

MINUTES

PERSONNEL/WAYS AND MEANS COMMITTEE TUESDAY, JANUARY 8, 2008 - 10:10 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tillotson, Bailey, Van Doren, MacKay, Branch, Hall, Bolton, Stimpson, and Tuckerman

Also Present: Jody Denske, Vicki Daniels, Glenn Richards, Dick Williams (Honeywell), Greg Arkwright (Honeywell), Jenny Escott, Marilyn Woods, Gail Dotson, Bev Kampmueller, Kim Cramer, Lou Ann Bluntschly, Irv Shaw, Jonathan Poer, Cheryl Whipple, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Kathy Bernardo

I APPROVAL OF MINUTES

Motion by Bolton, supported by Hall, to approve the minutes of the December 21, 2007 meeting. Motion carried.

II PERSONNEL BUSINESS

1) Discuss County Administrator position

Commissioner Van Doren stated that a job description for the County Administrator position is available for review. He recommended that the following individuals serve on the subcommittee: Chairman of Ways and Means, Commissioner Tillotson; Vice Chairman of the Board of Commissioners, Commissioner Bailey; Chairman of the Board of Commissioners, Commissioner Van Doren; Lou Ann Bluntschly and Irv Shaw. The position will be posted in trade journals as well as traditional posting methods.

Motion by Van Doren, supported by Bailey, to recommend that a subcommittee be formed to perform the search and initial interviews for the County Administrator position, to consist of the following members: Commissioners Van Doren, Bailey and Tillotson, Irv Shaw and Lou Ann Bluntschly. Motion carried.

2) Employment changes

The monthly employment changes list was distributed and reviewed.

III WAYS and MEANS BUSINESS

1) 2008 annual Remonumentation contracts

Vicki Daniels reported that the monumentation and peer group contracts are up for

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renewal. The only changes in the peer group contract are the per diem rate, which will increase to \$125, and an increase in the mileage rate to \$.505 per mile. The grant for 2008 is \$77,857, down from \$131,615 for 2007.

Motion by Bolton, supported by Van Doren, to recommend approval of the renewal of the Remonumentation contracts (Peer Group, Monumentation, and Research) for 2008. Motion carried.

2) Finance reports

Marilyn Woods reported that everything in her office is running smoothly.

Commissioner Van Doren reported that a memo from Cohl, Stoker, Toskey & McGlinchey, P.C., was received, regarding Senate Enrolled Bill No. 368. The memo outlines a requirement that County Treasurers obtain a \$1,000,000 surety bond. Bev Kampmueller reported that she is looking into obtaining the bond. Commissioner Van Doren asked that this be placed on the February, 2008 Personnel/Ways and Means agenda.

Cheryl Whipple reported that the un-audited 2007 year end finance reports will be available at the February, 2008 Personnel/Ways and Means committee meeting. This is due to numerous year end adjustments that have yet to be made.

3) Review County Investment Policy

Commissioner Van Doren stated that in past conversations with Mr. Bacon, it was decided that the County Investment Policy would be reviewed annually in January. The prior practice has been to review the County Investment Policy at the initiation of a new Treasurer.

Commissioner Van Doren stated that there may be an issue with County use of the Bank of Lenawee, as they were recently acquired by a bank in Ohio. Irv Shaw provided the State of Michigan Attorney General's opinion for the meeting.

Motion by Van Doren, supported by Stimpson, to recommend approval of the County Investment Policy as presented. Motion carried.

4) Honeywell proposal

Dick Williams and Greg Arkwright, from Honeywell, were available to answer questions for the Commissioners regarding their proposal.

Commissioner Branch stated that the proposed change in lighting may cause problems for individuals with fibromyalgia, as reported in an article in the Daily

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Telegram. Mr. Williams reported that in a project at Eastern Michigan University, the lighting was adjusted to compensate for an individual with fibromyalgia.

Dick Williams reported that the goal of the Honeywell project is to capitalize on ongoing repair, maintenance and energy costs by providing new equipment that is energy efficient and costs less. County maintenance labor costs are not included.

Dick Williams reported that in the judicial building, the proposed changes will also help with noise levels that affect the judges' courtrooms. Mr. Williams described other changes that are proposed for the judicial building.

Dick Williams reported that the upgrades would be made throughout 2008. Payments for the project would begin in 2009. Honeywell is guaranteeing a rebate to the County for any savings that are not experienced. Financing proposals for five and ten years were distributed and reviewed. Honeywell is guaranteeing the savings for 15 years, even if the County only finances the project over five or ten years.

Commissioner Stimpson recommended that the Maintenance Department review other remodeling suggestions that have been discussed in the past, as it would be easier to perform the work on multiple projects at the same time.

Dick Williams reported that Honeywell would assist the County in obtaining grants where applicable and possible.

Commissioner Tuckerman inquired if the decision to convert the Judicial Building to biomass energy could be delayed and implemented later in the plan. Dick Williams reported that the biomass program could be added at a later date.

Greg Arkwright reported that the biomass equipment meets all air quality standards. Codes and permits within the City of Adrian would be investigated; however, this has not been an issue with any other projects that Honeywell has been involved with. Honeywell would assist the County in obtaining any carbon credits that might be available.

Jody Denske reported that she is comfortable with the work load involved to service a biomass boiler. There was general discussion regarding the type of materials used to fuel the biomass boilers, as well as the availability of the materials.

Commissioner Tillotson requested additional price breakdowns on the Honeywell project, rather than a price per building. Greg Arkwright assured the Commissioners that there would not be any change orders once the project is in progress.

Motion by Van Doren, supported by Bolton, to postpone discussion of the Honeywell project until 2:00 P.M. this afternoon. Motion carried (Branch absent).

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5) Recess

Motion by Van Doren, supported by Tuckerman to recess the meeting at 12:00 P.M. until 1:30 P.M. Motion carried.

The meeting was reconvened at 1:30 P.M.

AFTERNOON SESSION

Present: Commissioners Tillotson, Bailey, Stimpson, Hall, Branch, Tuckerman, Bolton, MacKay, and Van Doren

Also Present: Jenny Escott, Vickie Daniels, Lou Ann Bluntschly, Jody Denske, Marilyn Woods, Irv Shaw, Jonathan Poer, Sheriff Richardson, Dick Williams, Greg Arkwright, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), Kathy Bernardo and Cheryl Whipple

IV. WAYS AND MEANS BUSINESS (continued)

1) Honeywell proposal (continued)

Dick Williams and Greg Arkwright reviewed the Honeywell performance contract cost breakdown by building. Jody Denske reported that all of the line item costs appear to be reasonable, as well as the scope of the project. The quote is good through the end of January, 2008.

Motion by Tuckerman, supported by Bailey, to recommend that consideration be given to the Honeywell project for the Judicial Building, in the amount of \$3,297,842. Roll call vote: Yeas (7): Branch, Hall, MacKay, Bailey, Van Doren, Stimpson, and Tuckerman. Nays (2): Bolton and Tillotson. Motion carried.

Motion by Van Doren, supported by Tuckerman, to recommend approval of the Honeywell project for the Judicial Building under the 15 year repayment term agreement, with construction to commence in 2008. Roll call vote: Yeas (7): MacKay, Bolton, Bailey, Tuckerman, Van Doren, Stimpson and Branch. Nays (2): Hall and Tillotson. Motion carried.

2) Review status of proposal from consultant concerning review of County property/liability policies and coverages

Cheryl Whipple and Bev Kampmueller met with the insurance consultants, Action Underwriters, Inc., last Friday. The consultants plan to meet with County

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departments throughout the month of January. A report should be ready for the March, 2008, Personnel/Ways and Means Committee meeting.

3) Confirm 2007 budget amendments authorized by Accounts Payable Committee

Motion by Van Doren, supported by Tuckerman, to confirm the decision of the Accounts Payable Committee to adjust the 2007 general fund budget by transferring \$8,860 from the wage contingency account to the Board of Commissioners budget, and \$40,400 from general fund contingency to the Equalization (\$14,500), Administration (\$5,900), and Child Care DHS budgets (\$20,000), and a transfer of \$30,000 from the Register of Deeds budget to the Child Care DHS budget, with the total general fund budget to remain at \$27,380,139. Motion carried.

4) Committee recommendations/referrals

Criminal Justice Committee

Motion by Bailey, supported by Stimpson, to recommend payment of the stock kill claim from James Rice, Rollin Township (March, 2007) in the amount of \$200. Motion carried.

Motion Bailey, supported by MacKay, to recommend approval of the tuition reimbursement request submitted by Conway Linger in the amount of \$453.40 for the class White Collar Crime. Motion carried.

Motion by Bailey, supported by Tuckerman, to recommend approval of the tuition reimbursement request submitted by Conway Linger for the Juvenile Delinquency class, contingent upon meeting all requirements of the tuition reimbursement policy. Motion carried.

Motion by Bailey, supported by Tuckerman, to recommend approval of the tuition reimbursement request submitted by David Batterson for Management and Organizational Development, contingent upon meeting all requirements of the tuition reimbursement policy. Motion carried.

5) Other Business

Norvell Township

Motion by Van Doren, supported by Branch, to request representatives from Norvell Township and all interested parties attend the February, 2008, Personnel/Ways and Means Committee meeting to provide an update on repayment terms to the County. Motion carried.

CDBG Grant Program Guidelines

Cheryl Whipple gave a brief summary of the changes requested by Sue Laughlin from the City of Adrian, to the CDBG grant program guidelines. Summary detail

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program guideline changes were made available for review prior to discussion at the January 9, 2008, Board of Commissioners meeting.

6) Adjournment

Motion by Bolton, supported by Tuckerman, to adjourn the meeting at 2:53 P.M. Motion carried.

KSB/rdb

MINUTES

PERSONNEL/WAYS AND MEANS COMMITTEE TUESDAY, FEBRUARY 4, 2008 – 11:00 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tillotson, Van Doren, Branch, Hall, Bolton, Stimpson, and Tuckerman

Also Present: Deserre Sauers, Adam Ulbin, Karl Haiser, Dennis Conant, Anne Hagadorn, John Garmoor, Lauri Johnson, David Crysler, Carl Heiser (Forensic Accountant for Norvell Township), Steve May, Roxann Holloway, Jenny Escott, Kara Choate, Jonathan Poer, Irv Shaw, Jody Denske, Kim Cramer, Rick Richardson, Cheryl Whipple, Matt Schepeler (Brooklyn Exponent), Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Kathy Bernardo

I APPROVAL OF MINUTES

Motion by Bolton, supported by Branch, to approve the minutes of the January 8, 2008 meeting. Motion carried.

II WAYS and MEANS BUSINESS

1) Norvell Township debt service and repayment plan for operations and maintenance

Steve May reported that the accounting and collection deficiencies for the Norvell Township debt service have been reviewed over the past several months. The review went back to 1994.

Commissioner Tillotson reported that the Norvell Township debt is under the full faith and credit of the County.

Adam Ulbin reported that Norvell Township acknowledges the legal obligation to pay the debt on the Wampler's Lake bonds. Mr. Karl Haiser, a forensic accountant was hired to investigate the debt that is owed. The Norvell Township Board is committed to meet all obligations to the County, and will be able to satisfy the May 1, 2008 bond debt.

Dennis Conant, attorney for Norvell Township, reported that there are two years yet to be reconciled on the operations and maintenance portion of the debt. He requested a closed session. Irv Shaw denied the request.

Karl Haiser, forensic accountant, stated his independence of all parties. He has been reviewing the financial records of Norvell Township. Mr. Haiser has a report on the two different facets of the loan. He uncovered mistakes on the part of the Lenawee County Treasurer, Drain Commission, and Norvell Township. He

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reconciled the bank accounts for the past 13 years, which had not been done. He seems to be closest to a resolution for operations and maintenance. He has had discussions with Mr. Mitchell, former drain commissioner. Mr. Haiser reported that he has not uncovered any cases of embezzlement. Some payments were not credited to Norvell Township's accounts that were actually made, and others were not made but recorded.

Mr. Haiser distributed and reviewed a report on his findings. He stated that the report is Freedom Information exempt, as it is a criminal investigation. There was a failure of internal controls within Norvell Township. Mr. Haiser reported that the media has been reporting numbers that are incorrect. In meeting with Steve May and his staff, the figure is \$70,000 that is owed by Norvell Township for operations and maintenance. This will be paid with interest.

Mr. Haiser was not concerned about the completion of the project or how the work was done. He reviewed the bond agreements and arbitrage agreements.

Accounting errors were made on both sides of the ledgers. Mr. Haiser reviewed each of the errors in the report.

Karl Haiser reported that the operations and maintenance fund has a substantial balance. The fund will not go broke while the exact amount owed is calculated.

Mr. Haiser reported that there have been issues with the debt service payments. \$596,000 plus interest was paid but not allowed to be applied to the debt service by Assistant Prosecuting Attorney Riley. Mr. Haiser reported that payments made by Cambridge and Norvell Township may have not been used properly by the County.

Interest earned on the funds maintained by Lenawee County that were overpayments need to be recorded to the benefit of Norvell Township.

Mr. Haiser reported a bond debt figure of \$767,000 owed by Norvell Township.

2) Adjournment

Motion by Stimpson, supported by Bolton, to adjourn the meeting at 12:20 P.M. Motion carried.

CLW/ksb

MINUTES

PERSONNEL/WAYS AND MEANS COMMITTEE WEDNESDAY, FEBRUARY 13, 2008 - 10:10 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tillotson, Van Doren, MacKay, Branch, Hall, Bolton, Stimpson, and Tuckerman

Also Present: Jody Denske, Marty Marshall, Howard Camden, Doug Lerch, Marilyn Woods, Kara Choate, Bev Kampmueller, Matt Shane, Al Navarro, Roxann Holloway, Lt. Randy Kelley, Sheriff Richardson, Jonathan Poer, Irv Shaw, Tim Shaw, Lt. Cletus Smith, Fayette Miller, Don Palpant, Sue Laughlin, Mark Cleveland, Andrea Cleveland, David Aungst, Rick Renard, Adam Ulbin, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Kathy Bernardo

I AGENDA ITEM CHANGE

Motion by Van Doren to discuss the Emergency Telephone District Board issues presented later in the agenda at this time. Motion died for lack of support.

Motion by Stimpson, supported by Branch, to allow a 10 minute recess at 10:20 A.M., and set the time to discuss the Emergency Telephone District Board issue at 11:00 A.M. Motion carried (Bolton voting no).

II. APPROVAL OF THE MINUTES

Motion by MacKay, supported by Bolton, to approve the minutes of the February 4, 2008 meeting, with the following amendments on page 2: 1) delete the line that states "He has had discussions with Mr. Mitchell, former drain commissioner", 2) insert the word "fund" in between substantial and balance, 3) delete the words "used properly" and insert the words "properly recorded" just prior to by the County, 4) insert the word "is" in front of owed by Norvell Township, insert the words "through 2013" at the end of the same sentence. Motion failed.

Commissioner Branch objected to the changes suggested by Mr. Karl Haiser to the minutes of the February 4, 2008 meeting. The recollections of the Commissioners at the meeting supersede a request by an individual to change the minutes.

Commissioner Stimpson stated that he believed Mr. Haiser did state that he had discussions with the former Drain Commissioner, Mr. Mitchell.

Motion by Van Doren, supported by Stimpson, to recommend approval of the minutes as originally presented. Motion carried (Bolton voting no).

III PERSONNEL BUSINESS

1) Review 2007 Unemployment Insurance Report

Bev Kampmueller reviewed the cost of unemployment claims for 2007. The total figure was \$31,709.41, which represents a cost of 0.18% of the annual payroll expenditure. The 2008 budget maintains the same assessment rate of 0.3% of payroll.

