

**MINUTES**  
**PERSONNEL/WAYS AND MEANS COMMITTEE**  
**TUESDAY, APRIL 11, 1995 - 10:20 A.M.**  
**COMMISSIONER'S COMMITTEE ROOM**

*Present: Commissioners Gould, Gardner, Lockwood, Mason, Flippo, Tuckerman, Hall, Neill and Eisenmann*

*Also Present: Mike Clement, Larry Stephens, Sue Gould, Dennis Pelham, Sheriff Germond, Cindy Witt, Ramona Plummer, Don Mitchell, Lou Ann Bluntschly, Hazel Jacobs, Dale Johnson, Ray Fix, Terry Donnelly, Roland Snow, Jeanette Knox, Gaylord Herriman and Bill Bacon*

*I. Approval of Minutes*

*Motion by Eisenmann, supported by Hall to approve the minutes of the March 7, 1995 meeting. Motion carried.*

**PERSONNEL BUSINESS**

*I. Request to Lift Hiring Freeze: Department on Aging - Asst. Center Director (20 hours/week)*

*Sue Gould distributed a communication from Tom MacNaughton requesting that an Assistant Center Director be hired at the Adrian Friendly Center to help with coordination of the meals program. A recent increase in state funding to help support the home delivered meals program will pay for the position. He requested that the position be set at the B-6 level (20 hours/week starting at \$6.5295 per hour).*

*Motion by Neill, supported by Flippo to recommend that the hiring freeze be lifted for an Assistant Center Director for the Department on Aging at 20 hours/week (B-6 level - \$6.5295/hour) with all funding for the position to be provided through state grants. Motion carried.*

*II. Request to Lift Hiring Freeze: Drain Commission - Engineer*

*Don Mitchell distributed a memorandum explaining the need to hire a replacement for the Engineer who recently left to accept other employment.*

*Motion by Eisenmann, supported by Flippo to recommend that the hiring freeze be lifted for the replacement of an Engineer position in the Drain Commission. Roll call vote. Yea (4): Lockwood, Eisenmann, Gardner and Flippo. Nay (5): Mason, Tuckerman, Hall, Neill and Gould. Motion failed.*

*Motion by Neill, supported by Tuckerman to recommend that a Drain Superintendent position be approved for the Drain Commission at the D-6 level*

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*(\$21,640 - \$24,917) and that necessary engineering services for the Drain Commission be contracted out to private firms and paid by appropriate drain, sewer or water projects.*

*Motion by Hall, supported by Neill to amend the motion to recommend that an Associate Engineer position be approved for the Drain Commission at the D-6 level with a new job description to be prepared by the Drain Commissioner. Motion carried.*

*The main motion, as amended, was approved by roll call vote. Yea (6): Tuckerman, Hall, Neill, Gould, Lockwood and Mason. Nay (3): Flippo, Eisenmann and Gardner.*

**III. Recommend 2% Across-the-Board Pay Increase Plus \$50 One (1) Time Bonus For All Full-Time Non-Union Personnel**

*Motion by Lockwood, supported by Neill to recommend that a 2% across-the-board pay increase plus a \$50 one (1) bonus for all full time non-union personnel be approved effective May 1, 1995 with funding provided through current budgeted allocations and any increases in part time rates to be approved and authorized by individual departments provided that sufficient current budgeted funds are available. Motion carried.*

**IV. Discuss Pending Litigation**

*Bill Bacon explained that notification had been received that the Raddatz lawsuit against the County had been dismissed.*

*Motion by Eisenmann, supported by Neill to recommend that legal fees be pursued against Raddatz without filing for full court hearings. Motion carried.*

*The deposition process continues in the Allen v Lenawee County, et al case.*

**V. Discuss Labor Negotiations**

*The P.O.L.C. non-supervisory unit contract has been ratified but, as yet, has not been signed by the union. The next negotiation session with the P.O.L.C. supervisory unit is scheduled for April 26, 1995 at 9:00 A.M. The next bargaining session with the M.N.A. is scheduled for April 27, 1995 at 10:30 A.M. Meetings are to be scheduled with the Steelworker's union on their contract which is due to expire April 30, 1995.*

