

PERSONNEL / WAYS & MEANS COMMITTEE

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MEMBERS

*Ralph Tillotson, Terry Collins
Committee of the Whole*

Minutes: Tuesday, September 8, 2020 – 10:00 a.m.

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

Also Present: Scott Holtz, Kim Murphy, Jen Ambrose, Burke Castleberry, Rebecca Borton, Martin Marshall, Cheryl Whipple, and Sheriff Bevier, Roxann Holloway, Martha Hall, Jenny Escott, and Marilyn Woods.

I. APPROVAL OF MINUTES

*Motion by Bolton, seconded by Collins, to approve the minutes of the August 11, 2020, meeting.
Motion carried.*

II. PERSONNEL BUSINESS

- A. Employment Changes:** Personnel changes were available for review; terminated positions identified with COVID were program-related positions.
- B. First Responder Hazard Pay Premiums:** The Michigan Department of Treasury has created a First Responder Hazard Pay Premiums Program (FRHPPP) as part of the Cares Act. This program allows a maximum payment of \$1,000 per eligible employee. There are very specific classifications of employees that are eligible to receive these funds. These include law enforcement officers, firefighters, EMT's, paramedics, 9-1-1 operators, corrections officers, airport public safety officers, personnel associated with ambulance operations, and private EMT's and paramedics contracting with municipalities or hospitals.

It is anticipated that if the County is awarded funding through its application which was submitted on July 28th, the distribution will be on September 15th.

This is a reimbursement program with a requirement that hazard pay premiums be paid no later than September 30, 2020.

*Motion by Knoblauch, seconded by Collins, to Authorize First Responder Hazard Pay premiums in the amount of \$1,000 to the eligible classification of employees specified in the First Responder Hazard Pay Premiums Program, contingent upon the receipt of grant funding.
Motion carried.*

- C. Reclassification Request:** The Lenawee County Solid Waste Coordinator has retired. The Administrative Assistant will absorb the responsibilities of the Solid Waste program and a part time position will be filled to absorb some of the workload of the Administrative Assistant . A request to reclassify the Administrative Assistant from NU7527 to NU7530, step 5, was submitted for consideration.

Motion by Bolton, seconded by Knoblauch, to recommend approval of the Administrative Assistant reclassification from NU7527 pay grade to the NU7530 pay grade, starting at step 5, effective August 14, 2020. 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 41%, expenses are at 62% while the benchmark is 66.67%.

- The State's August Revenue Sharing payment was replaced with CARES act money. While the money was received on August 31st, it has not been receipted to the General Fund yet.
- There is a deficit in Marine Law
- Childcare DHS has resolved their deficit and currently has a fund balance in excess of \$650,000
- The Delinquent Tax Revolving fund remains in good shape.

- B. Budget Adjustments:** Budget Adjustments are being requested for the Health Fund due to additional revenue; to Survey/Remonumentation Fund for an adjustment to services, and to the Veteran Service Fund as a result of additional grant funding. The Health Fund operates on an October 1 through September 30 fiscal year and the Veteran Service grant is good for that same period.

Motion by Bolton, seconded by Collins, recommend approval of the budget adjustments as presented. Motion carried.

- C. 4th Quarter Allotment:**

Motion by Knoblauch, seconded by Wittenbach, to approve the 4th Quarterly Allotment of Appropriations by way of resolution. Motion carried.

- D. 2021 Budget:** The 2021 budget workbooks have been distributed to the Commissioners. Marty Marshall reviewed considerations.

The proposed 2021 budget is being presented in the amount of \$31,764,943.

Without a state budget it is difficult to know what impact that process may have on our funding, the state budget process will affect revenue sharing, local stabilization funding, and grant funding for such operations as the Public Defender's Office. Other revenue variables include court closures and any economic downturn affecting property tax revenue and collection rates.

The 2021 budget is balanced with the use of \$1,000,000 from General Fund Reserve; and as a reminder, 2019 ended with an addition to fund reserve of over \$1.4 million dollars.

There is a total contingency in the amount of \$1,388,632 including \$400,000 dedicated to Personnel costs. While the 2021 health insurance rates have yet to be received, preliminary indications are that we may be able to recoup some of the already budgeted amounts.

Due to reduced revenues, no expansion of services or personnel will be recommended in this budget.

General revenue estimates show a 2.7% increase. This is based on a projected 1% CPI coupled with transfers and new construction to increase the tax base and the use of reserve funds.

The County will not be utilizing the Delinquent Tax Revolving Fund for general operating expenses. However, we will be utilizing it for our annual bond payments which are over \$1 million. The balance of this fund grew by over \$1.8 million in 2019 which we may need to keep in mind when looking at what happens with the state budget and the performance of the County budget.

Marty encouraged the commissioners to review the 2021 Budget Workbook and noted that the recommended budget will be presented in October with a recommendation for Public Hearing at the November BOC meeting.