Motion by Van Doren, supported by Stimpson, to recommend approval of the 2007 unemployment insurance report as presented. Motion carried.

2) Employment changes

Bev Kampmueller reviewed the monthly employment changes list.

IV WAYS and MEANS BUSINESS (continued)

1) Finance Reports

Marilyn Woods reviewed the Treasurer's report for the month of January. There were 497 parcels on the foreclosure list. Marilyn Woods reported that she tries to work with property owners to prevent final foreclosure.

December 2007 unaudited finance reports were reviewed by Kathy Bernardo. Revenue is \$26,557,990 which represents 105% of the budget. Expenditures are \$26,301,737 or 95.71% of the budget. The general fund added \$256,253 to fund balance for the year, prior to any auditor's entries.

2) County Treasurer blanket bond update

Marilyn Woods reported that Lenawee County is now in compliance with Bill 368; the County Treasurer is covered under a \$1,000,000 bond. The bond has been issued, but not received in the Administrator's Office at this time. The Hanover Insurance Company is issuing the bond.

3) Status of Honeywell contract

Irv Shaw reviewed a letter that he submitted to Honeywell, on the Lenawee County contract. The County is requesting a single contract for the project, with the elimination of support from other documents. There was a separate financing

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agreement included in the documents.

4) DHS Child Care fund

Kathy Bernardo reported that due to a negative fund balance for the Department of Human Services Child Care fund at the end of 2007, an additional \$8,700 appropriation and budget adjustment was requested.

Commissioner Van Doren stated that this was a communication error between the Department of Human Services and the Administrator's Office. This will be resolved in future years, as the representatives from the Department of Human Services are very willing to work with the Administrator's Office.

Motion by Van Doren, supported by Hall, to recommend approval of an additional 2007 appropriation in the amount of \$8,700 to the DHS Child Care fund, with a budget adjustment as follows: \$2,350 from general fund contingency, \$1,195 from wage contingency, with the remainder from the unused budget in the "Other Financing Sources" sector. Motion carried.

5) 9-1-1 Surcharge resolution

Motion by MacKay, supported by Branch, to recommend approval of the revised 9-1-1 surcharge resolution. Motion carried.

6) NACo Conference, Kansas City, MO

Motion by Tuckerman, supported by Van Doren, to recommend authorization for up to one (1) Commissioner, Commissioner Bolton, to attend the NACo Annual Conference and Exposition, July 11-15, 2008, in Kansas City, Missouri. Motion carried.

7) Committee recommendations and referrals

Physical Resources Committee - Jody Denske reviewed an easement request from Consumers Energy for electric line construction across the Old Courthouse property. It is necessary to relocate an electric line to provide more reliable service. Jody has submitted the documentation to Irv Shaw for review. Jody reported that the form is a boilerplate form, and needs to be amended for the County.

Motion by Tuckerman, supported by Bolton, to recommend Irv Shaw draft the document to approve the easement rights request to Consumers Energy for the electric line construction. Motion carried.

Jody Denske reviewed a proposed surge protection and grounding project for the Sheriff's Department and Central Dispatch Center, currently quoted at \$18,428.

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The proposal includes funding the project with \$6,000 from fund 403.

Motion by Tuckerman, supported by Hall, to recommend the surge protection and grounding project be approved, with an allocation of \$6,000 from fund 403. Motion carried.

Criminal Justice Committee:

Jim Anderson requested an additional \$12,000 for the Emergency Operations budget for assistance in his office. The part time employees are hired through Manpower.

Motion by Hall, supported by Van Doren, to recommend approval for an increase in the Emergency Management budget of \$12,000, to fund the regional planner and local planner part time positions in the Emergency Operations Center, formerly funded by the Solution Area Planner Grant, to be allocated from the 2008 unallocated balance in general fund contingency. Motion carried.

8) ETDB Board recommendation

Commissioner Van Doren stated that he and Sheriff Richardson have had discussions regarding the hiring of the Central Dispatch supervisor. He has made arrangements to meet with Sheriff Richardson and the County's labor attorney, David Gunsberg, to come to an agreement on hiring a replacement for Lt. Kelley.

Tim Shaw requested that the resolution for the duties and responsibilities of the Emergency Telephone District Board be reviewed at the time of the meeting with Commissioner Van Doren, Sheriff Richardson, and David Gunsberg.

Motion by Stimpson, supported by Bolton, to adjourn discussion of the ETDB Board recommendation until the Board of Commissioners evening meeting on February 28, 2008 at 7:00 P.M. Motion carried.

9) Authorization of authority to execute CDBG Grant Agreement

The MSHDA has approved Lenawee County's grant application. In order to initiate the grant, a grant agreement and an authorized signature designation form is in need of completion.

Motion by Stimpson, supported by Van Doren, to recommend approval of the CDBG grant agreement, and authorize the Chair of the Board of Commissioners to sign the grant agreement and all other necessary documents. Motion carried.

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10) Committee recommendations and referrals (continued)

IT/Equalization Committee:

Marty Marshall reviewed the City of Tecumseh's request for a collaborative audit of the personal property of Tecumseh Products. The County share of the audit will not exceed \$5,000. The personal property tax is a self-reporting act, subject to audit. The audit is to determine what should have been reported.

Motion by Stimpson, supported by MacKay, to recommend approval of the personal property audit of Tecumseh Products, in an amount not to exceed \$5,000, to be paid for out of the unallocated balance in general fund contingency. Motion carried.

11) Other Business

a) SE MI Resource Conservation & Development Council sponsor dues

Motion by Stimpson, supported by Hall, to reject the request for payment made by the SE MI Resource Conservation & Development Council for sponsor dues in the amount of \$500. Motion carried.

b) Review of County property/liability policies and coverage status

Howard Camden, Action Underwriters, Inc., reported on the status of the County's property and liability policies and coverages. Mr. Camden's company has been interviewing departments over the past several weeks and the risk management report will be available for the March, 2008 Board of Commissioners meeting. The County's current insurance is up for renewal on July 1, 2008. In the past, bids have not been obtained from other insurance agencies, only renewed through the County's current insurance carrier. Mr. Camden suggests that the County solicit six agencies to bid on the County's property and liability policies. There are areas that the County is lacking insurance coverage. The proposal submitted by Action Underwriters, Inc., for writing the specifications and performing bid requests is between \$22,000 and \$27,000.

Motion by Tuckerman, supported by MacKay, to recommend approval of the bidding proposal for Lenawee County Property & Casualty Insurance submitted by Action Underwriters, Inc., in an amount not to exceed \$27,000.

Motion by Van Doren, supported by Bolton, to amend the previous motion to include payment to Action Underwriters, Inc. out of the insurance budget. Motion carried.

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Original motion as amended carried.

12) Other Business

Norvell Township

Adam Ulbin, Supervisor of Norvell Township, stated that he received a copy of the letter from Mr. Karl Haiser addressed to Commissioner Tillotson, dated February 13, 2008. The letter is to serve as a supplement to the previous report submitted by Mr. Haiser to the Board of Commissioners.

Highlights of the letter include:

\$150,000 unpaid operations and maintenance list needs to be submitted to Norvell Township by Lenawee County as a request for payment.

April 4, 1998, a payment in the amount of \$132,528.24 was made to the County on behalf of the Wampler's Lake Sewer fund. This was not recorded on the County's books.

\$44,000 was submitted to the County on behalf of the Wampler's Lake Sewer District System. This was not reflected in the County's records.

Norvell Township submitted payment of \$27,422.80 on June 27, 1994, that was not recorded at the County. Credit interest of \$19,850 over 14 years is also due.

Mr. Haiser is requesting access to County records in the Treasurer's Office and the Drain Commission.

Mr. Ulbin stated that both Norvell Township and Lenawee County have a fiduciary responsibility to come to a resolution on the matter.

13) Adjournment

Motion by Stimpson, supported by Van Doren, to adjourn the meeting at 11:55 A.M. Motion carried.

KSB/rdb

KARL HAISER, CPA, CFE

610 EAST GRAND BLANC RD., GRAND BLANC, MI 48439
(810)695-0131; FAX (810)695-4449

February 13, 2008

COPY

Mr. Ralph Tillotson
Personnel/Ways & Means
Lenawee County Board of Commissioners
301 N. Main St.
Adrian, MI 49221

RE: Norvell Township additional evidence in the matter of
Norvell Township O&M Funds and Wamplers Lake Bond Debt Service

The Honorable Chairman Tillotson:

I have requested Norvell Township Supervisor Adam Ulbin to read my approved statement today and request this become part of the committee minutes and a supplement to my February 4, 2008 report previously provided this special committee.

- A. In the matter of O&M Funds allegedly owned by Norvell Township to the Lenawee County Drain Commissioner's office.
 1. Please supply Norvell Township with the \$150,000 list of unpaid O&M bills that were stated in the County minutes and local news paper.
 2. Please provide in this \$150,000 list of charges working day to Norvell Township.
- B. In the matter of the Wamplers Lake Bond Debt Account maintained by Lenawee County.

1998 Debt Retirement Error

1. April 4, 1998 Norvell Township paid \$132,528.24 of Wamplers Lake Sewer Funds collected to the County for deposit in the County/Wamplers Lake Sewer District Service cash account. The December 31, 1998 reports zero receipts on the Drain Commissioners report. This financial statement is in error. Please correct.

KARL HAISER, CPA, CFE

610 EAST GRAND BLANC RD., GRAND BLANC, MI 48439
(810)695-0131; FAX (810)695-4449

1998 Missing Common Funds

2. \$44,000 was disbursed out of the Wamplers Lake Sewer District System common account. The funds were not received in any of the related Wamplers Lake Sewer District cash accounts. Please advise.
- C. 1994 missing funds \$27,422.80 Norvell Township paid the county \$27,422.80 on June 27, 1994. So far Norvell Township has not received credit interest \$19,850 over 14 years is also due. Please arrange in 7 days access to all 1994 cash receipts recorded in the Treasurers office and the Drain Commissioners office. This is on page 36 of my February 4, 2007 report.

Request/Closing

There are other major issues we must resolve in the next 30 days.

Sincerely,



Karl Haiser CPA, CFE
Certified Public Accountant
Certified Forensic Examiner

MINUTES

PERSONNEL/WAYS AND MEANS COMMITTEE TUESDAY, MARCH 11, 2008 - 10:13 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tillotson, Van Doren, MacKay, Branch, Hall, Bolton, Stimpson, and Tuckerman

Also Present: Richard Hall, Cletus Smith, Steve May, Howard Camden, Kim Cramer, Vicki Daniels, Jody Denske, Marilyn Woods, Bev Kampmueller, Roxann Holloway, Gail Dotson, Matt Shane, Jonathan Poer, Cheryl Whipple, Dennis Pelham (Daily Telegram), and Kathy Bernardo

I. APPROVAL OF THE MINUTES

Motion by Branch, supported by Bolton, to approve the minutes of the February 13, 2008 meeting as presented. Motion carried.

II. WAYS AND MEANS BUSINESS

1) Risk Management Report:

The risk management report from Howard Camden, Action Underwriters, was reviewed.

Mr. Camden stated that contracts should not be approved or signed by any individual departments.

Employees should not operate County vehicles without having a motor vehicle record verification. A risk management policy should be implemented.

Commissioner Van Doren recommended that Bev Kampmueller, Human Resources Coordinator, begin to write a risk management policy.

Mr. Camden recommended that an insurance fund be established to cover deductibles and losses, as some departments do not have available funds to meet deductibles.

It was agreed that the July 1st annual renewal date for insurance is preferred. There currently is not a policy for all insurance claims to go through the Administrator's Office. Bev Kampmueller reported that some departments handle insurance claims internally.

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Commissioner Van Doren recommended that agency/insurance communications employee policy should be included in the employee handbook. Any contact with the County's insurance carrier should be initiated by the Human Resources Coordinator in the Administrator's Office.

Bev Kampmueller reported that there are injury reports for employees and non-employees, but not for accidents. This is something that Bev agreed to draft.

Bev Kampmueller reported that the County currently does not have a safety committee. This type of committee has been recommended by the County's worker's compensation company. Undersheriff Dotson reported that the Sheriff's Department has a departmental safety committee. Jody Denske reported that they have a safety committee at the Health Department and Community Mental Health. In addition, the Maintenance Department has a smaller version of this type of committee. Commissioner Van Doren recommended appointing a safety committee, which could be the Physical Resources committee, or a newly appointed committee. This will be handled at the next Rules and Appointments Committee. Commissioner Bolton recommended a survey of departments to determine the number and type of departmental safety committees.

Howard Camden stated that claims-made policies respond when a claim is made. An occurrence policy in place when the incident happened will cover the claim no matter when it's reported.

Bev Kampmueller reported that the County's current aggregate insurance policy is a \$1,000,000 to \$3,000,000 occurrence. The Action Underwriter's report recommended a \$5,000,000 and \$10,000,000 policy.

The Board of Commissioners should receive governmental immunity training.

Action Underwriters recommended a disaster recovery plan by department be implemented.

If County departments enter into any joint ventures, proper insurance needs to be maintained.

Steve May reported that at the Drain Commission, a service notifies his office of any driving violation that an employee receives. Jody Denske reported that an annual driver's license check is performed on each of her employees.

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Howard Camden recommended that the County receive verification of employee's personal auto liability insurance.

A review of insured vehicles should be performed, as some vehicles that are worth less than \$1,000 have physical damage coverage.

The liability on volunteer drivers needs to be determined. Bev Kampmueller recommended proof of insurance be obtained by the Department Head at the time a mileage voucher is submitted by a volunteer. Bev Kampmueller was requested to send out a survey to determine who has volunteer drivers, and their current policies.

Commissioner Van Doren recommended the formation of a sub committee that consists of Commissioners Tillotson and Van Doren, and any other commissioners appointed to review the remainder of the report with Bev Kampmueller and Howard Camden.

Accident reporting kits should be included in any County vehicle. The employees should be trained in using the kits.

Vacant County owned land needs to be documented and insured. Attractive nuisances, such as a pond, need to be reviewed.

Commissioner Van Doren recommended that a policy be adopted for uses of County premises.

The County has a hard labor work crew. Proper worker's compensation and public liability insurance coverage needs to be determined.

Insurance coverage needs to be coordinated and consolidated.

Howard Camden stated that proof of insurance received from contractors and vendors should be kept in the Administrator's Office. Lenawee County needs to be named as additional insured.

Bid and performance bond levels were discussed. Mr. Camden recommended these be obtained for contracts over \$50,000.

Howard Camden recommended a consultation with the County's attorney for any employee that is to be terminated. Commissioner Van Doren stated that this is already in place.

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A standard system should be developed for citizen complaints.

Claims-made for prior officials and employees will be covered in the request for insurance quotes.

The IT Department was asked to review the employee Internet Access Policy.

A commercial appraisal of all major County facilities was recommended. Howard Camden stated that the County's Equalization Department cannot perform this service. Replacement values need to be determined. Commissioner Hall stated that commercial appraisers value buildings at a wide range, dependent on what the entity desires values to be. Howard Camden recommended that a quote be obtained for performing this type of appraisal.

The Building Authority is to be named as insured on the Human Services Building.

A quote for an Employee Assistance Plan was recommended.

Quotes will be obtained for the insurance that the County currently carries. In addition, quotes will be obtained for the recommendations outlined in the Action Underwriter's report.

2) Recess

The meeting was recessed at 12:00 P.M.

The meeting was reconvened at 1:30 P.M.