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VI. Other Business

*The monthly personnel changes list was distributed and reviewed.*

**WAYS AND MEANS BUSINESS**

I. Review Proposed Resolution to Establish Cambridge/Franklin Sewage Disposal System

*Don Mitchell explained that petitions had been filed and accepted by Cambridge and Franklin Townships for the establishment of a sewage disposal district serving Sand, Evans and Iron Lakes. Engineers from Progressive Engineering explained the various specifications for the project and its relationship to the Wamplers Lake system which has been previously approved.*

*Terry Donnelly reviewed the process to be followed to extend the County's full faith and credit on construction bonds to be issued for the sewage disposal district. The resolutions, as presented, would accept the project, designate the Drain Commissioner as agent and authorize negotiations to prepare a contract between the townships and the County for the construction project.*

*Mr. Donnelly distributed a new section IV to the resolution designating that all costs for the project are to be borne by Cambridge and Franklin Townships.*

*Motion by Hall, supported by Neill to approve the resolution establishing the Cambridge and Franklin sewage disposal system with the addition of the following paragraph no. 4:*

*The costs of acquiring and constructing the Cambridge/Franklin Sewage Disposal System shall be paid solely from the proceeds of bonds issued by the County in anticipation of payments to be made by the Township of Cambridge and the Township of Franklin pursuant to said contract and from other monies paid by the Township of Cambridge and the Township of Franklin. In the event that the Cambridge/Franklin Sewage Disposal System is not completed for any reason, the Township of Cambridge and the Township of Franklin shall be responsible for paying all costs incurred by the County and its designated agency in connection with the proposed Sewage Disposal System.*

*Motion carried.*

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**II. Recommend Revised Policies and Procedures for County Wide Housing Rehabilitation Program**

*Copies of the proposed policies and procedures for the County Housing Rehabilitation Loan Program were distributed and reviewed. These regulations will be used for the recently approved County Housing Rehabilitation Loan Program.*

*Motion by Lockwood, supported by Neill to approve the policies and procedures for the County Housing Rehabilitation Loan Program (full text on file). Motion carried.*

**III. Recess**

*Motion by Eisenmann, supported by Lockwood to recess the meeting at 11:45 A.M. to be reconvened at 1:00 P.M. Motion carried.*

*The meeting was reconvened at 1:00 P.M.*

**Afternoon Session**

**Present:** Commissioners Gould, Lockwood, Eisenmann, Mason, Gardner, Flipppo, Tuckerman, Hall and Neill

**Also Present:** Gaylord Herriman, Larry Stephens, Sheriff Germond, Donald Hampstead, Cindy Witt, Harold Baily, Jeanette Knox, Marty Marshall, Hazel Jacobs, Pat McWilliams, Lou Ann Bluntschly, Mike Clement, Dennis Pelham, Don Mitchell and Bill Bacon

**WAYS AND MEANS BUSINESS**

**I. Finance Reports**

*Finance reports for the month of March, 1995 were reviewed. Revenue receipted in totaled \$8.6 million or 62.0% of budgeted revenue. Expenditures total \$3.0 million or 21.8% of budgeted expenditures. Departments exceeding this amount were highlighted. The fund status report with deficits noted was also reviewed. The contingency account and delinquent tax reports as of March 31, 1995 were reviewed. The unobligated and cash investment amount in the delinquent tax fund is \$4,073,681.59.*

*Harold Baily distributed the Treasurer's report as of March, 1995. The report covered various investments, interest rates, delinquent tax funds, borrowing costs,*

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*dog license sales and a status report on tax balances.*

*Harold Baily distributed a statistical report regarding the sale of dog licenses in the county.*