Commissioner Bolton requested that additional funding be considered for the Planning Commission in order to cover updating the County Plan. Commissioner Tillotson was not in favor of this suggestion and expressed his confidence that the Region 2 Planning Commission has funding for it.

- E. CDBG Cares Funding:** The State of Michigan's Community Development Block Grant (CDBG) Program is making funds available to counties through the CARES Act. This funding is contingent upon several factors, including (i) submission by the county of completed documentation required under the CDBG Program, (ii) satisfactory county support, (iii) available funding, (iv) project activities occurring within the geographic boundary of the county, (v) approval of an award by the Michigan Strategic Fund (MSF), (vi) execution of a final grant agreement between the county and MSF containing pre-disbursement, compliance and reporting requirements and (vii) execution and certification of the Applicant section of the grant agreement, and all other detailed terms and conditions, required by MSF. If awarded, funding is approximately \$263,820.00.

Motion by Lapham, seconded by Bolton, to authorize moving forward with the CDBG CARES grant application and all related documents, and to schedule a public hearing at the October Board of Commissioners meeting to hear comment on the grant application. Motion carried.

- F. Ground Water Restriction Zone:** An application was received and reviewed by the Board of Health for a ground water restriction zone.

Martha explained that this application covers a contaminated area within the City of Tecumseh. This is also an EGLE requirement for closing out the clean-up project, and preparation for redevelopment of the site. It was clarified that properties within the water restriction zone are on city water, and the restriction would prevent any future wells from being installed.

Commissioner Stimpson requested to abstain; he owns a parcel located within the affected area.

Commissioner Collins, seconded by Wittenbach, to allow Commissioner Stimpson to abstain from voting on the ground water restriction zone request. Motion carried.

Motion by Collins, seconded by Knoblauch, to recommend approval of the ground water restriction zone application from Baker Brothers, Inc. Motion carried. Commissioner Stimpson abstained.

- G. Honeywell Energy Guarantee and MV Services Agreement:** The County previously entered into agreements that guaranteed a certain level of energy savings over the course of a set period of time as well as annual measurement & verification services as part of various energy saving and conservation projects through Honeywell International. These agreements cost approximately \$28,176.51 annually.

The County has more than surpassed the energy savings guarantees and is nearing the end of life on all of the agreements.

Motion by Knoblauch, seconded by Bolton, to authorize the County Administrator to sign the authorization to terminate the Energy Guarantee and Measurement & Verification Services Agreement with Honeywell International. Motion carried.

Honeywell Service Agreement: Having a service agreement with Honeywell for a five-year period will provide routine EBI maintenance tasks on equipment and software, standard 24/7 emergency response, and Energy Star application and submittal for Human Services Building.

Motion by Collins, seconded by Lapham, to recommend approval of the five-year service agreement with Honeywell International in the amount of \$24,874.00.

- H. Physical Resources:** The Physical Resources Committee has reviewed the following requests and referred them on to the Personnel/Ways & Means Committee for consideration.

HSB PTAC: To accept Adrian Mechanical quote to replace the cabinet unit heater with a PTAC in the east lobby of the Human Services Building at a cost of \$11,510.00 and Adrian Electric & Generator at a cost of \$2,125.00 to wire, for a total project budget of \$13,635.00.

Motion by Knoblauch, seconded by Jenkins-Arno, to approve the PTAC purchase in the amount of \$13,635.00 out of HSB Building Improvement fund 502-283-975. motion carried.

HSB Parking Lot Lighting: To accept Adrian Electric & Generator quote to replace parking lot and building lights with led lighting at a cost not to exceed \$14,325.00.

Motion by Knoblauch, seconded by Bales, to approve the parking lot lighting purchase in the amount of \$14,325.00 out of HSB Other Improvements fund 502-283-984. Motion carried.

- I. LDA MDOT Agreement:** Project authorization from the Michigan Department of Transportation for the Lenawee Transportation program for the purchase of Terminal/office equipment and facility equipment.

Motion by Collins, seconded by Wittenbach, to recommend adoption of resolution authorizing the Chair and the Clerk to execute the FY2020 Section 5311 Capital Formula Grants for rural areas program. Motion carried.

- J. LTC MDOT Agreement:** This is the annual operating agreement for Specialized Services. The state requires approval and authorization by resolution.

Motion by Lapham, seconded by Bolton, to recommend adoption of the resolution approving the Specialized Services Operating Assistance Program and authorizing the Chair and County Clerk to execute said Agreement. Motion carried.

- K. Campus Projects:** Marty provided a photos of the Old Courthouse renovations.

- L. Other Business:** Marty reported that the annual Secondary Road Patrol and the Public Defender Child/Parent grant applications have been signed and submitted FY2021.

- M. Adjournment**

Motion by Collins, seconded by Stimpson, to adjourn the meeting at 11:22 a.m. Motion carried.