AFTERNOON SESSION

Present: Commissioners Tillotson, Stimpson, Hall, Branch, Tuckerman, Bolton, MacKay, and Van Doren

Also Present: Tim Mehan, Jody Denske, Marilyn Woods, Roxann Holloway, Bev Kampmueller, Jonathan Poer, Cletus Smith, Matt Shane, Kim Cramer, Steve May, Dennis Pelham (Daily Telegram), Kathy Bernardo and Cheryl Whipple

III PERSONNEL BUSINESS

1) Review renewal of health insurance rates (May 1, 2008-April 30, 2009)

Cheryl Whipple reported that the County's health insurance rate increase is **4.83%**. Plan enrollment figures were reviewed. The impact on the budget was also reviewed. The increase on a monthly basis to the general fund is \$11,848.81.

Commissioner Hall suggested that the County look at converting to an HRA, which would increase deductible on the plan. BCBS would still be the primary insurance carrier. The County would pay the difference in the deductible. The monetary change to the employees would be the addition of an insurance card.

Bev Kampmueller reported that she has spoken with Mr. Gurdjian, the County's insurance representative, regarding a HSA and HRA plans. Information will be provided at a future date for possible implementation to the County.

2) Request to lift hiring freeze:

Prosecuting Attorney's Office: Part-time Victims Rights Coordinator

Jonathan Poer requested the Victims Rights Coordinator position be increased to 22 hours per week. This is funded through a state grant.

Motion by Van Doren, supported by Bolton, to recommend that the hiring freeze be lifted to hire a part-time Victims Rights Coordinator, with an increase in the hours to 22 per week, and with funding to be paid through a state grant. Motion carried.

3) Prosecuting Attorney Re-organization:

Jonathan Poer requested various changes in the Prosecuting Attorney's Office.

Commissioner Van Doren stated that during the 2008 budget hearings, it was agreed that department re-classifications are to be requested during the budgeting process. However, in this case, Jonathan Poer is making many organizational changes to the Prosecuting Attorney's Office due to his recent appointment as Prosecuting Attorney.

Commissioner Stimpson stated his opposition to the re-classification, as he does not want this to become the normal course of action rather than the exception.

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There was general discussion regarding proper timing for re-organizational or re-classification requests.

Motion by Van Doren, supported by Tuckerman, to recommend approval of the re-organization of the Prosecuting Attorney's Office as follows:

- 1) *Replace current position of Chief Appellate Prosecuting Attorney with an Assistant Prosecuting Attorney (A29-3)*
- 2) *Replace two Assistant Prosecuting Attorneys with two Senior Trial Prosecutors (A34-5)*
- 3) *Include a liaison role with Irv Shaw and the Board of Commissioners, as a part time salaried position, all at an overall savings to the 2008 budget.*

Motion carried.

Motion by Stimpson, supported by Van Doren, to recommend approval of the change in grade for the Legal Secretary III/Office Manager position from A24-5 to A27-5. Roll call vote: Yeas (8): MacKay, Bolton, Tuckerman, Tillotson, Van Doren, Stimpson, Branch and Hall. Motion carried.

4) Employment changes

Cheryl Whipple reported that the monthly employment changes list is on file for review.

III WAYS and MEANS BUSINESS (continued)

1) Finance Reports

Marilyn Woods reviewed the Treasurer's report for the month of February. There were a significant number of dog licenses sold during the last week of February. The current properties going into forfeiture are 1,260, which are double from a year ago.

February 2008 finance reports were reviewed by Cheryl Whipple. Revenue is \$1,055,903 which represents 3.97% of the operating budget. Expenditures are \$3,979,523 or 14.41% of the budget.

2) Recommend Second Quarterly Allotment of Appropriations:

Motion by Van Doren, supported by Tuckerman, to recommend that the resolution approving the second quarterly allotment of appropriation for 2008 be approved as presented. Motion carried.

3) Maximus Agreement – Central Services Cost Allocation Plans

Motion by Tuckerman, supported by Van Doren, to recommend approval of the Central Services Cost Allocation Plan contract for the next three years. Motion carried (Branch voting no).

4) IV-D Cooperative Reimbursement Amendment Contracts

Motion by Tuckerman, supported by Bolton, to recommend approval of the IV-D Cooperative Reimbursement Amended Contracts. Motion carried (Stimpson voting no).

5) Petition to Establish Lake Level – Cambridge Lake

Steve May reported that there is a private dam on Cambridge Lake, which is a private lake. A petition was signed by 76% of the property owners abutting the lake. The resolution would authorize a study on the lake level and assessment district on the lake level. \$10,000 is being given by the Petitioners to the Drain Commission, until the study is complete, at which time the funds would be repaid. The resolution would establish a legal lake level.

Motion by Branch, supported by Stimpson, to recommend approval of the resolution establishing a lake level at Cambridge Lake. Motion carried.

6) Honeywell Contract update

Jody Denske reported that Honeywell hired the County's bond counsel to review the contracts to determine feasibility of combining the contracts. In addition, it was determined that the County cannot enter into a fifteen year repayment contract. The Board of Commissioners will have to review the project to determine if a ten year repayment plan is acceptable.

Commissioner MacKay recommended that the County review the interest rates supplied by Honeywell for possible adjustment.

7) Committee recommendations and referrals

Physical Resources Committee

Jail Kitchen Sanitary Lines Repair

Jody Denske reviewed the letter from Weigand in reference to the Jail kitchen

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sanitary lines repair. Weigand is requesting that the County accept responsibility for any repair costs that are beyond the scope of the project which is estimated to cost \$40,000.

Jonathan Poer recommended that the County reject the proposal from Weigand.

Commissioner Van Doren stated that the County would like to get the problem taken care of.

Commissioner Hall recommended a third party review the work as it is being done to determine the cause of the problem and assign liability.

Motion by Tuckerman, supported by MacKay, to recommend that Jody Denske and Steve May review the jail kitchen repairs and report back to the Board of Commissioners at the March 27, 2008 meeting. Motion carried (Van Doren voting no).

Motion by Van Doren, supported by Hall, to instruct Jonathan Poer to contact Weigand Construction to attempt to come to an agreement. Motion carried.

Criminal Justice Committee:

Pending Litigation

Jonathan Poer stated that the litigation update needs to be done in open session.

The County was sued in an incident that occurred where a young woman was shot by the State Police. Irv Shaw has not been removed from the lawsuit. The insurance coverage for this issue has lapsed.

Motion by Stimpson, supported by Bolton, to continue the County's support in the pending litigation against Mr. Shaw, in the form of legal support payments. Motion carried.

Tuition Reimbursement request

Motion by Stimpson, supported by Bolton, to recommend approval of the tuition reimbursement request submitted by Dispatcher Lindsey Stephens for Management Principles and Cases class. Motion carried.

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8) Other Business

PA 116 Agreement request

Motion by Tuckerman, supported by Van Doren, to recommend approval of the request for the PA 116 Agreement submitted by David and Sandra Porter in Ogden Township. Motion carried.

Consumers Energy easement

Addition of Exhibit C to the Consumers Energy easement request was proposed by Irv Shaw .

Motion by Stimpson, supported by Van Doren, to recommend approval of the Consumers Energy easement request with the addition of Exhibit C, and authorize the Chair of the Board of Commissioners to sign on behalf of the County. Motion carried.

National Certified Deed

Vicki Daniels reported that a company is selling certified deeds for \$59.59, which normally costs \$3 in the Register of Deeds Office; Ms. Daniels has contacted the local media.

9) Adjournment

Motion by Bolton, supported by MacKay, to adjourn the meeting at 3:50 P.M. Motion carried.

CLW/ksb

MINUTES

PERSONNEL/WAYS AND MEANS COMMITTEE TUESDAY, APRIL 8, 2008 - 10:13 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tillotson, Van Doren, MacKay, Branch, Hall, Bolton, Stimpson, Gallagher and Tuckerman

Also Present: Tom MacNaughton, Kim Cramer, Gail Dotson, Marilyn Woods, Dennis Steenrod, Sheriff Richardson, David Munson, Matt Shane, Dick Williams, Greg Arkwright, Vicki Daniels, Jody Denske, Bev Kampmueller, Roxann Holloway, Steve May, Cletus Smith, Jonathan Poer, Cheryl Whipple, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Kathy Bernardo

I APPROVAL OF THE MINUTES

Motion by Bolton, supported by Tuckerman, to approve the minutes of the March 11, 2008 meeting. Motion carried.

II PERSONNEL BUSINESS

1) Review E911 Central Dispatch Director:

Motion by Van Doren, supported by MacKay, to recommend approval of the job posting for the E911 Central Dispatch Director. Motion carried.

Motion by Van Doren, supported by Tuckerman, to set the salary range in the B49 County non-union classification (as presented) for the E911 Central Dispatch Director. Motion carried.

2) Dog License Program Committee Recommendation:

Cheryl Whipple presented the salary figures for changing the part time animal control assistant position to a full time animal control officer. The projected total expenses are \$29,259 higher than projected revenue.

Sheriff Richardson reported that the position would be posted internally first. The animal control warden was not able to provide enforcement efforts. This has been handled by the part time assistant.

Commissioner Tuckerman stated that the dog licensing program is mandated by the State of Michigan. This program used to run in the red for years. Since the addition of the part time assistant, revenues have exceeded expenditures.

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Commissioner Bolton stated that the projections for 2008 include the purchase of an animal control vehicle, which would not be present in 2009. Overtime figures should be reduced, as the second full time animal control officer would replace the time that deputies spend on enforcement. Other Counties have between three and four officers dedicated to animal control enforcement. There are many dogs that do not have licenses, which ensure that rabies vaccinations are current on a dog. The protection of the County is a primary goal of the addition of an officer.

Commissioner Gallagher stated that in the economic times of today, the County should not be considering adding an additional full time officer. Additional funds should be used for road patrol, not for animal enforcement. Additional funds could also be used for training purposes.

Commissioner Hall promoted the idea for a lower license fee for dogs that have been neutered or spayed.

Commissioner Stimpson stated that he would be hesitant to make a direct correlation between increased revenues and increased enforcement. There is a substantial increase in cost for moving a position from part time to full time due to the addition of fringe benefits.

Commissioner Van Doren stated that the licensing program pays for itself, but protects all citizens in Lenawee County. In the future, if the program doesn't support the second full time officer, then this person should be reduced to part time.

Commissioner Bolton stated that the additional person should make up the projected deficit.

Commissioner Tuckerman emphasized the enforcement of the State mandate as a reason to add the full time position.

Commissioner Bolton stated that the primary complaint she receives from residents is that an individual's neighbor does not have a license, so there is not any consistency. In addition, as part of the State statute, a census is supposed to be conducted each year.

Motion by Bolton, supported by Tuckerman, to recommend the replacement of a part-time animal control assistant position with a full-time animal control officer. Roll call vote: Yeas (5): Branch, MacKay, Bolton, Tuckerman and Van Doren. Nays: (4): Stimpson, Hall, Gallagher and Tillotson. Motion carried.

3) Other Business:

Criminal Justice Committee - Replace Intake Officer with Correction Officer:

Dennis Steenrod stated that there is currently a vacant intake officer position in the jail and requested this position be replaced with a corrections officer position. The change would cost an additional \$10,717 in salary and fringe benefit costs. For the first quarter of 2008, the jail is operating under budget. During the budgeting phase, three new Corrections Officers were requested, two were granted. In the interim, Mr. Steenrod has been trying to come up with a solution to increase the number of Corrections Officers.

Commissioner Van Doren stated that the change in personnel would help alleviate some of the overtime at the jail.

Commissioner Gallagher stated that he would rather see this change made during the 2009 budget process.

Motion by Bolton, supported by MacKay, to approve the replacement of one intake officer position with a corrections officer position, with funds to come out of the current jail budget.

Motion by Van Doren, supported by Stimpson, to amend the previous motion to make the hiring contingent on approval from the County's Labor Attorney prior to proceeding with hiring the individual. Amendment carried.

Roll call vote on motion as amended: Yeas (7): Branch, Hall, MacKay, Bolton, Tuckerman, Tillotson and Van Doren. Nays (2): Gallagher and Stimpson. Motion as amended carried.

Physical Resources Committee – Temporary Custodian Transfer Request:

There has been a shortfall in the revenue budget for the operations at the Human Services Building, due to a late payment from the State of Michigan. Jody Denske is requesting the temporary transfer of a custodian from the Human Services Building to the Maintenance Department. This custodian would assist with the Sheriff's Department, Robertson Building, and buildings that are covered under the maintenance budget. Temporary on-call employees in the Human Services Building budget would assist in covering housekeeping as necessary. Savings from an employee that is on long term disability and unfilled temporary on-call employees should offset any additional expense in the Maintenance budget. Jody Denske will request an additional custodian through the 2009 budget process.

Motion by Bolton, supported by Tuckerman, to temporarily transfer a full time custodian from the Human Services Building to General Fund Maintenance Department. Motion carried.

Maintenance Department – Request to lift Hiring Freeze:

Motion by Hall, supported by Bolton, to recommend that the hiring freeze be lifted to hire a full time custodian, with funding to be paid through general fund. Motion carried.

Employment changes: Cheryl Whipple reported that the monthly employment changes list is on file for review.

III WAYS and MEANS BUSINESS

1) Department on Aging Request: Place Senior Services Millage on Ballot

Tom MacNaughton reviewed the request of the Department on Aging to place millage for senior services on the ballot. He reported that the Senior Services millage is up for renewal and the request is .5 mills.

Motion by Van Doren, supported by Bolton, to recommend that the renewal of the Department on Aging millage (.5 mills) be placed before the voters in the primary election scheduled for August 5, 2008 in the ballot language as submitted by Mr. MacNaughton (full text on file). Motion carried.

Motion by Stimpson, supported by Branch, to recess to re-open Rules and Appointments. Motion carried.

2) Hospital Finance Authority Resolution:

Motion by Tuckerman, supported by Stimpson, to allow Commissioner Van Doren to abstain from voting on the Hospital Finance Authority Resolution. Roll call vote: Yeas (8): Hall, MacKay, Bolton, Gallagher, Tuckerman, Tillotson, Stimpson and Branch. Motion carried.

Commissioner Stimpson reported that the Economic Development Corporation and the Hospital Finance Authority bond issue public hearing and resolution will need to be postponed until the April 24, 2008, Board of Commissioners meeting in order to meet the requirements of publishing the public hearing notice.

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Motion by Stimpson, supported by Tuckerman, to recommend holding the public hearing and presenting the resolution for approval for the Hospital Finance Authority bond issue at the April 24, 2008 Board of Commissioners meeting. Motion carried (Van Doren abstained).

3) Recess

The meeting was recessed at 12:00 P.M.

The meeting was reconvened at 1:30 P.M.

AFTERNOON SESSION

Present: Commissioners Tillotson, Stimpson, Hall, Branch, Tuckerman, Bolton, MacKay, Gallagher, and Van Doren

Also Present: Marilyn Woods, Dick Williams, Greg Arkwright, Jody Denske, Sheriff Richardson, Jenny Escott, Kim Cramer, David Munson, Vicki Daniels, Roxann Holloway, Dennis Pelham (Daily Telegram), Tim Hernandez (WLEN), Kathy Bernardo and Cheryl Whipple

III WAYS AND MEANS BUSINESS (continued)

1) Honeywell Contract:

Dick Williams reported that in working with the County's Prosecuting Attorney, some requirements were added to the original contract. A summary of the contractual issues and subsequent resolutions were presented. Mr. Williams reviewed each issue. The assurance that the savings on the Honeywell plan is reconciled prior to the County payment was one of the changes. While the project is under construction, the loan proceeds will be in an escrow account, and subcontractors paid out of the account as necessary. Payments can be withheld during construction. Ten percent retainage would be withheld in the Citi-Capital proposal. The original one-year warranty was extended to a two-year warranty on equipment and workmanship. The financing interest rate is 3.54%. The audit of County savings has been changed from an annual calculation to a semi-annual calculation. The payment terms were reduced to ten years.