**II. Discuss Future Financing Options for Lenawee Medical Care Facility (MCF)**

*The committee reviewed various options for meeting the financial needs of the Lenawee MCF. Mr. Hampstead, director of the Lenawee MCF, explained that a number of counties have special dedicated millages to meet the maintenance of effort (MOE) obligations paid to the state. Commissioner Gardner brought up the possibility of establishing a non-profit corporation to run the Lenawee MCF.*

*Motion by Neill, supported by Hall to recommend that the following committee be appointed to review and report on financing options for the Lenawee MCF: Donald Hamsptead, Pat McWilliams, Commissioner Gardner, Commissioner Gould and Commissioner Tuckerman. Motion carried.*

**III. Physical Resources Recommendation: Vehicle Usage Policy**

*Commissioner Gardner explained that the Physical Resources Committee had reviewed the County fleet list and the number of vehicles that are being taken home by County employees. Various department heads addressed their vehicle usage policies concerning vehicles that are taken home. Gaylord Herriman, Hazel Jacobs, Larry Stephens and Cindy Witt reported that their departments rarely, if ever, take vehicles home on an over night basis.*

*Sheriff Germond reported out of twenty-six (26) vehicles in the Sheriff's Department, nine (9) are currently taken home by employees on call. He distributed copies of a vehicle use policy that was prepared in 1983, updated in 1987 and is reviewed annually. The Sheriff explained that he feels the policy is a good one and that any abuses are dealt with promptly.*

*Don Mitchell distributed copies of a memo regarding the vehicle usage policy in the Drain Commission office.*

*Marty Marshall reviewed the assignment of the County owned Equalization vehicle to his department and usage by him on an over night basis.*

*Commissioner Eisenmann stated that the only County vehicles that should be authorized for usage by employees on an over night basis should be vehicles directly connected to emergencies.*

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IV. Other Business

*Commissioner Neill reviewed problems with the Dinner Train operating out of Blissfield discharging human waste onto the tracks. Larry Stephens stated that the County Health Department is currently investigating this situation.*

*Commissioner Neill reviewed the storage needs in the computer room for bank statements, cancelled checks and other records. He has checked with a storage unit firm that would charge \$750/year for a five (5) year agreement on a ten foot by twenty-four foot (10' X 24') storage garage. This matter was referred to the Physical Resources Committee for further review.*

*Commissioner Hall distributed copies of a letter sent by Don Mitchell to the Rollin Township Board regarding the assessment of \$3,500 for the Posey Lake drainage district. The assessment appeared on the 1994 tax roll and he inquired when the work was performed. Mr. Mitchell responded that the drain work was performed in 1993 and assessed in 1994. Commissioner Hall stated that this fact should be communicated to the Rollin Township Board.*

*Commissioner Hall inquired about the marriage license fee in the Clerk's Office. Lou Ann Bluntschly responded that the marriage license fee is \$20 with the county able to retain \$10.*

*Commissioner Hall also inquired about the rates for motion fees in the Circuit Court. Lou Ann Bluntschly explained that a uniform motion fee of \$20 was authorized by the state last year. The filing fee is currently \$72. The County is able to keep \$11 of this for the general fund.*

*Jeanette Knox announced that an imaging demonstration would be held April 17, 1995 at 1:30 P.M. in the Commission Chambers. The system to be demonstrated has recently been installed in Livingston County.*

*Commissioner Eisenmann distributed copies of a resolution received from Iron County recommending that Road Commission membership be expanded from three (3) to five (5) members. Discussion followed.*

*There was discussion regarding a resolution approved by the Airport Commission to support full funding from the airport trust fund to finance airport improvements. This resolution is to be brought before the County Board of Commissioners meeting on April 12, 1995.*

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V. Adjournment

*Motion by Neill, supported by Tuckerman to adjourn the meeting at 2:50 P.M.*  
*Motion carried.*

WRB/tjm