

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, August 9, 2022 – 10:02 a.m.

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

Absent: Commissioner Bales and Collins

Also Present: Kim Murphy, Rebecca Borton, Becky (LMCF), Jenny Escott, Mary Roberts, Bev Ahlers, Jen Ambrose, Matthew Turgeon, and Brittany Kurutz, Jim VanDoren, Gordon Gauss, Ciara McGrane, and Judge A.M. Anzalone

I. Approval of Minutes

Motion by Stimpson, seconded by Wittenbach, to approve the minutes of the July 12, 2022, meeting. Motion carried.

II. Personnel Business

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

B. Circuit Court / Friend of the Court Administrator: Administrator, Kim Murphy, reviewed a personnel request from Circuit Court.

The current Friend of the Court position includes several roles including Friend of the Court, Circuit Court Administrator, Referee, Mediator, and Family Court Attorney. The employee filling this position left at the end of July and Chief Circuit Court Judge Anzalone would like to use this time to reorganize the court as it applies to this position.

The recommendation is to create the following two positions: (1) Friend of the Court Director; and (2) Judicial Attorney / Circuit Court Administrator.

Job descriptions were available.

This reorganization will require that the FOC/Ct Admin/Referee/Mediator and Family Court Attorney; and one Judicial Law Clerk position be closed.

As part of this reorganization the request includes reclassifying Ciara McGrane, the current Judicial Law Clerk/Judicial Attorney, to the newly created Judicial Attorney / Circuit Court Administrator.

As well as reclassifying Marshonnie Brinkman to the Friend of the Court position on an interim basis retroactively to August 1, 2022 until such time as a permanent placement is identified.

The following recommendations were submitted for consideration:

- *Close Position 12105-01 Friend of the Court/Circuit Court Administrator/ Referee/ Mediator and Family Court Attorney and create a new position of Friend of the Court Director (Grade NU75CT21).*
- *Reclassify Marshonnie Brinkman to (NU75CT16 -Year 4) retroactively to August 1, 2022 and until such time as a permanent placement is identified.*
- *Close Position 12130-01 Judicial Law Clerk and create a new position of Judicial Attorney / Circuit Court Administrator (Grade NU75CT17)*
- *Reclassify Ciara McGrane as the new Judicial Attorney / Circuit Court Administrator (Grade NU75CT17).*

Motion Stimpson, seconded by Bolton, to approve the reorganization request. Following discussion, motion carried.

Commissioner Stimpson noted that this was how these positions were once held.

Commissioner Jenkins-Arno questioned the effects this reclassification would have on the 2022 and future budgets.

- C. Defined Contribution Plan Trustees:** A resolution to appoint Bev Ahlers and Kim Murphy as Trustees of the Board of Commissioners Defined Contribution Plan was submitted for consideration.

Motion by Bolton, seconded by Wittenbach, to recommend approval of appointing Beverly K. Ahlers and Kimberly L. Murphy as Trustees of the Board of Commissioners Defined Contribution. Motion carried.

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

III. Ways and Means Business

Finance Reports: Administrator Murphy reviewed points of interest in the financial report. Both revenues and expenses are off-set by the \$9 million transfer from

delinquent tax to the Capital Fund. Less this transfer revenues and expenses are tracking similar to last year.

The General Fund balance is approximately 2.9 million. Kim identified the funds that are currently showing a deficit while pending grant reimbursements, or scheduled transfers. Research will be conducted on the origins of the Landbank loan and those findings will be brought back.

- B. Kiwanis Trail Extension:** Kim provided an update on the Kiwanis Trail project. The project will connect the trail from Greenly Hwy and Ives Rd into Cal Zorn Park. The County agreed to act as the grant administrator for the project in 2017. The project is finally ready to commence.

There was a change in scope of the Kiwanis Trail Project which actually lowered the bid price from \$834,113.59, approved in October 2021, to \$695,928.35. A copy of the breakdown showing the lower cost was available.

Motion by Stimpson, seconded by Wittenbach, to recommend approval of the change order lowering the cost of the Kiwanis Trail Extension to \$695,928.35. Motion carried. Tillotson NAY

Mannik Smith Group has submitted their contract to finalize construction engineering, inspection and contract administration services in the amount of \$80,000. This is to be paid for out of donations collected by the Kiwanis Trail Authority.

Motion by Stimpson, seconded by Goetz, to recommend approval of the Mannik Smith Group contract for professional services for the Kiwanis Trail extension in an amount not to exceed \$80,000.00. Motion carried.

- C. Bid Solicitation/Tecumseh Products:** Kim reviewed a request to seek bids from engineering / contracting firms to develop specs, review demolition bids, and monitor contractors to demolish surface structures on the Tecumseh Products site.

Motion by Stimpson, seconded by Wittenbach, to authorize the County Administrator to seek bids from engineering / contracting firms to prepare bid specifications, review demolition bids, and monitor demolition work at the Tecumseh Products site. Motion carried.

Discussion: Commissioner Krasny noted that the need for a plan for the site and thought planning for the site may want to be considered prior to actual demolition costs are incurred. It was noted that getting a contractor/engineering involved will give the county a better idea of the costs and timeframe associated with a potential demolition project. Without a grant or project in hand, all costs will be the responsibility of the County.

D. Committee Referrals/Recommendations

- 1) IT/Equalization Committee – Pivot Point Field App:** The IT/Equalization Committee approved up to \$4,700 for four (4) iPad Pros from the IT Division of the Capital Fund and is recommending approval of up to \$6,600 for the Pivot Point field app from the Assessing Fund.

Motion by Bolton, seconded by Wittenbach, to recommend approval of up to \$6,600 for the Pivot Point field app solution from the Assessing Fund (Fund 547). Motion carried.

E. Other Ways & Means Business

Lenawee Medical Care Facility / Ballot Language: The Lenawee Medical Care Facility submitted a resolution including ballot language for the Commissioners' consideration to place a millage proposal on the November ballot. Kim read the ballot language proposal to reauthorize the original .1896 mills, for a period of 6 years (2023-2028).

Motion by Stimpson, seconded by Wittenbach, to recommend approval of placing the Medical Care Facility question of reauthorization of a millage on the ballot for November 8, 2022 election. Motion carried.

F. Consent Agenda

Daughters of the American Revolution proclamation: The DAR-Lucy Wolcott Barnum Chapter will be celebrating Lenawee County's bicentennial and a commemorative plaque set on September 18th. A proclamation from the Board of Commissioners has been prepared to present at the celebrations.

Motion by Krasny, seconded by Wittenbach, to recommend approval of Daughters of the American Revolution Bicentennial proclamation. Motion carried.

G. Public comment:

Commissioner Stimpson noted that a 6 month review was performed with the previous County Administrator and recommended that the Commissioners do the same with the current County Administrator, He asked that the information regarding the process and the evaluation form be provided to all of the Commissioners at the BOC meeting tomorrow. He asked that this recommendation be part of the Consent Agenda.

Motion Stimpson, seconded by Wittenbach, to place the process of the County Administrator's personnel evaluation on the Board of Commissioner's Consent Agenda. Motion carried.

Craig Tanis will provide an update on the Riverview Terrace apartments at tomorrow's meeting.

H. Adjournment

Motion by Goetz, seconded by Wittenbach, to adjourn the meeting at 10:40 a.m. Motion carried.

KLM/rdb