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Motion by Tuckerman, supported by MacKay, to recommend to the Board of Commissioners that the original Honeywell resolution that was passed January 9, 2008 be rescinded. Roll call vote: Yeas (9): MacKay, Bolton, Gallagher, Tuckerman, Tillotson, Van Doren, Stimpson, Branch and Hall. Nays (0). Motion carried.

Motion by Van Doren, supported by Tuckerman, to recommend approval of the proposed revised Honeywell Resolution. Motion carried.

Motion by Stimpson, supported by Bolton, to recommend that the Chairman of the Board be authorized to sign the Citi-Capital agreement. Motion carried.

2) H.R. 2256

David Munson reviewed a current federal excise tax credit. Local manufacturer Silbond makes a product that is 85% ethanol, and 15% of other materials. Silbond does not qualify for the credit, which is 51 cents. Representative Walberg has initiated legislation that would qualify Silbond for the credit.

Motion by Van Doren, supported by Tuckerman, to recommend approval of the resolution in support of H.R. 2256. Motion carried.

3) Finance Reports:

Marilyn Woods reviewed the Treasurer's report for the month of March. \$84,212 was received for dog licenses during the month of March. Marilyn reviewed the tax reversion process.

Commissioner Stimpson discussed the status of the County land bank. He asked for a presentation on land banks. The possibility of a presentation through the Economic Development Corporation was discussed.

Motion by Stimpson, supported by Van Doren, to refer the issue and creation of a County land bank to the Economic Development Corporation in light of the current tax reversion process. Motion carried.

March 2008 finance reports were reviewed by Cheryl Whipple. Revenue is \$1,904,068 which represents 7.15% of the operating budget. Expenditures are \$5,619,557 or 20.34% of the budget.

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4) Committee recommendations and referrals

Accounts Payable

Motion by Van Doren, supported by Hall, to recommend approval for the Administrator's Office to obtain a credit card. Motion carried.

Library Board

Motion by Stimpson, supported by Hall, to recommend approval of the tuition reimbursement request submitted by the Children's Librarian, Kathleen Mockenstrum, for three classes, which is an exception to the current County policy of reimbursement of two classes per session, in order for her to meet the requirements that were set as part of her employment during her probationary employment period. Motion carried.

5) Other Business

There was no other business.

6) Adjournment

Motion by Bolton, supported by Stimpson, to adjourn the meeting at 3:10 P.M. Motion carried.

CLW/ksb

MINUTES

PERSONNEL/WAYS AND MEANS COMMITTEE TUESDAY, MAY 13, 2008 - 10:00 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tillotson, Van Doren, MacKay, Branch, Hall, Bolton, Stimpson, Gallagher, and Tuckerman

Also Present: Matt Shane, Marty Marshall, Kim Cramer, Steve May, Gail Dotson, Marilyn Woods, Vicki Daniels, Jody Denske, Don Schroeder, Bev Kampmueller, Roxann Holloway, Jonathan Poer, Cheryl Whipple, Jim Kapnick, Bill Rauser, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Kathy Bernardo

I APPROVAL OF THE MINUTES

Motion by Bolton, supported by Branch, to approve the minutes of the April 8, 2008 meeting. Motion carried.

II PERSONNEL BUSINESS

1) Request to Lift Hiring Freeze – Administrator’s Office

Motion by Hall, supported by MacKay, to recommend that the hiring freeze be lifted to replace the County Administrator and any subsequent positions in the Administrator’s Office. Motion carried.

Motion by MacKay, supported by Branch, to recommend that the hiring freeze be lifted and the sixty day waiting period be waived to replace the Finance Coordinator in the Administrator’s Office. Motion carried.

2) Request to Lift Hiring Freeze – Drain Commission - Utility Operators

Steve May reported that he has one employee planning to retire soon and one vacant position.

Motion by Bolton, supported by MacKay, to recommend that the hiring freeze be lifted to replace two (2) utility operators in the Drain Commission. Motion carried.

3) Request to Lift Hiring Freeze – Printing Department - Deputy Printing Director

Kim Cramer reported that the Deputy Printing Director has been on medical leave for 9 months and is now going to retire rather than return from medical leave.

Motion by Hall, supported by Bolton, to recommend that the hiring freeze be lifted to replace a

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Deputy Printing Director position, and any subsequent positions that are left vacant due to internal promotions, in the Printing Department. Motion carried.

Reorganization Request

Kim Cramer requested that the Deputy Printing Director pay be increased to bring it in line with other County deputies. Additional duties have been distributed to other individuals in the office.

Motion by Van Doren, supported by Bolton, to recommend approval of the Printing Department reorganization request as presented (full text on file). Motion carried.

4) Employment changes

The monthly employment changes list was distributed for review.

III WAYS and MEANS BUSINESS

1) Insurance Bid Proposals

Commissioner Van Doren stated that Mr. Camden was informed not to do any further work on the Insurance bid proposals on behalf of the County. There was a large list of information requested from the County Administrator's staff by Mr. Camden. The cost to the County for these services was quoted at \$27,000. Mr. Camden wanted the insurance renewal date extended to October 1, 2008.

Commissioner MacKay requested that Mr. Camden be asked to address the Board of Commissioners to provide an explanation for his failure in meeting the terms of the contract.

Commissioner Tuckerman stated that subcommittees are set up for purposes such as the insurance review. The subcommittees are normally comprised of individuals with expertise in the subject matter. These subcommittees should be allowed to make these decisions.

Motion by Van Doren, supported by Branch, to recommend that the association with Action Underwriters for services outlined in bidding proposal approved by Board of Commissioners February 14, 2008 be terminated due to performance issues. Motion carried (MacKay voting no).

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2) Walton Agency

Don Schroeder from the Walton Agency stated that Mr. Bacon was consistent in attempting to reduce insurance costs to the County. In the Risk Management report, deductibles were identified as a way to change.

Commissioner Van Doren stated that options for different deductibles and the associated costs should be provided to the County.

An internal service fund could be set up to provide funds for deductibles and losses.

Mr. Schroeder stated that certain locations have different deductibles at the request of the County. This was pointed out by Mr. Camden in the Risk Assessment, yet the deductibles were set at the request of the County.

Mr. Schroeder stated that the insurance companies used for coverage for the County are specifically chosen for their specialties.

Mr. Schroeder stated that the State of Michigan, Lenawee County, and Irv Shaw personally were named in a lawsuit. The State of Michigan and Lenawee County were dropped from the suit. Irv Shaw personally is still named in the lawsuit. The County's insurance carrier, CNA, has not issued a statement as to potential lack of coverage in the matter.

Mr. Schroeder stated that the Administrator's Office has information that can be passed on to Kapnick Insurance to enable them to provide a quote to the County.

Mr. Schroeder reviewed an overlap of coverage that the County has. He stated it is a very small amount of the coverage.

Mr. Schroeder stated that he found a policy that would cover the Prosecuting Attorneys that are employed by the County with the help of Jonathan Poer. The coverage would have redundancy with the Public Officials Policy. He stated that most counties use the Public Officials Policy for coverage for the Prosecuting Attorneys.

3) Kapnick Insurance

Jim Kapnick stated that Kapnick Insurance was founded by his grandfather, Elmer Kapnick, in Adrian, Michigan in 1945. The company remains headquartered in Adrian, with additional offices in Ann Arbor and Southfield, Michigan. Jim Kapnick reviewed the target market for Kapnick Insurance clients. Kapnick Insurance provides services to assist with placing the right insurance product, negotiating with the carriers, and reviewing safety and loss control for the clients.

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Bill Rauser, Senior Vice President for Kapnick Insurance, outlined services that can be provided to the County in response to the risk management report findings. Services provided by Mike Eckert, Vice President and Manager of Risk Services, would be available to the County.

A brief video was presented to the Commissioners outlining Risk Management options available through Kapnick Insurance.

Mr. Rauser stated that the goal of Kapnick Insurance would be to assist in designing insurance standards for the County. For instance, the current County liability limit of \$2 million dollars is too low.

Jim Kapnick stated that the markets that Mr. Bacon and Mr. Schroeder put together for County coverage are excellent. Kapnick is an elite member of Traveler's Insurance, one of the County's current carriers. The issue before the Commissioners is the selection of the long term insurance consultant for the County.

Jim Kapnick stated that there are 85 Kapnick employees that reside in Lenawee County. The current SEV for property taxes is \$2.3 million. The commissions earned by the insurance carrier would be by a Lenawee County company. Kapnick Insurance would like the County's business. Mr. Kapnick proposed that the coverage be renewed through Kapnick Insurance this year, and to submit the insurance to bid next year. There would be no additional cost to the County for the current coverage this year. The commissions would go to Kapnick Insurance instead of the Walton Agency. Kapnick Insurance would bring extra value through local services.

Jim Kapnick stated that his professional recommendation is to renew the current insurance for another year, and select either Kapnick Insurance or Walton to represent the County. Mr. Kapnick stated that the risk management issues outlined in the risk management report are deficiencies that Kapnick Insurance can correct.

Commissioner Gallagher asked that both insurance agents return with proposals.

Don Schroeder stated that he was not given the opportunity to provide a rebuttal to the Risk Management Report presented by Mr. Camden. Many of the things outlined in the report are currently covered.

Motion by Tuckerman, supported by Hall, to call the question. Motion carried (Stimpson and Bolton voting no).

Motion by Tuckerman, supported by MacKay, to send the insurance proposal back to the insurance subcommittee for review, and a subsequent recommendation by the subcommittee to the Board of Commissioners. Roll call vote: Yeas (5): Van Doren, Stimpson, Branch, Hall, and Tuckerman. Nays (4): Bolton, Gallagher, Tillotson, and MacKay. Motion carried.

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4) Recess

The meeting was recessed at 12:25 P.M.

The meeting was reconvened at 1:45 P.M.

AFTERNOON SESSION

Present: Commissioners Tillotson, Stimpson, Hall, Branch, Tuckerman, Bolton, MacKay, and Van Doren

Also Present: Steve May, Vicki Daniels, Marilyn Woods, Roxann Holloway, Matt Shane, Joe Malak, Gail Dotson, Jody Denske, Kim Cramer, Jonathan Poer, Bev Kampmueller, Dennis Pelham (Daily Telegram), Tim Hernandez (WLEN), Kathy Bernardo and Cheryl Whipple

IV WAYS AND MEANS BUSINESS (continued)

1) Memorandum Of Agreement between County and MSU Extension for 4-H Youth Agent

Matt Shane reported that this is an annual contract for the 4H Youth Agent.

Motion by Stimpson, supported by Hall, to recommend approval of the memorandum of agreement for the 4-H Youth Agent (Janelle Stewart) between the County and MSU Extension. Motion carried.

2) PA 116 Enrollment Request - Deerfield

Motion by Tuckerman, supported by Bolton, to recommend approval of the request for the PA 116 Agreement submitted by the Dusseau family, from Deerfield Township. Motion carried.

3) Finance Reports

Marilyn Woods reviewed the Treasurer's report for the month of April. The drain levy was completed in the month of April.

April 2008 finance reports were reviewed by Cheryl Whipple. Revenue is

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\$2,967,239 which represents 11.15% of the operating budget. Expenditures are \$8,552,143 or 30.96% of the budget.

4) Certified Public Manager Program

Commissioner Tillotson reported that there is an educational program that County Administrator Cheryl Whipple is interested in attending.

Motion by Van Doren, supported by Tuckerman, to recommend approval of the request submitted by Cheryl Whipple to attend the Certified Public Manager Program, in an amount not to exceed \$4,695, with an additional allotment for travel, and a budget adjustment from Administrator's Office personnel. Motion carried.

5) Approve meal expense for Admin Office attendance to 2008 Lenawee County Legislative Dinners

Motion by Van Doren, supported by Branch, to recommend that meal expenses for scheduled 2008 legislative dinners be authorized for the Administrator's Office. Motion carried.

6) Committee Recommendations/Referrals

Physical Resources: Kitchen Drain

Commissioner Hall and Jody Denske reviewed the problems that remain unresolved with the kitchen drain in the Jail. Jody stated that Weigand has requested a letter from the Board of Commissioners prior to repair work on the drain beginning.

Jonathan Poer answered questions regarding what the content of the letter should address. Jody stated that Weigand is prepared to start work within 15 days after receiving the letter.

Cheryl Whipple reviewed a letter from Weigand estimating costs to be \$35,000 - \$40,000 provided additional work is not required in excess of the original proposal, dated February 29, 2008.

Motion by Hall, supported by Tillotson, to proceed with the jail kitchen drain repair project as outlined by the Physical Resources Committee, and authorize the board chair to sign the letter to Weigand that is to be drafted by Jonathon Poer. Motion carried.

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There was discussion regarding lease negotiations for the Human Services Building.

Motion by Van Doren, Support by MacKay, to delegate the authority to review, negotiate, and make decisions on contracts of all leases at the Human Services Building to the Physical Resources Committee and to forward recommendations on to the Personnel/Ways & Means Committee. Motion carried.

IT / Equalization

Marty Marshall requested that the tuition reimbursement request be removed at this time.

7) Other Business

Commissioner Hall reported that he recently received an invitation to visit a new mega dairy farm in the area and thought it might be a good opportunity to become more familiar with the operations.

8) Executive Session: Possible Acquisition of Real Estate

Motion by Van Doren, supported by Branch, to go into executive session for the purpose of discussing possible real estate acquisition. Roll call vote: Yeas (7): Van Doren, Tuckerman, Bolton, Stimpson, MacKay, Tillotson, and Branch. Nays (1): Hall. Motion carried.

Motion by Stimpson, supported by Branch, to go out of executive session at 3:55 P.M. Motion carried.

9) Adjournment

Motion by Van Doren, supported by Stimpson, to adjourn the meeting at 4:00 P.M. Motion carried.

CLW/ksb

MINUTES

PERSONNEL/WAYS AND MEANS COMMITTEE TUESDAY, JUNE 10, 2008 - 10:00 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tillotson, Van Doren, MacKay, Branch, Hall, Bolton, Stimpson, Gallagher, and Tuckerman

Also Present: Steve Stocker, Gail Dotson, Dave Fisher, Vicki Daniels, Roxann Holloway, Jody Denske, Marty Marshall, Jonathan Poer, Steve May, Marilyn Woods, Joanne Claflin, Kim Cramer, Matt Shane, Teresa Calderone, Cheryl Whipple, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Kathy Bernardo

I APPROVAL OF THE MINUTES

Motion by Bolton, supported by Van Doren, to approve the minutes of the May 13, 2008 meeting. Motion carried.

II WAYS and MEANS BUSINESS

1) GED Program at the Jail

Steve Stocker reviewed the GED program that is being implemented at the jail. He has a contract prepared for the instructor, Mr. Fielder, with a cap of \$6,168. Mr. Poer's office, Sheriff Richardson, and Dennis Steenrod have all reviewed the contract. Mr. Stocker would like to present the contract to Mr. Fielder on June 16, 2008, with a start date for classes of July 21, 2008. Testing will not currently be held at the jail, until the jail is approved as a satellite test site. Mr. Stocker plans to refer the individuals to probation and to Michigan Works, to ensure that GED testing is completed. The GED pilot program is limited to six individuals in class at a time.

Motion by Van Doren, supported by Hall, to recommend approval of the contract with Mr. Fielder, and to approve the start of the GED program, with funding to be paid for out of the Community Corrections fund. Motion carried.

2) MAC Summer Conference

Commissioner Bolton is interested in attending the MAC Summer Conference.

Motion by Van Doren, supported by MacKay, to recommend approval for Commissioner Bolton to attend the MAC Summer Conference August 17-18, 2008.

Motion by Van Doren, supported by Gallagher, to amend the previous motion to include approval for any commissioner's attendance at MAC that is required. Amendment approved.

Motion as amended carried.

3) NACo Summer Conference

Jennifer Fike will be interviewed at the conference in reference to a grant application she has submitted. Commissioner Tuckerman reported that Larry Gould is hoping a Lenawee County Commissioner will be able to attend the conference and provide support for Ms. Fike. Commissioner Tuckerman suggested the County FSEP member attend.

Commissioner Tillotson recommended that Larry Gould attend the NACo Summer Conference on behalf of the County.

III PERSONNEL BUSINESS

1) Request to Lift Hiring Freeze – Maurice Spear Campus

Joanne Claflin requested that the hiring freeze be lifted and the 60 day waiting period be waived to replace a part time cook. A temporary employee has been working in this position for over a year.

Motion by Hall, supported by MacKay, to recommend that the hiring freeze be lifted and the sixty day waiting period waived, to replace a part time cook, 32 hours per week, at Maurice Spear Campus. Motion carried.

2) County Library – Personnel Update

Teresa Calderone reported on the personnel status of the County Library. The Addison Librarian is retiring at the end of June. The traveling substitute librarian is going to take the Addison Librarian position. This is a part time position.

Currently, there is a staff member on the book mobile that is on short term disability leave. Teresa would like to use a temporary employee to fill in on the book mobile, to alleviate only having one person on the book mobile.

Ms. Calderone reported that there is a tour for the Commissioners of the book mobile in the parking lot tomorrow at 1:00 P.M.

IV WAYS and MEANS BUSINESS, Continued

1) Review 2007 Audited Financial Statements

Dave Fisher from Rehmann Robson reported that his firm was able to offer a “clean” opinion on the County audit. The general fund reported an ending fund balance for 2007 of \$9,342,403. Total revenues exceeded expenditures by \$ 3,243,843.

Mr. Fisher reviewed the revenue sharing reserve fund. This fund had a fund balance of \$ 7,978,361 at the end of 2007. The State has committed to reinstating revenue sharing when this fund has been depleted.

Mr. Fisher reviewed the non-major special revenue funds, which are maintained in separate funds for specific purposes, such as the Parks fund. These funds all have a positive fund balance. Fund 292, the Child Care fund, which has been a fund that has had financial difficulties in the past, now has a positive fund balance of \$ 847,201. Total fund balance of the non-major special revenue funds is \$4,938,357.

Mr. Fisher reviewed the proprietary funds. Major funds include the Delinquent Tax Revolving Fund. This fund had net assets at the end of 2007 of \$ 17,177,148.

Mr. Fisher reviewed the Single Audit Compliance for Federal grants. \$3,404,000 is the total federal funds received by Lenawee County. There is one finding in the single audit compliance. The Department on Aging needs to conduct time studies or record actual time that is to be charged against grants, instead of a percentage method that has been used in the past. This change was implemented October 1, 2007.

The rest of the findings are not related to the Single Audit. There were some significant audit adjustments made during the audit. This is part of the new audit standards. This is a comment that is found in other county audits.

Mr. Fisher reported that bank reconciliations are not documented when reviewed by a second individual.

Mr. Fisher reported that there were no difficulties in performing the audit. There was the utmost cooperation in performing the audit. There were no disagreements with management.

Mr. Fisher reported that journal entries for investments need to be prepared and reviewed by two separate individuals.

Mr. Fisher reported that the subsidiary ledger for soil and erosion bonds does not

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match the general ledger. This needs to be reconciled during 2008.

Mr. Fisher reported that personnel files are not kept in locked filing cabinets.

Mr. Fisher reported that an IT professional spoke with Marty Marshall on internal control changes. There also needs to be a formal policy on disaster recovery plans.

Motion by Van Doren, supported by Stimpson, to recommend approval of the 2007 audited financial statements and to place them on file. Motion carried.

V PERSONNEL BUSINESS, Continued

1) IT Services for Health Department

Marty Marshall reported that there is a memorandum of understanding available for review between the IT Department and the Health Department. The IT Department would need to hire an additional employee at a cost of approximately \$60,000. The Health Department will pay \$900 per week for this service. Communications between the County Health Department and the main operating systems of the County would be enhanced. The new employee would also perform other county work, while being partially funded by the Health Department.

Marty Marshall reported that the County IT department provides support for Veterans Affairs. Other departments at the Human Services Building take care of their own IT services.

Motion by Tuckerman, supported by Van Doren, to recommend approval of the Memorandum of Understanding between the County IT Department and the Health Department. Motion carried.

2) Employment changes

The monthly employment changes list was distributed for review.

VI WAYS and MEANS BUSINESS, Continued

1) Finance Reports

May 2008 finance reports were reviewed by Cheryl Whipple. Revenue is \$3,531,054 which represents 13% of the operating budget. Expenditures are \$10,660,361 or 38.59% of the budget.

Marilyn Woods reviewed the Treasurer's report for the month of May. Delinquent

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tax payouts were \$7,069,064.

- 2) Approve resolution authorizing third quarterly allotment of appropriation (July 1, 2008 through September 30, 2008)

Motion by Stimpson, supported by Van Doren, to recommend that the resolution approving the third quarterly allotment of appropriation for 2008 be approved as presented (full text on file). Motion carried.

- 3) H.B. 6112

Commissioner Van Doren reported that this bill would authorize binding arbitration with Corrections Officers. Lenawee County is opposed to this bill.

- 4) Recess

The meeting was recessed at 11:50 A.M.

The meeting was reconvened at 1:30 P.M.

AFTERNOON SESSION

Present: Commissioners Gallagher, Tillotson, Stimpson, Hall, Branch, Tuckerman, Bolton, MacKay, and Van Doren

Also Present: Steve May, Joe Malak, Gail Dotson, Marty Marshall, Roxann Holloway, Matt Shane, Jody Denske, Marilyn Woods, Vicki Daniels, Kim Cramer, Jonathan Poer, Dennis Pelham (Daily Telegram), Tim Hernandez (WLEN), Kathy Bernardo and Cheryl Whipple

VII WAYS AND MEANS BUSINESS (continued)

- 1) Approval of resolution to Authorize Sale of \$925,000 Bonds - Floodwood Creek Drain and Branches Drain Bonds series 2008

Steve May reported that proceedings have been taken for the construction of improvements to the Floodwood Creek Drain and Branches Drain under the provisions of Chapter 8 of the Drain Code of 1956, as amended, pursuant to a petition filed with the Drain Commissioner.

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The Drain Commissioner has authorized and provided for the issuance by the Floodwood Creek Drain and Branches Drain Drainage District (the "Drainage District") of bonds (the "Bonds") in the aggregate principal amount not to exceed \$925,000, in anticipation of the collection of an equal amount of special assessments against property and public corporations (including the County of Lenawee) in the Drainage District. The interest rate will not exceed six percent. Steve May anticipates a rate of less than four percent.

Commissioner Tuckerman was the original circulator of the petition for the project. He is requesting to abstain from voting.

Steve May reported that any prepayment by constituents would reduce the amount of the bonds. This area represents 456 properties.

Motion by Van Doren, supported by Bolton, to recommend approval of the resolution for Authorization of the Sale of \$925,000 of Floodwood Creek Drain and Branches Drain Bonds.

Motion by Van Doren, supported by Bolton, to withdraw the motion.

Motion by Van Doren, supported by Stimpson, to allow Commissioner Tuckerman to abstain from voting on the motion. Motion carried.

Motion by Van Doren, supported by Bolton, to recommend approval of the resolution for Authorization of the Sale of \$925,000 of Floodwood Creek Drain and Branches Drain Bonds. Motion carried.

2) Special Meeting for 2009 Budget

Motion by Van Doren, supported by Tuckerman, to recommend holding a Public Hearing at a special meeting of the Board of Commissioners to be held June 18, 2008, at 9:00 A.M. for the Truth-in-Taxation Hearing. Motion carried.

3) 2009 Budget Calendar

- Review recommended 2008-2009 Budget Calendar

Departments will be given the opportunity to present 2009 budgets at budget meetings. Tentative dates for departmental budget meetings were scheduled for October 20, 21 and 22.

Commissioner Stimpson requested that departments with large budgets present the budgets in person to give the Commissioners a better understanding of their needs.

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Motion by Van Doren, supported by MacKay, to recommend approval of the 2008-09 Budget Calendar, with the addition of departmental budget presentations on October 20, 21 and 22, 2008, and moving the General Fund budget public hearing to November 12, 2008, and to change the date of the public hearing for millage rate adoption to June 18, 2008. Motion carried.

4) Committee Recommendations/Referrals

Insurance Subcommittee Recommendation

Cheryl Whipple reported that the Insurance Subcommittee met with the Walton Agency, Kemner-Iott Agency, and Kapnick Insurance. The subcommittee recommended continuing with the Walton Agency as agent of record for the 2008-2009 year. In addition, the committee recommended that a process be developed for obtaining bids for the 2009-2010 year.

Commissioner Gallagher voiced his support for Kapnick Insurance, noting their promptness with answers.

Commissioner Branch stated that the Walton Agency has had the business for many years and he believes that the procedure should be fair for the next bid process.

Commissioner Bolton requested that the coverage recommended in the Risk Study be taken into consideration for the renewal of the current insurance policy.

Commissioner Van Doren stated that both Kapnick and Iott suggested increasing the current policy limits; however, the Walton Agency did not make a recommendation of the same thing. There are questions pending that were requested of the Walton Agency regarding coverage of other law enforcement agencies.

Cheryl Whipple read correspondence from Mr. Schroeder at the Walton Agency addressing coverage of law enforcement agencies acting on behalf of the Medical Examiner.

Commissioner Tillotson stated that County Department Heads have always received excellent service from the Walton Agency, and there have not been any complaints.

Commissioner MacKay questioned the Commissioners termination of the agreement with Mr. Camden due to a lack of meeting deadlines, yet now the Commissioners are allowing this process to be postponed by continuing to use the

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Walton Agency for another year.

Motion by Bolton, supported by Tuckerman, to recommend that the County remain with the Walton Agency as the agency of record for the 2008-2009 year, and to develop a bid process for the 2009-2010 year.

Motion by Bolton, supported by Stimpson, to call the question on the previous motion. Motion carried.

Roll call vote on original motion: Yeas (5): Tuckerman, Tillotson, Stimpson, Branch and Bolton. Nays (4): Van Doren, Hall, MacKay and Gallagher. Motion carried.

5) Executive Session: Possible Acquisition of Real Estate

Motion by Bolton, supported by Stimpson, to go into executive session for the purpose of discussing possible real estate acquisition. Roll call vote: Yeas (8): Van Doren, Tuckerman, Bolton, Stimpson, MacKay, Gallagher, Tillotson, and Branch. Nays (1): Hall. Motion carried.

Motion by Van Doren, supported by Bolton, to go out of executive session at 3:30 P.M. Motion carried.

6) Adjournment

Motion by Stimpson, supported by Bolton, to adjourn the meeting at 3:35 P.M. Motion carried.

CLW/ksb

MINUTES

PERSONNEL/WAYS AND MEANS COMMITTEE TUESDAY, JULY 8, 2008 - 10:00 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tillotson, Van Doren, MacKay, Branch, Hall, Bolton, Stimpson, Gallagher, and Tuckerman

Also Present: Denny Lehman, David Stanifer, Mike Kight, Judy Zilke, Marilyn Woods, Vicki Daniels, Roxann Holloway, Jody Denske, Steve May, Marty Marshall, Jim Anderson, Kim Cramer, Jonathan Poer, Joanne Claflin, Cheryl Whipple, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Bev Kampmueller

I APPROVAL OF THE MINUTES

Motion by Bolton, supported by Gallagher, to approve the minutes of the June 10, 2008 meeting. Motion carried.

II PERSONNEL BUSINESS

1) Request to Lift Hiring Freeze – Maurice Spear Campus

Joanne Claflin requested that the hiring freeze be lifted and that the 60 day hiring freeze be waived to replace a resident counselor due to a recent resignation.

Motion by Hall, supported by Bolton, to recommend that the hiring freeze be lifted and that the 60 day hiring freeze be waived to replace a resident counselor at Maurice Spear Campus. Motion carried.

2) Request to Lift Hiring Freeze – Health Department

Mike Kight stated that the Environmental Health Director is retiring and requests the hiring freeze be lifted for the Environmental Health Director and any subsequent vacancies that are left due to internal promotions.

Motion by Hall, supported by Tuckerman, to recommend that the hiring freeze be lifted and that the 60 day hiring freeze be waived to replace an Environmental Health Director, and any subsequent vacancies that are left vacant due to internal promotions, in the Health Department. Motion carried.

3) Request to Lift Hiring Freeze – Prosecuting Attorney Office

Jonathan Poer requested that the hiring freeze be lifted and the 60 day waiting period be waived for the replacement of a Legal Secretary I - DHS due to a recent resignation.

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Motion by Tuckerman, supported by Branch, to recommend that the hiring freeze be lifted to replace a Legal Secretary I - DHS at the Prosecuting Attorney's Office and that the sixty day waiting period be waived. Motion carried.

4) Request to Lift Hiring Freeze – Department on Aging

Judy Zilke requested that the hiring freeze be lifted and the 60 day waiting period be waived to replace a Cook II in Addison.

Motion by Hall, supported by Tuckerman, to recommend that the hiring freeze be lifted to replace a Department on Aging - Cook II, in Addison, and to waive the sixty day waiting period. Motion carried.

5) Employment changes

The monthly employment changes list was distributed for review.

II WAYS and MEANS BUSINESS

1) Finance Reports

June 2008 finance reports were reviewed by Cheryl Whipple. Revenue is \$6,202,844 which represents 23.30% of the operating budget. Expenditures are \$12,550,267 or 45.44% of the budget.

2) Treasurer's Reports

Marilyn Woods reviewed the Treasurer's report for the month of June and reported that they began collecting tax monies July 1st.

3) Non-General Fund Balances Report

Cheryl Whipple reviewed the non general fund balances report. Surplus cash in various funds that receive a County appropriation were reviewed. There was discussion regarding carryover balance in excess of the budgeted anticipated cash balance, as stated in section 8 of the General Appropriations Act..

Motion by MacKay, supported by Bolton, to request that the County Administrator contact the Auditor for clarification on the procedure to reduce appropriation for funds that the carryover balance is in excess of the budgeted anticipated cash balance and report findings at the August Personnel/Ways & Means Committee meeting. Following discussion, the motion carried.

4) Committee Recommendations/Referrals

Insurance Subcommittee Recommendation

Commissioner Van Doren reported that the Insurance Subcommittee met a number of times with Kapnick Insurance. Policies are renewed but there are a few items that need attention. Commissioner Van Doren reported that in an explanation from the agent, the County has not had general liability coverage in the jail. This would be insurance that would cover claims resulting from County negligence. This could be added for approximately \$13,000.

Commissioner Stimpson questioned the risk exposure and governmental immunity standard for these types of claims.

Motion by Tuckerman, supported by MacKay, to purchase the general liability coverage for the jail with an additional premium of \$13,000. Following discussion, the motion carried.

Commissioner Van Doren reported that the Insurance Subcommittee recommended deleting the physical damage coverage from the tank, leaving it with only liability coverage.

Motion by Gallagher, supported by Stimpson, to remove the physical damage coverage from the tank and retain liability coverage. Motion carried.

Commissioner Van Doren continued to review the Insurance Subcommittee recommendations.

The County has waived Terrorism coverage in the past.

Jim Anderson stated that if there was truly a terrorist attack, it would be an event of national security and our cost would most likely be recovered with federal funding. This has been the case in other areas of terrorism. He further stated that the act would have to be defined between terrorism or criminal.

