

PERSONNEL / WAYS & MEANS COMMITTEE

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MEMBERS

Ralph Tillotson, Terry Collins
Committee of the Whole

MEETING LOCATION

Chamber Room, 2nd Floor
Old Courthouse, 301 N. Main Street, Adrian, MI

Minutes: Tuesday, November 12, 2019 – 10:03 a.m.

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

Absent: Commissioners Bolton and Knoblauch

Also Present: Sheriff Troy Bevier, Scott Holtz, Kim Murphy, Jenny Escott, Cheryl Whipple, Carolyn Bater, Roxann Holloway, Rebecca Borton, Martin Marshall, Tim Robinson (LenaweeNow), Lee Johnson (Siena Heights), and Drug Court representatives Judge Anzalone, Debbie Comeau, Circuit Court Administrator Kristi Drake, Paul Secord, Sara Teske, Aimee Kurutz, Madeline Arnold, Hunter Casebolt, and Bailiff John Birdwell

I. Approval of Minutes

Motion by Wittenbach, seconded by Stimpson, to approve the minutes of the October 8, 2019, meeting. Motion carried.

II. Personnel Business

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

B. Medical Benefits Waiver: Waiver to extend exemption from Public Act 152 of 2011, Publicly Funded Health Insurance Contribution Act.

Motion by Collins, seconded by Wittenbach, to recommend approval of the Medical Benefits Waiver to opt out of Public Act 152 of 2011 (MCL 15.568).

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

III. Ways and Means Business

A. Finance Reports: Marty Marshall reviewed the finance reports; the benchmark is 83%. Revenues are at 90% while expenses are at 79%.

He went on to review the current budget status.

1) Budget Adjustments: A list of budget adjustments were reviewed.

Motion by Wittenbach, seconded by Lapham, to recommend approval of the budget adjustments as presented.

DEPARTMENT/ACCT NO/DESC	CURRENT BUDGET	CHANGE INC/(DEC)	RECOMM. REVISED BUDGET
GENERAL FUND			
REVENUE			
<i>PROBATE JUVENILE</i>			
101.149-628.500 Child Care Services IHT	0	11,000	11,000
			0
<i>TREASURER</i>			
101.253-404.001 Current Property - Summer Adrian Township	1,238,485	35,000	1,273,485
101.253-404.002 Current Property - Summer Blissfield Township	632,809	35,000	667,809
101.253-404.003 Current Property - Summer Cambridge Township	1,815,437	65,000	1,880,437
101.253-404.005 Current Property - Summer Deerfield Township	370,872	12,000	382,872
101.253-404.006 Current Property - Summer Dover Township	309,753	16,000	325,753
101.253-404.010 Current Property - Summer Macon Township	353,169	8,000	361,169
101.253-404.011 Current Property - Summer Madison Township	1,007,248	100,000	1,107,248
101.253-404.013 Current Property - Summer Ogden Township	298,121	120,000	418,121
101.253-404.014 Current Property - Summer Palmyra Township	448,494	55,000	503,494
101.253-404.015 Current Property - Summer Raisin Township	1,278,835	15,000	1,293,835
101.253-404.016 Current Property - Summer Ridgeway Township	327,176	100,000	427,176
101.253-404.017 Current Property - Summer Riga Township	362,731	55,000	417,731
101.253-404.020 Current Property - Summer Seneca Township	296,659	35,000	331,659
101.253-404.021 Current Property - Summer Tecumseh Township	422,926	6,000	428,926
101.253-441 Local Community Stabilization Share Tax	700,000	230,000	930,000
101.253-665.100 Interest Earned on Investment	280,000	120,000	400,000
101.253-690.200 Other Revenue CC Revenue Share	0	14,000	14,000
<i>PROSECUTING ATTORNEY</i>			
101.267-626 Services Rendered	0	70,000	70,000
<i>REGISTER OF DEEDS</i>			
101.268-607.180 Fees Real Estate Transfer Tax	350,000	15,000	365,000
<i>PUBLIC DEFENDER</i>			
101.271-611 Attorney Fee Reimb	73,000	10,000	83,000
101.271-611.100 Attorney Fee Reimb Other Services	0	25,000	25,000
TOTAL REVENUE INC/(DEC)	30,200,475	1,152,000	31,352,475
EXPENDITURES			
<i>CONTINGENCIES</i>			
101.890-956.100 Contingency - General	308,575	1,152,000	1,460,575
TOTAL EXPENDITURES INC/(DEC)	30,200,475	1,152,000	31,352,475

Motion carried.

2) Accounts Payable Committee YE Approval:

Motion by Wittenbach, seconded by Collins, to recommend granting the Accounts Payable Committee the authority to adjust sectors of the General Fund as necessary within the amended 2019 budget and to adjust non-general funds as necessary. Motion carried.

- B. Drug Court Appropriation:** The Adult Drug Court program has operated for the last three years with funding from a three-year grant by the federal Bureau of Justice Administration (BJA). The grant term expired on September 30th and the coordinator of the Drug Court program had made application for a new grant. That grant application was denied by the BJA; according to Judge Anzalone is typical of this grant. The coordinator has also obtained additional grants related to the program over the last three years and additional revenue sources will continue to be applied for.

About 10% of the original BJA grant award was remaining at the end of the grant cycle and the Drug Court was permitted to retain that money for use in the program. They were also encouraged to resubmit their grant request in the second quarter of the fiscal year.

However, to ensure continued operation of the program, the coordinator developed an alternate budget with a part-time coordinator and coordination with the other grants that have been awarded. The projected expenditures of this revised program exceed the grant revenue by approximately \$15,000.

Judge AnnaMarie Anzalone addressed the board regarding the success and importance the Drug Court program. She introduced Sara Teske from MDOC; as well as two program participants.

Both Debbie and Paul were participants of the program; they each talked about their personal experiences and their support of the program.

Drug addiction affects everyone in our community. The Drug Court Program is one of the County's greatest tools addressing drug-addicted offenders; it has proven to be beneficial to the long-term stability and safety of the community.

Motion by Collins, seconded by Stimpson, to recommend a supplemental general fund appropriation to the Drug Court fund in the amount of \$15,000 to continue the program through 2020. Motion carried.

- C. 2020 Budget:** The Administrator's Draft budget was distributed on October 10, 2019 and was adopted as the Personnel/Ways and Means Draft #1 budget.

Subsequently the 2020 health insurance rates have been incorporated into the Ways & Means Draft #2 budget along with minor adjustments in various departments and funds. The Ways & Means Draft #2 General Fund Budget with a total of \$30,928,932 is presented for adoption.

Motion by Collins, seconded by Wittenbach to recommend substitution of the Ways & Means Draft #2 General Fund Budget for the previously adopted Draft #1. Motion carried.

- D. Capital Improvement Plan:** The 2020-2024 Capital Improvement Plan and related project budgets were reviewed by Kim Murphy. The General Fund Allocation to the Capital Fund in 2020 is \$1,000,000. That amount has been distributed to cover Building & Ground projects, IT projects, Building & Ground Vehicle/Equipment; Sheriff Vehicles, Other Department Vehicles, Park projects, and new to the Plan this year, Maurice Spear Campus. Also included in this distribution is the Phase 3 bond payment.

Motion by Stimpson, seconded by Wittenbach, to recommend approval of the 2020-2024 Capital Improvement Plan and related project budgets. Motion carried.

- E. Siena Heights University:** Siena Heights University has amended their 4th Amended Project Plan and is therefore submitting for consideration an amended resolution certifying approval of the project area, establishing project area boundaries, confirming appointment of additional directors, and calling for a public hearing.

Lee Johnson, Siena Heights University, explained that the project plan includes the purchase of property, new software system, and recently added HVAC/electrical upgrade to the fieldhouse; this an \$8.7 million bond issue.

The resolution calls for a public hearing by the Board of Commissioners on the Fourth Amended Project Plan for December 11, 2019.

Motion by Stimpson, seconded by Wittenbach, to recommend adoption of the 4th Amended Project Plan resolution submitted by Siena Heights University; which includes setting a public hearing for December 11th. Motion carried.

F. Recommendations/Referrals

- 1) Human Services Building Generator:** The Physical Resources Committee has reviewed a request for up to \$310,000 for a generator to provide back-up power for the entire building.

Motion by Collins, seconded by Wittenbach, to recommend approval of up to \$310,000 for the Human Services Building generator out of the Human Services Building Fund. Motion carried.

- 2) Adrian Public Schools:** The Physical Resources Committee has recommended approval of a property transfer to Adrian Public Schools in lieu of storage fees.

Motion by Collins, seconded by Wittenbach, to recommend authorizing Administrator Marshall to negotiate a transfer of property to Adrian Public Schools in lieu of storage fees. Motion carried.

- 3) Drain Commission Vehicles:** The Physical Resources Committee has reviewed a request from the Drain Commission to purchase three vehicles. Financing will be handled through a bank and then paid for from the Revolving Loan Fund.

Motion by Wittenbach, seconded by Bales, to recommend approval of the purchase of three vehicles by the Drain Commission at a cost not to exceed \$110,000. Motion carried.

- 4) Hangar Roof Repairs:** There is significant roof repairs required at the Airport and the Airport Commission is recommending approval of a bid from Billy White Roofing.

Motion by Bales, seconded by Lapham, to recommend approval of the Billy White Roofing bid in an amount not to exceed \$85,000 for roof replacement of the East and North Maintenance Buildings and the gutter repair for the Corporate Hangar with funds from 581-895-975 Airport-Building Improvements. Motion carried.

- 5) 2020-2024 Parks Plan:** Kim Murphy presented the five-year Parks Plan and explained that A PUBLIC HEARING and adoption of 2020-2024 Parks and Recreation Plan should be held at the December 11th meeting of the Board of Commissioners. The Parks Commission has made a recommendation to set the public hearing.

Motion by Wittenbach, seconded by Lapham, to recommend the 2020-2014 Parks and Recreation Plan to the Board of Commissioners and that the Board set a Public Hearing for that plan at the December meeting of the Board (12/11/19). Motion carried.

G. Campus Projects

- 1) Old Courthouse Phase II:** Marty shared copies of architectural renderings of proposed renovations to the Old Courthouse and pointed out color options.

The anticipated cost of the project is \$8,000,000; nearly half of the costs is due to mechanical, plumbing, low voltage, and fire protection projects.

Motion by Stimpson, seconded by Lapham, to recommend authorization to develop construction drawings and engage bond counsel and agent to estimate construction and bonding costs for Old Courthouse renovations. Motion carried.

- H. BOC Consent Agenda:** Recommendations and referrals from today's meeting will be placed on tomorrow's Board of Commissioners' consent agenda.

- I. Other Business:** There was no other business.

IV. Adjournment

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