

# PERSONNEL / WAYS & MEANS COMMITTEE

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## MEMBERS

*Ralph Tillotson, Terry Collins  
Committee of the Whole*

## MEETING LOCATION

Chamber Room, 2<sup>nd</sup> Floor  
Old Courthouse, 301 N. Main Street, Adrian, MI

**Minutes:** Tuesday, September 9, 2019 – 10:08 a.m.

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

**Also Present:** Burke Castleberry, Scott Holtz, Jenny Escott, Cheryl Whipple, Marilyn Woods, Carolyn Bater, Roxann Holloway, Kim Murphy, and Rebecca Borton

## Approval of Minutes

*Motion by Wittenbach, seconded by Bolton, to approve the minutes of the August 13, 2019, meeting. Motion carried.*

### I. Personnel Business

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

**B. Drain Commission Reorganization:** A reorganization of personnel within the Drain Commission was reviewed. The creation of a Systems Foreman to oversee operations and direct staff will permit the Systems Superintendent to focus on necessary reporting and management. The Systems Foreman would also be able to work on special projects and assist in emergencies. To create the necessary salary steps between the Systems Foreman, the Superintendent and the Deputy Drain Commissioners. Funding for the new position and superintendent change will be paid by various water and sewer systems while funding for the increase in the Deputy Drain Commissioners will come out of the Drain Fund.

*Motion by Stimpson, seconded by Knoblauch, to reorganize operations in the Drain Commission by the creation of the new position of Sewer/Water Systems Foreman, reclassification of the Systems Superintendent and reclassification of the two Deputy Drain Commissioners as identified. Motion carried.*

**C. Other Personnel:** There was no other personnel business.

### II. Ways and Means Business

**A. Finance Reports:** Kim Murphy reviewed the finance reports; the benchmark is 66.67%. Revenues are at 43%, which is about \$100,000 more than last year at this time. Expenses are at 62%, approximately \$300,000 less than last year.

Kim highlighted a few revenue and expense funds and although there are a couple of funds operating in a deficit, the overall 2019 financial status appears to be in a position to the end of the year in a positive condition.

- B. 4<sup>th</sup> Quarter Allotment:** The fourth quarterly allotment of appropriations was available for review.

*Motion by Stimpson, seconded by Wittenbach, to recommend approval of the fourth quarterly allotment of appropriations by resolution. Motion carried.*

- C. 2020 Budget:** Kim distributed the 2020 Budget Workbook. She noted that the proposed 2020 budget was presented in the amount of \$30,928,932 without utilization of Fund Reserve or Delinquent Tax.

There is a contingency in the amount of \$877,302 of which \$400,000 is dedicated to Personnel. This is because the 2020-2021 insurance rates have yet to be received; an 8% increase in Health Insurance has been built in.

Kim went on to review other factors to consider as the Commissioners review the workbook at their leisure and encouraged Commissioners to contact the Administrator's Office with any questions or concerns prior to the October Board meeting.

A public hearing will be held during the November Board meeting.

- D. Lenawee Transportation Corporation Project Authorizations:** Revised project authorizations from the Michigan Department of Transportation for Lenawee Transportation Corporation were submitted for consideration.

*Motion by Stimpson, seconded by Lapham, to recommend adoption of resolution #2019-022 authorizing the Chair and County Clerk to execute the revised 2016 Capital Formula Grants for rural areas program. Motion carried.*

*Motion by Collins, seconded by Lapham, to recommend adoption of resolution #2019-023 authorizing the Chair and County Clerk to execute the revised 2017 Capital Formula Grants for rural areas program. Motion carried.*

- E. Secondary Road Patrol:** The Secondary Road Patrol Grant for 2020 was submitted.

*Motion by Stimpson, seconded by Knoblauch, to recommend approval of the 2020 Secondary Road Patrol Grant application. Motion carried.*

- F. Recommendations/Referrals:** The Physical Resources Committee has recommended approval of the HSB parking lot crack fill/sealing project and the replacement of 2 roof top air handling units at MSC.

### **HSB Parking Lot**

*Motion by Knoblauch, seconded by Wittenbach, to recommend to Ways and Means approval of the HSB Parking Lot Project in the amount of \$23,000 out of the Human Services Building Repairs & Maintenance. Motion carried.*

Commissioner Bolton revisited her concerns regarding the lack of sidewalks going up to the building and requested this matter be considered in the future.

### **MSC Roof Top Air Handling Units**

*Motion by Knoblauch, seconded by Stimpson, to recommend to Ways and Means approve the purchase of two (2) roof top air handling units in an amount not to exceed \$24,000 out of MSC Building Repairs & Maintenance (292-662-930). Motion carried.*

- G. Campus Projects:** Kim provided an update on the campus building projects. Both Kim and Commissioner Knoblauch commended the maintenance team and Tim's thoroughness and attention to detail during the punch list walk through.
- H. BOC Consent Agenda:** Recommendations and referrals from today's meeting will be placed on tomorrow's Board of Commissioners' consent agenda.

*Motion by Bolton, seconded by Lapham, to place actions from today's meeting on to the Board of Commissioners consent agenda. Motion carried.*

- I. Other Business:** Commissioner Lapham noted that the Prosecuting Attorney's Strategic Plan accompanied the 2020 Budget Workbook.
- J. Adjournment**

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