Jonathan Poer suggested contacting the insurance carrier to review the definition of "terrorism".

Motion by Bolton, supported by Tuckerman, to move for inclusion of the Terrorism coverage for an estimated premium of \$8,000. Yeas (7): Tuckerman, Tillotson, Stimpson, Branch, Bolton, Gallagher, and Van Doren. Nays (2): Hall and MacKay. Motion carried.

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Commissioner Van Doren reviewed the recommendation to increase the airport liability limit from \$10,000,000 to \$20,000,000 at an annual estimated premium of \$5,050.

Commissioner Hall suggested that since the airport pays for their insurance, the Airport Commission should make the decision to change coverage.

Motion by Hall, support by Mac Kay, to refer the decision to increase the airport liability limit from \$10,000,000 to \$20,000,000 to the Airport Commission. Motion carried.

Commissioner Van Doren reported that since meeting with the Insurance Subcommittee he has talked to Jody Denske about Environmental Liability issues, and is now under the assumption that we do not require this coverage due to the size of our tanks.

Motion by Tuckerman, supported by Van Doren, to not obtain the Environmental Liability coverage due to conversations with County officials. Following discussion, the motion carried. Yeas (6): Branch, Hall, MacKay, Tuckerman, Tillotson, and Van Doren. Nays (3): Stimpson, Bolton, and Gallagher

Commissioner Van Doren reported that the general liability and auto coverage was reduced to \$1,000,000 from \$2,000,000, with the addition of \$1,000,000 in umbrella coverage resulted in cost savings of approximately \$7,400. The recommendation to increase umbrella coverage to \$5,000,000 would increase premiums by \$9,428, for an overall increase of approximately \$2,000.

Motion by Stimpson, supported by Van Doren, to increase the Umbrella Liability Policy to \$5,000,000. Motion carried.

Commissioner Van Doren reported that Kapnick Insurance has yet to complete their review on a Public Officials policy for the Prosecuting Attorneys.

Commissioner Van Doren reported on a recommendation to increase the employee dishonesty limit to \$500,000 currently at \$100,000.

Motion by Stimpson, supported by Gallagher, to increase the employee dishonesty limit to \$500,000.

Motion by Tuckerman, supported by Gallagher, to postpone until a quote for the increased coverage can be obtained and to review at the August Personnel/Ways & Means Committee meeting. Motion carried.

Motion by Stimpson, supported by Tuckerman, to recess at 12:05 P. M. Motion carried.

The meeting was reconvened at 12:15 P.M.

III WAYS and MEANS BUSINESS (Continued)

4) Committee Recommendations/Referrals (Continued)

IT/Equalization Recommendation

Marty Marshall reviewed the status of the Sprint cellular telephone proposal. The base level for monthly service will be approximately \$28 per phone. It was noted that if departments have additional features, or add features such as GPS, texting, e-mail, etc... there will be additional costs. Departments will be added to the plan one at a time.

Motion by Van Doren, support by Tuckerman, to move forward with the Sprint phone program with departmental budget adjustments to later be determined. Following discussion, the motion carried.

Physical Resources Referrals

Commissioner Hall reported on the courtroom recording systems project.

Cheryl Whipple reviewed a summary of the departmental cost responsibilities for updating the courtroom recording systems.

Motion by Stimpson, supported by MacKay, to proceed with the courtroom recording system project with \$12,652.65 funding from the Building and Site fund. Motion carried.

Jim Anderson reported that the "Guide to Emergency Preparedness" is a quick reference guide that helps keep your staff prepared for emergency situations such as bomb threats, fire emergencies, and system failures.

The Guide brings regulatory compliance, response to emergencies, safety, and staff education all together in one easy to manage information system.

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Jim Anderson provided a sample of an Emergency Preparedness directory, and explained that between 72 and 79 copies would be necessary to supply all County Buildings and would cost approximately \$2,300.

Kim Cramer suggested paying for the manuals from the Central Stores fund and bill back each department.

Motion by Hall, supported by Bolton, to purchase Emergency Preparedness Manuals to assist employees with procedures in case of emergency to be paid for from the Central Stores Fund. Departments are to acquire manuals for their use and reimburse the Central Stores Fund from their departmental budgets. Motion carried.

5) Executive Session: Possible Acquisition of Real Estate and Litigation

Motion by Van Doren, supported by Bolton, to go into executive session for the purpose of discussing litigation and possible real estate acquisition. Roll call vote: Yeas (8): Van Doren, Tuckerman, Bolton, Stimpson, MacKay, Gallagher, Tillotson, and Branch. Nays (1): Hall. Motion carried.

Motion by MacKay, supported by Hall, to go out of executive session at 1:25 P.M. Motion carried.

The purchase agreement for the Airport FBO was reviewed and discussed. It was determined that clarification is necessary on several items prior to proceeding ahead with this agreement.

Motion by Van Doren, supported by Bolton, to request that Commissioner Stimpson and Prosecutor Poer confer with Irv Shaw on purchase agreement details, and report back to the Board of Commissioners for further consideration. Motion carried.

6) Adjournment

Motion by Van Doren, supported by Tuckerman, to adjourn the meeting at 1:40 P.M. Motion carried.

CLW/bkk

MINUTES

PERSONNEL/WAYS AND MEANS COMMITTEE TUESDAY, AUGUST 12, 2008 - 10:05 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tillotson, Van Doren, MacKay, Branch, Hall, Bolton, Stimpson, Gallagher, and Tuckerman

Also Present: Bill Rauser, Tom MacNaughton, Marilyn Woods, Vicki Daniels, Roxann Holloway, Matt Shane, Larry Richardson, Kara Choate, Marty Marshall, Kim Cramer, Jonathan Poer, Joanne Claflin, Cheryl Whipple, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Bev Kampmueller

I APPROVAL OF THE MINUTES

Motion by Bolton, supported by Van Doren, to approve the minutes of the June 10, 2008 meeting. Motion carried.

II PERSONNEL BUSINESS

1) Request to Lift Hiring Freeze – Maurice Spear Campus

Joanne Claflin requested that the hiring freeze be lifted and that the 60 day hiring freeze be waived to replace a resident counselor due to a recent resignation.

Motion by Hall, supported by Branch, to recommend that the hiring freeze be lifted and that the 60 day hiring freeze be waived to replace a resident counselor at Maurice Spear Campus. Motion carried.

2) Request to Lift Hiring Freeze – Printing and Purchasing

Kim Cramer reported that the current Printing Technician is leaving to go back to school. Kim is requesting that the hiring freeze be lifted to replace the Printing Technician I.

Motion by Hall, supported by MacKay, to recommend that the hiring freeze be lifted to replace a Printing Technician I in the Printing Department. Motion carried.

3) Request to Lift Hiring Freeze – Department on Aging

Tom MacNaughton requested an additional Home Care Aide position to be scheduled for 30 hours per week. This is a reflection of the amount of assistance required by older adults, and increases the number of Home Care Aide positions to 38. Funding for this position would come primarily from the senior millage.

Motion by Bolton, supported by Gallagher, to recommend that a Home Care Aide position be

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added at the Department on Aging with funding coming primarily from the senior millage.
Motion carried.

4) Administrator's Office – Staff Update

Cheryl Whipple stated that Erica Raymond has been hired to fill the position of Finance Coordinator within the Administrator's Office. Ms. Raymond will begin full time on August 14, 2008.

Cheryl further reported that the committee assigned to hire a new Assistant County Administrator met last week to interview six applicants. Cheryl stated that she will be offering the position to a candidate but is requesting permission from the board to offer the position at a step agreeable by both parties.

Motion by Van Doren, supported by MacKay, to recommend that the County Administrator be given the authority to offer the position of Assistant County Administrator at the step necessary.
Motion carried.

5) Employment changes

The monthly employment changes list was distributed for review.

II **WAYS and MEANS BUSINESS**

1) Insurance Review

Bill Rauser from Kapnick Insurance distributed information to address questions regarding the County's liability insurance policies. Distributed information is on file.

Property coverage of the Old Courthouse Building and Human Service Building was reviewed. The definition of an act of terrorism as defined by the Secretary of Treasury was explained, as well as acts of domestic terrorism. It was explained that other companies define terrorism differently. Other acts of terrorism are covered by the County policy.

Commissioner Van Doren inquired how many governmental institutes, that Kapnick insures, carry terrorism coverage. Mr. Rauser replied that they all do.

Bill Rauser stated that the Drain Professional Engineer Liability is needed to coverage the employee when he works outside the scope of his position with the

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county. The County does not get any benefit of his personal coverage. It was noted that the county pays 50% of the individual policy but needs further review and discussion and sent back to the Personnel/Ways and Means Committee for determination.

Motion by Van Doren, support by Hall, to refer the Drain Professional Engineer Liability coverage to the Personnel/Ways and Means Committee for review. Motion carried.

Bill Rauser stated the Public Officials Policy for Prosecuting Attorney, would cover them while acting in the scope of their duties.

It was noted that Attorney Cindy Reach and Attorney Jim Reach would be addressing the Insurance Subcommittee on September 3, 2008 at 3:00 P.M. to review Governmental Immunity and Professional Liability. Mr. Rauser recommended postponing further discussion until after the meeting on September 3rd.

Environmental Liability has been reassessed and an application has been provided. Insurance quote information will be forwarded to Administrator's Office when received.

Bill Rauser stated that the road exclusion has been deleted from the general liability policy.

There was discussion regarding the value of the Sheriff's Department office building, which also houses the 911 center. Bill Rauser stated that the 911 center is not under a separate policy it is all part of the blanket policy.

Bill Rauser stated that it was determined that if the Medical Examiner is acting within the scope of her duties it is covered however, he can not determine what a court will decide.

The deductibles for property details for the Drain Commission was discussed and explained. There will be no change in deductibles at this time.

Following discussion regarding other county related agencies and the review of all policies for overlapping coverage, it was determined that Bill Rauser and Bev Kampmueller will review.

Bill Rauser reported that the Employee Dishonesty policy currently has \$100,000 of coverage and looked at increasing it to \$500,000. Additional premium to

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increase the deductible to \$5,000 from \$1,000 is \$799. It was noted that this change was approved at last months Personnel/Ways & Means meeting.

Bill Rauser reported that a Cyber Liability application was recently filed and Kapnick will report back with a proposal.

Bill Rauser expressed that Kapnick would like to review the County's workers compensation policy and determine if they can get that policy scheduled to the umbrella policy. They would like to do a marketing policy and review pricing on the policy.

Bev Kampmueller stated that the County's workers' compensation carrier is Michigan Municipal League and that the policy year is July to June. Bev further stated that she is currently preparing the annual audit and when done with the audit, with direction from the board, will provide Kapnick with the requested information.

Motion by Bolton, support by Tuckerman, to allow Kapnick Insurance to review the County's Workers' Compensation policy and pricing. Motion carried.

It was reported that the Airport Committee has recommended retaining the current coverage, with the addition of the FBO and terrorism coverage. Cheryl Whipple reviewed the motion from the Airport Committee minutes.

Motion by Bolton, support by Tuckerman, to continue the current Airport Liability coverage with the inclusion of coverage for the FBO and terrorism at an increase of \$745. Roll call vote: Yeas (8): Van Doren, Stimpson, Branch, Hall, Bolton, Gallagher, Tuckerman, and Tillotson. Nays (1) MacKay. Motion carried.

Commissioner Van Doren expressed concern regarding Action Underwriters. Howard Camden has contacted him regarding the bidding process in the spring. Mr. Camden has been made aware that his services were no longer required as previously stated in a letter dated May 16th of this year.

Motion by Tuckerman, support by Gallagher, to send a second letter to Action Underwriters stating that his services are no longer required referencing the previous letter dated May 16, 2008. Motion carried.

Motion by Bolton, support by Branch, to request Jonathan Poer review original agreements from Action Underwriters in accordance to the obligations of the contract before sending a second letter and report back to the Board of Commissioners. Motion carried (Van Doren voting no).

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2) Treasurer's Reports

Marilyn Woods reviewed the Treasurer's report for the month of July.

The meeting was recessed at 12:06 P.M.

The meeting reconvened at 1:30 P.M.

AFTERNOON SESSION

Present: Commissioners Gallagher, Tillotson, Stimpson, Hall, Branch, Tuckerman, Bolton, MacKay, and Van Doren

Also Present: Marilyn Woods, Vicki Daniels, Roxann Holloway, Matt Shane, Larry Richardson, Kara Choate, Marty Marshall, Kim Cramer, Jonathan Poer, Joanne Claflin, Cheryl Whipple, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Bev Kampmueller

II WAYS and MEANS BUSINESS (continued)

1) Finance Reports

July 2008 finance reports were reviewed by Cheryl Whipple. Revenue is \$8,708,268 which represents 32.71% of the operating budget. Expenditures are \$15,370,113 or 55.64% of the budget.

2) PA 116 – Diller request for removal

The Request for release of 1.16 acres was reviewed and discussed.

Motion by Stimpson, support by Tuckerman, to refer the request back to Dan Bruggeman and the County Planning Committee for verification of request. Motion carried.

3) Response to Auditor's Comments & Recommendations

Cheryl Whipple reviewed a summary of the auditor's comments & recommendations (full text on file).

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4) General Appropriations Act – Audit or Clarification

Cheryl Whipple requested to defer the General Appropriations Act until the September Personnel/Ways & Means Committee meeting.

5) Response to Auditor’s Comments & Recommendations

Cheryl Whipple reviewed a summary of the auditor’s comments & recommendations (full text on file).

6) General Appropriations Act – Audit or Clarification

Cheryl Whipple requested to defer the General Appropriations Act until the September Personnel/Ways & Means Committee meeting.

7) Grants

Cheryl Whipple recently contacted Jesse Harlow, Michigan Public Service Commission, regarding the status of the Lenawee County grant application for the Michigan Energy Efficiency Grant. Mr. Harlow is expecting those awards to be announced at the next scheduled meeting in late September.

Cheryl Whipple reviewed a new grant available from the State Energy office for biomass projects, which is only open to public facilities and non-profits, and requested authority to proceed with preparing proposal.

Motion by Hall, support by MacKay, to apply for a grant to expand markets for energy and fuel derived from Michigan biomass resources.

Motion by Hall, supported by Van Doren, to Call The Question. Roll call vote: Yeas (3): Hall, MacKay, and Van Doren. Nays (6): Stimpson, Branch, Bolton, Gallagher, Tuckerman, Tillotson.

Original motion withdrawn by Hall, supported by MacKay.

It was requested that Cheryl speak with David Munson regarding this biomass grant and decide what direction, if any, to take.

Commissioner Bolton would like everyone to look at this and know that there is a need for something like this and hopefully during budget time we will keep this in mind.

Motion by Tuckerman, support by Stimpson, to allow the County Administrator at her discretion

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find someone at the Lenawee Economic Development Corporation, that may be able to use this grant. Roll call vote: Yeas (5): MacKay, Bolton, Tuckerman, Gallagher, and Stimpson. Nays (4): Branch, Hall, Tillotson, and Van Doren. Motion carried.

8) 2009 BUDGET

Cheryl reviewed the revenue projections for 2009 as submitted by the departments. She stated that the expense forms will be sent out to departments in September, to be compiled and reviewed at the October Personnel Ways and Means meeting. Departmental budget meetings are scheduled for October 20th thru October 22nd.

Motion by Van Doren, support by Tuckerman, to propose a status quo budget for 2009. Motion carried.

9) Committee Recommendations/Referrals

Physical Resources

Hall reported that the company that created the County Facilities Plans approximately ten years ago was recently contacted to quote an update of the plan. The proposal to complete the update is not to exceed 30,000. The proposal was reviewed.

Motion by Hall, support by Van Doren, to approve Daniels and Zermack proposal to update the Lenawee County Facilities Plan at a cost not to exceed \$30,000. Roll call vote: Yeas(3): Hall, Bolton, Van Doren, Nays(6): MacKay, Gallagher, Tuckerman, Tillotson, Stimpson, and Branch. Motion defeated.

Commissioner Hall reported on the Courthouse dome proposal. Cheryl Whipple reported that Jody Denske requested maintenance on the dome estimated at \$49,000, plus an additional \$8,000 for repair of the two west chimneys totaling \$57,000 be approved at this time from the Building and Site Fund. She would like to budget the remaining items as maintenance in subsequent budget years.

Commissioner Hall expressed concern about competitive bidding requirements.

Motion by Hall, support by MacKay, to spend the \$49,000 on dome repair and paint; and \$8,000 on chimney repair for a total of \$57,000 to be paid for from the Building & Site fund.

Motion to suspend by Van Doren, support by Tuckerman, to postpone until the Board of Commission meeting tomorrow for further review. Motion carried.

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Ag Committee

Commissioner Tuckerman reported that Great Lakes Wind founders have deposited at risk monies of \$34,350, and incurred expenses of \$34,087. They are requesting that the County release the match money agreed to of \$20,000. There was discussion on the history of the Ag Committee funding, and previous motions related to wind energy.

Motion by Stimpson, support Bolton, to allocate \$20,000 from General Contingency to Ag Committee as match for wind energy research. Motion carried.

IT Committee

Marty Marshall reported that work continues on Official Payments legal questions and when they become resolved, the project will be moving forward.

He further reported that the cell phone memo was sent out to all departments informing them of the status, and the Sprint representative should be contacting departments soon.

10) Other Business

No other business at this time.

11) Adjournment

Motion by Van Doren, supported by Tuckerman, to adjourn the meeting at 3:10 P.M. Motion carried.

CLW/bkk

MINUTES

PERSONNEL/WAYS AND MEANS COMMITTEE TUESDAY, SEPTEMBER 9, 2008 - 10:05 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tillotson, Van Doren, Tuckerman, Gallagher, Bolton, MacKay, Hall, Branch, and Stimpson

Also Present: Jay Gliwa, Judy Ward, Steve Stocker, Cletus Smith, Rick Arnold, Jenny Escott, Marilyn Woods, Jody Denske, Kim Cramer, Erica Raymond, Roxann Holloway, Matt Shane, Jonathan Poer, Matt Richardson, Irv Shaw, Larry Richardson, Cheryl Whipple, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Bev Kampmueller

I APPROVAL OF THE MINUTES

Motion by MacKay, supported by Bolton, to approve the minutes of the August 12, 2008 meeting. Motion carried.

II PERSONNEL BUSINESS

1) Request to add Shift Leader – Central Dispatch

Jay Gliwa requested that a Shift Leader classification be added within the Central Dispatch division. Jay explained that three (3) Shift Leader positions have been budgeted to replace existing Clerk-Dispatcher positions. Jay stated that there are two individuals he would like to promote to a Shift Leader with a retroactive date of August 3, 2008 leaving a third position to fill.

Motion by Van Doren, supported by MacKay, to recommend that a Shift Leader Position classification be established, pending review by the County's labor attorney, and a signed letter of understanding. Following discussion Motion carried.

Motion by Van Doren, supported by Bolton to authorize the E911 Director to promote two Clerk-Dispatchers to Shift Leader subject to union approval, effective with the next pay cycle, following signed letter of understanding. Roll call: Yeas (9). Nays (0). Motion carried.

2) Other Business

Cheryl Whipple introduced Erica Raymond as the new Finance Coordinator within the Administrator's Office.

The monthly employment changes list was distributed for review.

II WAYS and MEANS BUSINESS

1) Finance Report

August 2008 finance reports were reviewed by Cheryl Whipple. Revenue is \$11,766,742 which represents 42.60% of the operating budget. Expenditures are \$17,181,942 or 62.20% of the budget.

The necessity for regular review of child care funds was discussed.

2) Treasurer's Reports

Marilyn Woods reviewed the Treasurer's report for the month of August.

3) Review Recommended 2008 Budget Adjustments

Cheryl Whipple reviewed the 2008 recommended general fund budget adjustments.

Motion by Van Doren, supported by Stimpson, to recommend approval of the 2008 recommended general fund budget adjustments as presented (full text on file) with amended total General Fund budget of \$27,711,531. Motion carried.

4) Recommended Fourth Quarterly Allotment of Appropriations

Motion by Stimpson, supported by Van Doren, to recommend that the resolution approving the fourth quarterly allotment of appropriation for 2008 be approved including the 2008 recommended general fund budget adjustments previously presented (full text on file). Motion carried.

5) Contract approvals

Cheryl Whipple stated that both contracts are for grant reimbursement and require authorization from the Board of Commissioners for the Chairman to sign.

a) Prosecutor IV-D Cooperative Reimbursement

Motion by Stimpson, supported by Gallagher, to authorize the Chairman of the Board to sign the Prosecutor IV-D Cooperative Reimbursement agreement. Motion carried.

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b) FOC IV-D Cooperative Reimbursement

Motion by Stimpson, supported by MacKay, to authorize the Chairman of the Board to sign the FOC IV-D Cooperative Reimbursement agreement. Motion carried.

6) Committee Recommendations/Referrals

- a) Criminal Justice - Sergeant Rick Arnold explained that they have received a quote for an upgrade to a DSS Equature Recording System. DSS Corporation has provided a contract for a five year period, at an annual cost of \$17,500. The first year is to be paid from fund 467-Project SJ18, with a \$3,500 increase in budget for remaining four years.

Motion by Stimpson, supported by Hall, to enter into the five year contract with DSS Corporation the purchase the Equature Recording System for a total amount of \$87,500, with the first year funding \$17,500 to be paid from fund 467-Project SJ18 and increasing the budget from \$14,000 to \$17,500 for the remaining four (4) years in the Sheriff's service contract line item number 101-5000-762.84-55. Motion carried.

- b) Ag Committee – Commissioner Tuckerman recommended the Board adopt a resolution for high capacity well usage. The proposed resolution was discussed.

Motion by Stimpson, supported by MacKay, to recommend adoption of the resolution as presented by the Lenawee County Board of Commissioners. Motion carried.

- c) Airport Commission – Commissioner Branch reported that plans are being arranged for the Junior Achievement Summer Blast for 2009.

Motion by Branch, supported by Van Doren, that the Airport be granted permission to hold the Junior Achievement Summer Blast 2009, with the assurance that there will be no cost for this event to the Lenawee County Airport. Motion carried.

Commissioner Branch stated that Wings of Lenawee had contracts with both JCC and Avfuel; which will both be severed at time of FBO sale.

Motion by Branch, supported by Van Doren, that Lenawee County enter into an agreement with JCC at the time of the FBO purchase closing. Motion carried.

Motion by Branch, supported by Van Doren, that Lenawee County enter into an agreement with Avfuel at the time of the FBO purchase closing. Motion carried.

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7) Fair and Free Trade

Judith Ward approached the Committee seeking a resolution addressing jobless in the manufacturing sector. Judith explained that the purpose of the resolution is to support strong policies that are important to us on a local level and foster an environment where jobs stay here.

Motion by Stimpson, supported by MacKay, to recommend that a resolution with language changes more relevant to our county be adopted by the Lenawee County Board of Commissioners. Motion carried.

8) Cash Farmland Lease Agreement

Commissioner Tillotson reviewed the Cash Farm Land Lease Agreement for the Maple Lane Farm stating that the leasing of agriculture land has changed dramatically in the last year. Commissioner Tillotson recommended that payment date criteria remain the same.

Motion by Van Doren, supported by Tuckerman, to put the Maple Lane Farmland Lease out to bid.

Commissioner Tuckerman voiced concerns about adding language to the contract to protect the land from industrial and animal waste.

Motion by Van Doren, supported by MacKay, to amend original motion to request that Commissioners Tillotson and Tuckerman, work with prosecuting attorney, to revise the agreement to include language to protect the land from industrial and animal waste. Motion carried. Original motion as amended carried.

9) Other Business

Steve Stocker updated the Committee on the GED program within the Jail. He explained that the current contract for the teacher is set to expire September 30, 2008. He has requested that the Board extend the contract to December 31, 2008.

Motion by Stimpson, support by Bolton, to extend the GED preparation class contract to be paid for through the Community Corrections budget to December 31, 2008. Motion carried.

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Commissioner Van Doren stated that projected revenue and expenditures for the Airport including FBO activities was previously reviewed at time of purchase agreement review, but an amended Airport budget was not adopted by the Board of Commissioners.

Motion by Van Doren, supported by Tuckerman, to request that the County Administrator prepare and present recommended Airport budget adjustments to the Board of Commissioners, for inclusion in the fourth quarter allocation schedule. Motion carried.

10) Executive Session: Possible Land Acquisition

Motion by Tuckerman, supported by Stimpson, to go into executive session for possible land acquisition at 12:25 p.m. Roll call vote: Yeas (7): Bolton, Branch, Tuckerman, Stimpson, MacKay, and Van Doren. Nays (2): Tillotson and Hall. Motion carried.

Motion by Van Doren, supported by MacKay, to go out of Executive Session at 12:52 P.M. Motion carried.

Motion by Van Doren, supported by Tuckerman, to authorize the Maintenance Superintendent to proceed with a Phase II Environmental study in an amount not to exceed \$20,000. Motion carried (Tillotson voting no).

11) Adjournment

Motion by Van Doren, supported by Stimpson, to adjourn the meeting at 12:55 P.M. Motion carried.

CLW/bkk

MINUTES

PERSONNEL/WAYS AND MEANS COMMITTEE TUESDAY, OCTOBER 7, 2008 - 11:16 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tillotson, Van Doren, Tuckerman, Gallagher, Bolton, MacKay, Hall, Branch, and Stimpson

Also Present: Rick Gurdjian, Londa Pickles, Dennis Lehman, Marty Marshall, Don Welch, Marilyn Woods, Steve May, Kim Cramer, Roxann Holloway, Jonathan Poer, Matt Shane, Larry Richardson, Cheryl Whipple, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Bev Kampmueller

I APPROVAL OF THE MINUTES

Motion by Gallagher, supported by Bolton, to approve the minutes of the September 9, 2008 meeting. Motion carried.

II PERSONNEL BUSINESS

1) Request to Life Hiring Freeze – Friend of the Court

Denny Lehman requested that the hiring freeze be lifted to replace an FOC Enforcement Officer/Investigator due to a recent resignation.

Motion by Tuckerman, supported by Bolton, to recommend the hiring freeze be lifted to replace an FOC Enforcement Officer/Investigator and any subsequent positions in the Friend of the Court office. Motion carried.

2) Other Business

The monthly employment changes list was distributed for review.

II WAYS and MEANS BUSINESS

1) Recommended changes to non-union fringe benefit plans

Rick Gurdjian from Gurdjian & Associates presented a recommendation for an additional Health Insurance plan to be offered to eligible non-union employees.

The recommendation is as follows:

- 1) PPO I – 10% employee contribution (no change)
- 2) PPO II – 5% employee contribution (increased from \$0)
- 3) Flexible Blue Plan 2 - \$0 employee contribution to coordinate with a Health Savings Account (HSA). The Flexible Blue Plan 2 is a Qualified High

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Deductible Plan with a \$1,250 single/ \$2,500 family annual deductible. It was further recommended that the employer fund the deductible 100% for the year 2009 for those eligible employees who elect to participate.

The meeting was recessed at 12:15 P.M.

The meeting reconvened at 1:19 P.M.

AFTERNOON SESSION

Present: Commissioners Gallagher, Tillotson, Stimpson, Hall, Branch, Tuckerman, Bolton, MacKay, and Van Doren

Also Present: Rick Gurdjian, Londa Pickles, Marty Marshall, Marilyn Woods, Steve May, Kim Cramer, Roxann Holloway, Jonathan Poer, Matt Shane, Larry Richardson, Cheryl Whipple, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Bev Kampmueller

Motion by Van Doren, supported by Tuckerman, to recommend the health insurance changes for non-union employees as presented effective January 1, 2009. Motion carried.

Rick Gurdjian from Gurdjian & Associates presented a recommendation for a Long Term Disability plan.

Motion by Van Doren, supported by Tuckerman, to take the recommended long term disability plan under review for discussion at the November Personnel/Ways & Means Committee meeting. Roll call vote: Yeas(5): Stimpson, Branch, Gallagher, Tillotson, and Van Doren; Nays(3): Hall, MacKay, and Bolton; Absent (1): Tuckerman. Motion carried.

2) Finance Report

September 2008 finance reports were reviewed by Cheryl Whipple. Revenue is \$22,798,451 which represents 85.35% of the operating budget. Expenditures are \$18,873,452 or 68.11% of the budget.

3) Treasurer's Report

Marilyn Woods reviewed the Treasurer's report for the month of September.

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4) Tax Sale review

Commissioner Gallagher stated that he was recently contacted by a constituent with concerns on how the tax sale process is conducted. There were questions raised on why a local auction company is not being used, and why interested parties are not allowed entrance to property for inspection prior to the start of the tax sale.

Commissioner Tillotson explained that the auction company currently used was chosen for its experience. It was also explained that this is the first year the Treasurer or her staff has ever entered any of the properties involved prior to the tax sale.

Motion by Gallagher, supported by Bolton, that auction house options be further explored. Following discussion, Motion withdrawn by Gallagher.

Marilyn Woods stated that choosing the auction company for the tax sale is at the Treasurer's discretion. Marilyn further stated that in 1999 when the issue was brought to the commission for a vote it was done so out of courtesy. It was not necessary for the board to make a decision.

5) Contract authorizations

- a) DOA – Specialized Transportation Project Authorization Z11.

Motion by Stimpson, supported by Branch, to recommend that the Chairman of the Board of Commissioners be authorized to sign the Specialized Transportation Project Authorization Z11 agreement. Motion carried.

- b) Retirement Restatement Resolution – Bev Kampmueller reported that the Lenawee County Board of Commissioners Defined Benefit Retirement Income Plan is required to update the plan for the Economic Growth and Tax Relief Reconciliation Act (EGTRRA) to help maintain the plan's qualified status. A resolution is not a necessary part of the restatement paperwork, but is recommended by Mass Mutual.

Motion by Bolton, supported by MacKay, to recommend approval of the retirement restatement resolution for the Lenawee County Board of Commissioners Defined Benefit Retirement Income Plan. Motion carried.

6) Committee Recommendations/Referrals

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- a) IT Committee – Commissioner MacKay explained that there is a proposal to extend the current maintenance agreement from Novell for three years through September 2011 for \$40,470. A loan was requested to cover costs over the funds currently budgeted for a one year period.

Motion by MacKay, supported by Bolton, to approve loan for up to \$40,470 from the Delinquent Tax Fund to be used to purchase a three year maintenance agreement with Novell to be paid back within three years. Discussion.

Motion by Van Doren, supported by Hall, to call to question to eliminate debate. Roll call vote: Yeas (4): Hall, MacKay, Bolton, and Van Doren; Nays (4): Stimpson, Branch, Gallagher, and Tillotson; Absent (1): Tuckerman. Motion failed.

Marty Marshall requested to pay interest on the three year loan with interest to be set by the County Treasurer.

Motion by Hall, supported by Van Doren, to amend the motion to allow the Treasurer to set the loan interest rate. Motion carried.

Original motion as amended carried.

