways & Means Business: There was no other business.

IV. CONSENT AGENDA

Proclamations: The following proclamations will be placed on the consent agenda for unless otherwise directed.

- County Government Month
- Child Abuse Prevention Month
- Crime Victims' Rights Week
- Telecommunications Week:
- National Volunteer Week

All items addressed today will be placed on the consent agenda for approval tomorrow.

V. PUBLIC COMMENT

Kim Murphy introduced Shannon Elliot, the new County Deputy Administrator.

VI. ADJOURNMENT

Motion by Bales, seconded by Bolton, to adjourn the meeting at 10:45 a.m. Motion carried.: