

MINUTES

WAYS & MEANS SUB-COMMITTEE MEETING

DATA PROCESSING

MONDAY JAN. 21, 1980 3:15 P.M.

Motion by Comm. Harris that William Zeller be hired to study our Data Processing System for two (2) months at \$20.00 per hour plus mileage at \$.20 per mile. Seconded by Comm. Gould. Motion carried.

A meeting with Mr. Zeller was set for February 4, 1980 at 1:30 p.m. in the office of the Budget Control Officer.

The Sub Committee will set up a temporary office in the former Court Recorders office on the second floor of the Court House. Desk, chairs and telephone will be provided to Mr. Zeller.

MINUTES

WAYS & MEANS
COMMITTEE MEETING

JAN. 21, 1980 1:00 P.M.

COMMITTEE MEMBERS: Comm. Nichols, Storrer, Gibbard, Gould, Harris.

OTHER COMMISSIONERS ATTENDING: Spalding.

ALSO ATTENDING: K. Rogerson, Budget Control Officer; William Zeller.

Commissioner Storrer moved the Resolution to borrow against Delinquent 1979 Taxes in the amount of \$2,600,000. be approved and presented to the Board of Commissioners for their approval. Supported by Commissioner Gibbard; Motion carried Nichols, Storrer and Gibbard.

Commissioner Gibbard moved that Dan White be paid \$750.00 for the time spent on negotiations of union contracts from 11-20-79 thru 1-9-80. Supported by Comm. Storrer. Motion carried by Nichols, Storrer, Gibbard. Acct. #101-226.000-801.00 should be charged for this amount.

Commissioner Gibbard moved that the Umbrella Liability Insurance be increased from \$5,000,000. to \$10,000,000. in coverage at an increase in costs of \$3,750. Supported by Comm. Storrer. Motion carried. Account #101-954.000-910.00 should be charged for this amount.

Comm. Nichols moved that K. Rogerson be sent to the Governmental Risk Management Seminar Feb. 11, 1980 to Feb. 15, 1980, in Tucson, Arizona. Supported by Comm. Harris. The payments for the costs of this seminar will come from the Budget Control Department Budget.

Comm. Nichols moved that the Sub Committee of the Ways and Means for Data Processing be set up and be empowered to facilitate actions necessary for proper operation of Data Processing. The committee will consist of Ways & Means members, Comm. Gould and Harris, and Ken Rogerson, Budget Control Officer. A member of the Building & Grounds Committee will also be present. Supported by Commissioner Gibbard. Motion carried.

Anyone wishing to discuss Data Processing with Mr. Zeller, contact Ken Rogerson, ext. 260.

LENAWEE COUNTY BOARD OF COMMISSIONERS

Courthouse

Adrian, Michigan 49221

CHAIRMAN

Nancy Nichols

Res: 423-4301

Bus: 423-7732

January 25th, 1980

Jane C. Davis
Dale J. Storrer
Ronald Brown
Russell Spalding
Stanley E. Gibbard
Erwina E. Godfrey
Larry J. Gould
Russel W. Roback
William E. Mackey
Gary L. Kastel
Maria L. Gonzalez
James C. Myers
Richard L. Harris
Hugh Flippo

TO CONCERNED DEPARTMENTS:

The Board of Commissioners has hired a private Computer Firm to analyze our computer programs and possible output. A gentlemen by the name of Bill Zeller from Jackson will be coming through your Departments for information. Please feel free to tell him anything about the present equipment, programs, and anything else that may be disturbing to you, he is asking for help.

Thank you for your cooperation.

Larry Gould, Chairman
Ways & Means

WAYS AND MEANS

Monday, February 4th, 1980

PRESENT: Commissioners Harris, Roback, Davis, Storrer,
Gould, Ken Rogerson and William Zeller

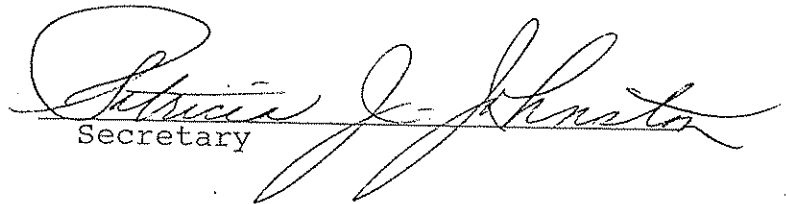
The meeting was called to order by Comm. Harris, Comm. Gould arrived a short time later.

Wm. Zeller was introduced as the person taking care of the analyzing of our computer equipment and programs. A lengthy discussion followed in exactly was expected from him, how often he was to report, etc. He is to have a free rein and is expected to talk to all present and potential users of the equipment. To give an opinion if our programs are adequate, the equipment adequate for what we expect from it, job descriptions and possibilities. He will be reporting weekly to the sub-committee in charge of the Computer.

The committee then discussed briefly a continuing contract with Andy Arizala and inasmuch as, he is here, he was brought into the meeting.

Mr. Arizala explained where he felt all our programs were, the ones that had not been proven but were on the machine and the potential the present machinery has. The possibility of a definite calendar of events for all things was discussed again. The expediting of the payment of monthly bills approved by the entire Board was discussed briefly. This matter will be discussed at length at a future meeting.

The Committee continued to discuss a contract for this year with the Arizala Corp. and it will be on the agenda for the regular meeting to be held February 11th at 1 P.M. in the Committee Room in the Court House.


Secretary

WAYS AND MEANS COMMITTEE

7:30 P.M.
Special Meeting
February 7, 1980

This meeting was held in conjunction with the Madison Township Board for discussion of county property.

PRESENT: Commissioners Gould, Davis, Storrer, Gibbard,
Nichols, Godfrey, Roback, Kastel, Gonzalez,
Myers, Harris.

MADISON TOWNSHIP: Richard Williams, Nellie Dennis
Wayne Smith, Robert Sherman,
Elaine Ostrander

TOPIC I.

Relocation of Road Commissions Central Garage in Madison Township. Madison Township presented a number of alternatives. After considerable discussion, Comm. Gould, Chairman of Ways and Means, presented a plan to the Madison Township Board whereby, the County would give a 90 day option on County property to Madison Township. Madison Township's obligation will be to find a more suitable location for the Road Commission. No recommendations or decisions were made.

TOPIC II.

Sewer drain at Maurice Spear Campus. Madison Township requested that the County pay the balance not funded by grant money. No decision was made.

Comm. Gould, Clerk Pro tem.

WAYS AND MEANS

February 11th, 1980

The meeting was called to order by Comm. Gould in the Court Room of the Court House at 1:10 P.M.

PRESENT: Commissioners Gould, Storrer, Gibbard, Harris, Nichols and Davis. Wm. Zeller, Kit Metz and Pat Johnston were also present. Commissioners Kastel and Roback for observation.

Kit Metz from the Data Processing Department gave a report on progress within her department. She presented a schedule of times used for getting out various phases of taxes and reports that go with it, along with a down time schedule for the last several weeks. A lengthy discussion followed. Comm. Gibbard moved and Comm. Storrer seconded that such a monthly report be given to this committee each monthly meeting, the motion carried. Mrs. Metz did state that her work would be far smoother if a definite deadline for assessments and changes were given to the Supervisors and/or Treasurers so that the work could be done on schedule. This will be investigated. Further, she stated she could program to produce sewer assessment notices for Adrian and Madison Townships if given enough time.

William Zeller gave a brief report of his progress in analyzing our computer. It is his recommendation that the equipment not be moved. He is working on the best method of connecting the CRT's so that the response time will be better. He has done some ground work but needs to do much more before concrete recommendations can be paid. It was agreed that he be paid for his services weekly upon preparation of a voucher by the Budget Controll Officer and the approval of members of the special computer committee. It is hoped that affirmative action can be taken on the location of the machinery at the regular meeting to be held on February 15th.

Donna Reeves and Dorothy Kispagh reported on the possibility of centralized mailing. At present it is costing some \$6000. per year for rental of various postage machines throughout the complex. They have tentative plans they would like to make into a firm proposal at a later date. It will be discussed at the regular Department Head meeting to be held Thursday, February 21st and after that imput a plan will be devised. Comm. Gibbard moved and Comm. Harris seconded that these persons prepare a concrete proposal for centralized mailing (pick-up and delivery) to be presented to this Committee on their next regular meeting date, the motion carried.

Dorothy Kispagh presented a proposal to replace a very old automative electric stapler that is no longer repairable. Comm. Gibbard moved and Comm. Harris seconded that she be allowed to replace this equipment at a cost not to exceed \$220., the money to be taken from the general contingency fund, the motion carried.

A brief discussion was had on the problem of getting phone messages when Commissioners are somewhere in the complex. It will be necessary that the switchboard operator is well informed as to the location of persons if she is expected to relay messages.

Comm. Gibbard moved and Comm. Nichols seconded that the sum of \$2,337.40 be transferred from general contingency (101-941-704) to the ^{ETA} funds to cover payments over \$10,000. The motion carried.

The matter of the presidential primary was discussed. Comm. Harris moved and Comm. Storrer seconded that the resolution in opposition to holding the primary be placed before the entire Board at the regular meeting February 13th, the motion carried.

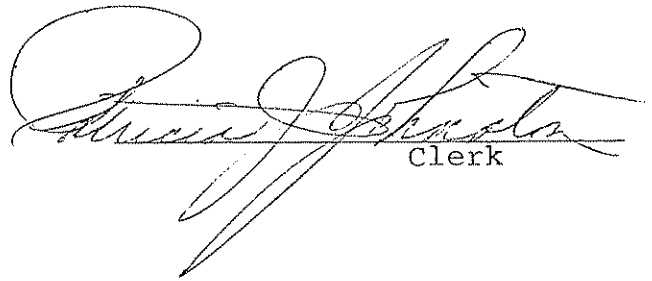
The matter of advertising for bids for a county audit was discussed. The Budget Controll Officer has the specs ready and letters ready to go to professional auditors throughout the area. Comm. Harris moved and Comm. Nichols seconded that the Budget Controll Officer be authorized to advertise for bids for the audit, the motion carried.

Comm. Gibbard moved that the matter of reimbursement for phone calls by commissioners be spelled out in the rules to include copies of personal bills along with the regular monthly voucher, Comm. Harris seconded and the motion carried.

Comm. Gibbard moved and Comm. Nichols seconded that \$1,135. be transferred from the General Contingency Fund to reimburse the County Humane Society for services performed in December, 1979. The motion carried.

The monthly bills were approved and signed.

The Committee recessed to the call of the chair.


Clerk

WAYS AND MEANS

Monday, March 10th, 1980

The Ways and Means Committee was called to order by the Chairman, Larry Gould in the Committee Room, Court House at 10 A.M.

PRESENT: Commissioners Gould, Storrer, Davis and Nichols.
Ken Rogerson, Pat Johnston

Ken Rogerson announced that the Circuit Court Probation Department would come under the jurisdiction of the State on April 1st, 1980. A brief discussion was had regarding the pay scale and the effect so far as our union was concerned.

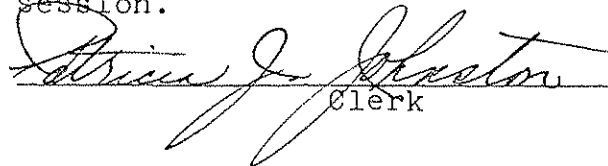
The bills were reviewed and approved.

The Budget Controll Officer discussed transferring line items budgets throughout the year rather than after the close of the fiscal year. It was the feeling of the Chairman that putting finances on the computer would eliminate the problem and/or make it simpler.

He also discussed the results of advertising for an audit. It will run at least \$35,000. per year and a discussion was had if same would be acceptable by the State, if it would be a duplication and what effect it might have on departments. No action was taken. A brief discussion was had regarding centralized bookkeeping. The Chairman stated that at the meeting of the Committee of the whole this afternoon, updating the computer would be discussed and perhaps reorganization or centralizing our financial system. They hope to make a recommendation to the entire Board at the regular session on Wednesday.

The Chairman stated it would be necessary to have another special meeting to discuss Circuit Court Probation Title I problems and a discussion on microfilming with Berdean Richard, the Treasurer and Clerk.

The meeting recessed and will meet immediately following the Committee of the whole this afternoon to prepare a recommendation for Wednesday's session.


Clerk

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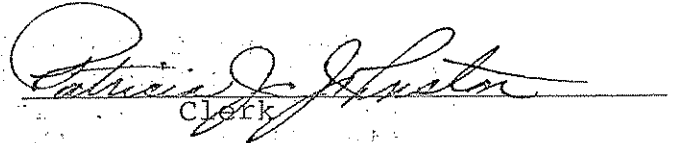
WAYS AND MEANS:

Reconvened at 5:20 P.M.

The Committee was called to order by Comm. Gould for the specific purpose of making a recommendation to the entire Board on computer equipment.

Comm. Harris moved that the County obtain an ECLIPSE S-140, with 512 Memory and all other necessary equipment as described in the report of William Zeller at a cost of \$28,538. Further, that the Ways and Means Committee be authorized to review the Data Processing Department, Comm. Gibbard seconded and the motion carried.

The Committee adjourned.


Clerk

WAYS AND MEANS

Monday, March 17th, 1980

The meeting was called to order by Chairman Gould at 1 P.M. in the Committee Room in the Court House.

PRESENT: Commissioners Gould, Storrer, Harris, Nichols Davis, Pat Johnston, Wm. Zeller, Ken Rogerson

A discussion was had regarding changes in the County financial structure.

William Zeller gave his weekly progress report in analyzing our computer problems. He presented his opinion in how it should be set up, with a financial head and using the personnel presently in the Budget Controll, Treasurer's and County Clerk's Office.

The hardware purchase had to be revised from the list that was given to the Board and approved. It seems there were some things that were missed. We are still hoping to stay under the price that was approved. It was agreed to wait 30 days before ordering an attempt to get a firm committment on prices before proceeding further.

Comm. Storrer moved and Comm. Harris seconded that Maintenance being the underground cable as soon as possible, purchase and install same between the annex and the other terminals, the motion carried.

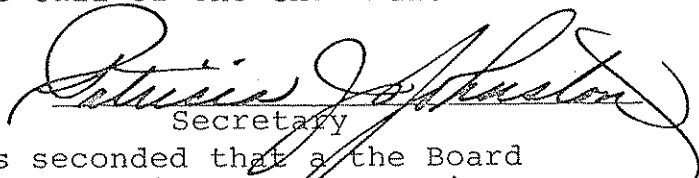
Mr. Zeller was instructed to get a complete list of hardware with a firm price.

The subject of a Systems Analyst was discussed. Mr. Zeller would be interested only on a part time basis until we find someone full time. The Friend of the Court needs to be pushed to get their new program started. Furniture should be moved in Computer Room and someone should follow up on the hardware.

Comm. Storrer moved that Mr. Zeller be permitted to stay until Friday, March 21st and that he submit an anayalized final report, acceptable to the Ways and Means Committee before final payment is made in full, Comm. Davis seconded and the motion carried.

The Committee discussed mutual problems with Ken Rogerson, Budget Controll Director.

The Committee recessed to the Call of the Chairman.


Secretary

Addendum:

Comm. Davis moved and Comm. Harris seconded that a the Board comply with PA 621 of 1978 on Uniform Budgeting and Accounting and prepare a resolution, if necessary. The motion carried.

WAYS AND MEANS COMMITTEE

Tuesday, April 8th, 1980

The meeting was called to order by Commissioner Gould.

PRESENT: Commissioners Gould, Storrer, Gibbard, Harris,
Nichols and Davis.
Donna Reeves, Harold Willett and Pat Johnston

Comm. Gould talked about acquiring a Systems Analyst and it was agreed the sub-committee working on computer problems should discuss this and return with a recommendation.

A lengthy discussion was had regarding Ken Rogerson, Budget Controll Officer. Letters of information were read from Larry Gould, Jane Davis, Harold Willett and Donna Reeves.

Comm. Nichols moved that Ken Rogerson be written a letter of reprimand, the documentations be shown him and placed in his personnel file and state that the position will be evaulated, Comm. Harris seconded and the motion carried.

Comm. Nichols moved that the Budget Controll Officer and Data Processing (employees serving at the pleasure of the Board of Commissioners) be notified their job descriptions will be reevaluated and be subject to change, both in classification and salary and that this be accomplished on or before July 1st, 1980, Comm. Gibbard seconded and the motion carried, (one nay).

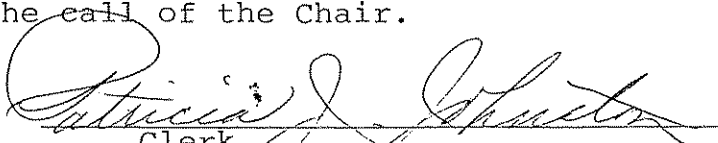
Treasurer Willett explained that the resolution passed by the Board for the Delinquent Tax Fund was not sufficient and in order to obtain enough money to cover, he would recommend that the pledge date be changed from March 1st to April 1st. Comm. Nichols moved that the Committee accept the recommendation of the Treasurer and change the pledge date and prepare an amendment for approval of the entire Board on April 15th, Comm. Storrer seconded and the motion carried.

The Treasurer asked that some provision be made for the change-over in offices to clear his responsibility on December 31st, inasmuch as he is not running for another term.

The Committee went into Executive Session with Ken Rogerson, Budget Controll Officer.

On return into open session, on motion of Comm. Harris the bills were approved.

The Committee adjourned to the call of the Chair.


Clerk

MINUTES OF LENAWEЕ COUNTY WAYS AND MEANS COMMITTEE
Monday, April 14, 1980 @ 2:25 p.m.

COMMITTEE MEMBERS ATTENDING: Commissioners Gould; Nichols; Harris; Storrer; Gibbard; Davis.

OTHERS ATTENDING: Commissioner Godfrey; Dorothy Kishpaugh, Printing; Donna Davis, Tax ROLL Department.

BUSINESS DISCUSSED:

William Zeller bill was discussed with payment already approved of \$5,000.00. No action was taken. Waited for a whole Committee to take a vote to authorize payment.

Chairman Gould then had discussion on the CPA Audit.

Storrer moved, Nichols supported not to accept the bids but to keep them on file until further information can be received. Also a letter be sent with reasoning why Lenawee County did not accept. All bidders will be informed of the decision of the Ways and Means Committee. The motion carried.

Discussion again on the William Zeller bill and recommendation of a Systems Analyst for \$20,000.00 instead of \$16,000.00.

Harris moved to ask the Board for \$2,000.00 above the \$5,000.00 for purposes of Bill Zeller services. If the money is not used it may be returned to the fund. The motion carried.

It was the consensus of the Committee to order the necessary equipment for the mini-computer. Gould moved, Harris supported to procede with the ordering of the equipment. The motion carried.

The Historical Society Budget Adjustment was tabled until the next meeting.

Representatives of Lenawee County to go to New York for the Bond Rating are: Ken Rogerson, Budget Control; Larry Gould, Chairman of the Ways and Means; Jane Davis, Chairman of the Board. It was decided that this trip is necessary to keep Lenawee Countys' bond rating, and three should go so two may answer questions and one to represent.

Gibbard moved to have the Chairman of the Board, Chairman of the Ways and Means Committee and Ken Rogerson to to New York to reestablish bond rating. The motion carried.

Gould distributed the five year budget plan to the Committee for their review. Discussion was tabled until the next meeting. Interviews will be conducted with the company before the decision is made.

Revenue sharing for the Road Commission was reported that they have a freeze on equipment and new projects.

Dorothy Kishpaugh from Printing reported that the bill from Copco did not grant the discount due to the late payment. The bill amounted to \$121.54 and was passed for approval to be paid. Part of this was due to the new salesman.

It was the consensus of the Committee to check with Pat Johnston for suggestions for regular procedures of paying bills.

Storrer moved for the Clerk to set procedures to take advantage of all cash discounts. Harris supported. Discussion followed. The motion carried.

Kishpaugh also discussed with the Committee the need for a calculator in Budget Control Department. Kishpaugh had discussed the matter with the Building & Grounds Committee and they suggested that she investigate the costs. Kishpaugh also stated that Printing Department has no calculator for a loaner.

Gibbard moved, Nichols supported that a calculator be bought for the Printing Department for a loaner. It will be loaned to the Budget Control Department for the CETA position currently filled. Kishpaugh will recommend a calculator to the Building & Grounds at their next meeting. The motion carried.

Donna Davis from Tax Roll Department requested approval from the Committee an amount expenditure of \$325.00 to purchase Tax Roll Books (hard covered) and that the money come from the general contingency fund.

Harris moved, Storrer supported to approve the amount of \$325.00 for the Department to purchase the hard covered Tax Roll Books. The motion carried.

Donna Davis also requested a daily print out sheet from the Data Processing Department so that all work put in that day can be checked and kept in the Department. Jane Davis called Data Processing to see if a daily print out sheet can be obtained and they reported she is currently in the process of making a program to give each Department a daily print out sheet of what they have put in the computer. The print out sheet will be available the next morning.

It was discussed that the Road Commission be delegated \$8,800.00 to repair the bridge out by Medina Park. The money is not budgeted. But if the money is not delegated they will have to cut elsewhere on another project.

Nichols moved, Harris supported to have the Road Commission refer a proposal for Revenue Sharing unless there is a time difficulty involved. The motion carried.

Gould reported that there may be difficulty in getting insurance coverage on glass. No action was taken.

The monthly heating costs of the Historical Society was discussed, they are submitting a new budget. No action was taken.

The Revenue Sharing Calender was delayed until the Committee has more information on Revenue Sharing.

Harris moved to allocate up to \$7,000.00 of the general contingency fund from fees set up for consulting purposes to pay Bill Zeller for consulting services, and if the money is not used then it be returned to the fund. Gibbard supported. The motion carried.

Gibbard moved, Harris supported to adjourn the meeting. The motion carried.

The meeting adjourned at 5:10 p.m.

Nichols moved to take \$26,000.00 from Operating Reserve (Due to cash carry over of approximately \$81,000.00 to be presented to the Board at the next meeting) fund to be used for the County Coordinator position. Davis supported. Discussion followed. The motion carried.

COUNTY CLERK'S OFFICE

Lenawee County Judicial Building
425 North Main Street
Adrian, Michigan 49221

Patricia J. Johnston
County Clerk
517-263-8831



Patricia J. Johnston

WAYS AND MEANS COMMITTEE:

MONDAY, APRIL 14th, 1980 - 2 P.M. - Committee Room

AGENDA:

Wm. Zeller - Cost Breakdown Charges
Historical Society Budget Adjustment
Trip to New York for Bond Rating
CPA - Audit decision
Revenue Sharing Date Calendar
5 Year Budget Planning
Insurance - Value Buildings
Dorothy Kispagh - COPCO Billings
Miscellaneous Matters

Larry Gould, Chairman

AGENDA

WAYS & MEANS COMMITTEE MEETING
MONDAY APR. 14, 1980 2:00 P.M.

COMMITTEE ROOM
COURT HOUSE

2:00 Bill Zeller - Cost Breakdown; Additional Money

Historical Society - Budget Problem

Trip to New York - Finances - Note Issue (Representatives of Lenawee County; Decision should be made)

Audits CPA - Deferred decision until we receive State Audit information

Revenue Sharing - Hearing Date Calendar

Five Year Plan - Budgets

Insurance - Statement of Values - Already sent to Sunderland

Dorothy - Re: Copco Bill

3:30

Road Commission - Warwick - Hwy. Bridge, Medina

Tax Roll Books

BREAKDOWN OF PAYMENTS TO WILLIAM ZELLER

FEBRUARY 4, 1980 - MARCH 21, 1980

<u>DATE PAID</u>	<u>PERIOD FOR</u>	<u>VOUCHER</u>	<u>TOTAL AMOUNT</u>	<u>HOURS WORKED</u> - <u>AMOUNT</u>	<u>MILEAGE</u> - <u>AMOUNT</u>
2-11-80	2-04 to 2-08	#7505	\$ 880.80	40.0 \$ 800.00	404 \$ 80.80
2-19-80	2-11 to 2-15	#7968	827.60	38.5 770.00	288 57.60
2-26-80	2-18 to 2-22	#8220	942.00	43.5 870.00	360 72.00
3-03-80	2-25 to 2-29	#8383	912.00	42.0 840.00	360 72.00
3-10-80	3-03 to 3-09	#8629	1,113.00	51.0 1,020.00	465 93.00
3-17-80	3-10 to 3-16	#9068	974.40	45.0 900.00	372 74.40
3-28-80	3-17 to 3-21	#9567	<u>942.00</u>	<u>43.5</u> <u>870.00</u>	<u>360</u> <u>72.00</u>
TOTALS			<u>\$6,591.80</u>	<u>303.5</u> <u>\$6,070.00</u>	<u>2,609</u> <u>\$521.80</u>

Lenawee County
Personnel Department

Daniel J. White
Director

Courthouse
Adrian, MI 49221

Phone: 517-263-8831
Ext. 266 or 268

April 30, 1980

COPY

Mr. Larry Gould
Chairman of Ways and Means
Courthouse
Adrian, MI 49221

Dear Mr. Gould:

Enclosed please find a job description for a Systems Analyst. Recommended salary range for this classification is F-6 (\$20,175.00 to \$23,411.00). This data is based on actual salaries and job descriptions of other counties plus organizations in this area.

Sincerely yours,

Donna J. Reeves
Acting Personnel Director

DJR/kf