- b) Criminal Justice Committee – It was explained and requested that a transfer of a Sheriff's Department patrol car be authorized to the Juvenile Division for the purposes of transporting juveniles between court and Maurice Spear Campus. This would be replacing an inoperable 2005 Crown Victoria vehicle that is in need of a major engine overhaul.

It was noted that the vehicle from the Sheriff's Department is in good condition and would normally be sold at auction. It was further noted that with a vehicle transfer there is an understanding that the Sheriff's Department will come back to the committee with additional funding request when required.

Motion by Bolton, supported by Van Doren, to approve the vehicle transfer from the Sheriff's Department to Probate Court. Motion carried.

- c) Physical Resources – Commissioner Hall reviewed an Old Courthouse preservation summary of vendors that submitted bids for the restoration of specific areas of the Old Courthouse building.

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Motion by MacKay, supported by Bolton, to recommend the total package bid from Creger Construction to be paid for from the Building and Site fund to the Board of Commissioners. Motion carried.

7) Review Status of 2009 Budget Preparation

Cheryl Whipple stated that the budget workbooks are not yet available. Following discussion, October 31st was set as the target date for distribution of the budget workbooks. Departmental budget meetings are to be scheduled November 18th and 19th, reserving November 21st if needed.

8) Other Business

There was no other business at this time.

9) Adjournment

Motion by Bolton, supported by MacKay, to adjourn the meeting at 3:43 P.M. Motion carried.

CLW/bkk

MINUTES

PERSONNEL/WAYS AND MEANS COMMITTEE MONDAY, NOVEMBER 10, 2008 - 10:10 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tuckerman, Van Doren, Gallagher, Bolton, MacKay, Hall, Branch, and Stimpson

Absent: Commissioner Tillotson

Also Present: Rick Gurdjian, Londa Pickles, Marty Marshall, Don Welch, Marilyn Woods, Steve May, Kim Cramer, Roxann Holloway, Teresa Calderone, Jonathan Poer, Jody Denske, Jim Anderson, Cletus Smith, Shelly Woods, Ann Hughes, Cheryl Whipple, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Bev Kampmueller

I APPROVAL OF THE MINUTES

Motion by Bolton, supported by MacKay, to approve the minutes of the October 7, 2008 meeting. Motion carried.

II PERSONNEL BUSINESS

1) Request to add a new Engineering Intern position – Drain Commission

Steve May explained that his office has had an intern from the University of Michigan working all summer. He further explained that the Drain Commission currently has 26 different drain projects and based on the work load, would like to add a new Engineering Intern position. This Engineering Intern position would be paid at the Grade B19 scale and would be 100% reimbursed through drain funds.

Motion by Bolton, supported by MacKay, to recommend approval the addition of a new full time Engineering Intern position (Grade B19) within the Drain Commission. Motion carried.

2) Request to Lift Hiring Freeze – County Library

Teresa Calderone requested that the hiring freeze be lifted to replace a full time Bookmobile Librarian and that the 60 day waiting period be waived.

Teresa explained that the bookmobile schedule has been rerouted with schedules consolidated for efficiency to increase and maintain user ship. The Library still maintains a full service bookmobile program on three days a week instead of five. The schedule changes will be reviewed by the Library Board on a regular basis. Serving the underserved population is still a priority.

Motion by Stimpson, supported by Van Doren, to recommend that the hiring freeze be lifted to

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replace a Bookmobile Librarian, replace any subsequent positions and waive the 60 day waiting period in the County Library. Motion carried.

3) Request to Lift Hiring Freeze – Printing & Purchasing

Kim Cramer requested that the hiring freeze be lifted to replace a part time (30 hour a week) Printing Technician I due to a recent termination.

Motion by Van Doren, supported by Hall to recommend that the hiring freeze be lifted to replace a part time (30 hour a week) Printing Technician I in the Printing & Purchasing Department. Motion carried.

4) New Commissioner Training Workshops

Cheryl Whipple stated that a list of available 2008 training workshops for new commissioners is included for review. These workshops are sponsored by MAC and the MSU Extension and are open to any commissioner.

Motion by Van Doren, supported by Bolton, to recommend that Commissioner-elect Welch attend new commissioner training workshop and be paid per diem and mileage. Motion carried.

5) Employment Changes

The monthly employment changes list was distributed for review.

Commissioner Bolton stated that she would like to see an Assistant County Administrator hired before the end of the year.

Cheryl Whipple stated that now that the budget workbooks are out her priority will be to fill the Assistant County Administrator position.

Motion by Van Doren, supported by Bolton to re-issue the posting for the Assistant County Administrator position. Motion carried.

6) Other Business

Commissioner Stimpson requested, on behalf of the Criminal Justice Committee, to lift the hiring freeze to replace the Emergency Management Coordinator due to an

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opening that will be created by the appointment of Jim Anderson to the Undersheriff position.

Motion by Stimpson, supported by Bolton, to recommend that the hiring freeze be lifted for the Emergency Management Coordinator position. Motion carried.

Commissioner Van Doren stated that last week he received a promotion posting from the Sheriff's Department. Upon review of the notice he contacted Sheriff elect Welsh and Commissioner Stimpson, as well as the County labor attorney.

Jim Anderson stated that he is very concerned about the idea of the Sheriff making these promotions in the command staff on his way out. Sheriff elect Welsh will be taking a serious look at the staff and most certainly there will be reorganization. This is in no way a reflection on the three officers listed in the promotion notice. This has everything to do with the fact that the department will be reorganized to be as efficient as possible. He further stated that he doesn't think its right to make promotions, walk out the door and not deal with the consequences.

Commissioner Stimpson stated that at the November 6th Criminal Justice Committee meeting Sheriff Richardson stated that there were no personnel issues to discuss. Then a memo surfaced dated November 3rd listing these promotions.

Commissioner Van Doren read a letter written by the county's labor attorney regarding the promotions. It was noted that two positions listed in promotion notice are not budgeted for.

Motion by Hall supported by Van Doren to authorize to fund these two positions. Roll call: (7) Nays: Van Doren, Stimpson, Branch, Hall, MacKay, Bolton, and Tuckerman. (2) Absent, Gallagher and Tillotson. Motion failed.

Cletus Smith spoke on behalf of Sheriff Richardson and said that he is presently talking to legal council. Smith stated that Sheriff Richardson will be here this afternoon. Smith further stated that it is Sheriff Richardson's intent to continue with these promotions.

Commissioner Van Doren stated that this budgeting process has been in place for a number of years. Sheriff Richardson has been through this process and does not understand what his intention is to arbitrarily go though with this.

The promotion of Smith to Captain opens up a Lieutenant position. Commissioner Van Doren asked if this open Lieutenant position requires MCOLE certification.

Smith stated yes.

Commissioner Van Doren asked if Sergeant Craig is MCOLE certified. Smith stated no.

II WAYS and MEANS BUSINESS

1) “Buy Local” campaign

Shelly Woods and Ann Hughes addressed the Personnel/Ways & Means on behalf of the alliance of local chambers to discuss the “Buy Local” campaign. The goal is to increase the number of dollars spent in Lenawee County.

Ann stated that it is basic economic development; keeping the dollars local is something we want to encourage.

Motion by Van Doren, supported by Stimpson, to refer discussion of a local purchasing policy to the Physical Resources Committee. Motion carried.

2) Review Long Term Disability plan

Motion by Van Doren, supported by Stimpson to adopt the Long Term Disability plan as presented in October, 2008. Motion carried.

Motion by Van Doren, supported by MacKay, to go into executive session at 11:30 P.M. for the purpose of discussing purchase of property. Roll call: (1) Nay: Hall. (6) Yeas: MacKay, Stimpson, Van Doren, Tuckerman, Bolton, and Gallagher. (2) Absent: Branch and Tillotson. Motion carried.

Motion by Bolton, supported by Stimpson to return to regular session at 12:45 P.M. Motion carried.

Motion by Branch, supported by Hall, to recess the meeting until 1:30 P.M. Motion carried.

The meeting was recessed at 12:45 P.M.

AFTERNOON SESSION

The meeting reconvened at 1:40 P.M.

Present: Commissioners Gallagher, Hall, Branch, Tuckerman, Bolton, and Van Doren

Absent: Commissioner Tillotson, Mac Kay, and Stimpson

Also Present: Marty Marshall, Marilyn Woods, Kim Cramer, Roxann Holloway, Jonathan Poer, Matt Shane, Vicki Daniels, Don Welch, Cheryl Whipple, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Bev Kampmueller

3) Request from L. Diller to remove 1.16 acres from PA 116 in Ogden Township

Motion by Bolton, support by Branch, to recommend approval of the request from L. Diller to remove 1.16 acres from PA 116 in Ogden Township. Motion carried

4) Finance Report

October 2008 finance reports were reviewed by Cheryl Whipple. Revenue is \$24,148,398 which represents 87.10% of the operating budget. Expenditures are \$22,191,304 or 83.33% of the budget

5) Treasurer's Report

Marilyn Woods reviewed the Treasurer's report for the month of October.

6) Committee Recommendations/Referrals

a) Airport Commission – Credit Card request for the Airport Manager

Commissioner Branch stated that Joe Malak is requesting a credit card for County Airport use.

It was noted that the credit card records will be audited and reviewed by the Finance Coordinator and Accounts Payable Clerk.

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Motion by Hall, supported by Branch to forward to the Board of Commission a request to amend the credit card resolution to include authorization for a credit card for the County Airport. Motion carried.

b) Other recommendations/referrals

No other recommendations/referrals at this time.

7) 2009 Budget

Cheryl Whipple reviewed the budget hearings memo that was distributed to the departments, which included a draft budget hearing schedule.

Cheryl reported that the workbooks are ready and section one will be distributed when it becomes available.

8) Other Business

Commissioner Van Doren requested updated from department heads on their status of compliance for those items listed in the auditor deficiencies letter.

Motion by Van Doren, supported by Bolton, to go into executive session to discuss purchase of property. Roll call: (5) Yeas: Branch, Bolton, Gallagher, Tuckerman, and Van Doren. (1) Nay: Hall. (3) Absent: MacKay, Stimpson and Tillotson. Motion failed.

Executive session postponed until Wednesday, November 12, 2008.

9) Adjournment

Motion by Bolton, supported by Van Doren, to recess at 2:09 P.M. Motion carried.

CLW/bkk

MINUTES

WAYS AND MEANS 2009 BUDGET COMMITTEE TUESDAY, NOVEMBER 18, 2008 - 8:30 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tillotson, Van Doren, MacKay, Branch, Hall, Gallagher, Tuckerman, Bolton and Stimpson

Also Present: Larry Richardson, Cletus Smith, Jack Welsh, Jim Anderson, Mary McNally, Dennis Steenrod, Jay Gliwa, Teresa Calderone, Sandra Meeker, Julia Demlow, Paul McCormack, Marcia Bohannon, Joe Malak, Erica Raymond, Don Welch, Cheryl Whipple, Dennis Pelham (Daily Telegram), Tim Hernandez (WLEN), and Bev Kampmueller

Motion by Bolton, supported by MacKay, to approve minutes of the November 10, 2008 meeting. Motion carried.

I WAYS AND MEANS BUSINESS

1) Review 2009 Budget Workbook

Cheryl Whipple reviewed the 2009 budget workbook and projections.

Departmental operating revenue projections are \$125,425 less than the 2008 amended revenue budget and \$1,126,535 less than the total revenue budget. Expenditure requests exceeded amended budget by \$1,867,312. Expenditure requests exceeded revenue by \$2,993,847. IT and Equipment Capital Outlay requests are included in expenditure requests.

Commissioner Tillotson explained that during the budget hearings the Commissioners would be listening to the departments needs for 2009, make notes, and ask questions as needed.

2) Scheduled Budget presentations Larry Richardson, Sheriff's Department

Larry Richardson stated that he brought his staff budget team to review the Sheriff budgets.

Cletus Smith, Law Enforcement (5000)

Cletus Smith presented an overview of the Law Enforcement personnel reclassification requests. It was requested to change the pay grade for the Clerk Typist I position from P01 to P02. Even though procedures have been modernized, the work load has increased for the three Clerk Typist positions. Gun registrations have increased by approximately 160% and FOIA requests have increased.

Smith reported that one road patrol position is currently being filled and another will remain vacant until the new sheriff takes office.

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Smith stated that they have no control over the motor fuel budget, which is expected to increase by \$50,000. Smith also explained that the Sheriff's Department is responsible for extraditions for the entire county, and the increase in extraditions this year makes it necessary to increase the request for travel (86-35) from \$7,000 back to the 2007 level of \$10,000.

Office equipment and furniture (92-25) line item was increased from \$0 to \$1,500 to buy new chairs for Law Enforcement. The Office Equip Repairs/Maintenance (84-25) increase from \$0 to \$3,000 is necessary to repair current office equipment.

Smith also stated that the overtime actual is much less than anticipated this year, due to the change in practice with regard to the medical examiner.

Cheryl Whipple pointed out that OT/reimbursement (70-26) is a new account added for tracking reimbursable over time. Commissioner MacKay noted that the 2008 OT actuals are much lower than the three (3) year average. Smith agreed that the OT budget could probably be reduced.

It was explained that the uniform (76-80) budget is an unpredictable line item. Smith stated that they try to replace one item per year for employees and that it has been budgeted as status quo. He indicated this line item could probably also be reduced.

Dennis Steenrod, Jail (5020)

Dennis Steenrod reviewed the 2009 Jail budget requests. Commissioner Van Doren inquired why Overtime is over budget, which was reduced when two (2) Corrections Officers were added to the Jail budget in 2008. Steenrod explained that there were a number of new employee trainings and staff on medical leave and work-comp leave. The overall personnel total is down. A projection of \$100,000 would be a more realistic projection for overtime, which is an increase of approximately \$20,000 over projected levels.

Due to the uncertainty of continued availability of mental health drug samples, Dennis requested that the \$48,000 request for Drugs/Pharm/MH (76-72) not be reduced.

Commissioner MacKay commented on the year to date amount of \$13,292 for health services (80-20) compared to the three year average of \$109,228 with a 2009 budget amount of \$47,000. Steenrod explained that at one time approximately 5% of inmates came in with health insurance. Now 0% of inmates come in with health insurance. Steenrod further explained if medical costs are incurred prior to booking, the County is required by statute to pay for those costs.

It was noted that there is a personnel request to increase staff in Animal Control from one (1) full time and one (1) part time employee to two (2) full time employees. Vehicles and equipment are already in place.

Teresa Calderone, County Library (9675)

Teresa Calderone stated that a recent poll shows that 68 % of Americans have a library card, which is up 5% from 2006.

Calderone reviewed cost cutting and savings measures implemented in the last year. She explained that they have discontinued magazine subscriptions that were not circulating, and purchased receipt printers for all locations, saving time and money. The Bookmobile schedule was rearranged from 5 to 3 days a week, and an e-mail system was implemented to notify people when books they want are in, or due. Calderone reported that the last book sale generated \$1,000 and was earmarked for programming.

Commissioner Stimpson reported there is a desire and plan to increase the hours of operation with the approval of an additional overall cost of \$5,000. There is also a request to increase the book buying budget to update and replace books.

Calderone reported the main reasons for increasing the appropriation request are an \$8,000 state aide shortage (rev 481.00-00), \$41,000 increase for books, and a \$35,000 carryover which was budgeted in 2008, but not 2009.

Commissioner Van Doren congratulated Teresa Calderone on doing a phenomenal job.

Marcia Bohannon, Lenawee Transportation (5800)

Marcia Bohannon stated that Lenawee Transportation Corporation (LTC) is asking for an increase of \$15,000 for 2009. She explained that last year was a difficult year due to the high cost of fuel, which was \$35,000 over budget. Bohannon explained that because the LTC budget has to be submitted to the state by February 1st for an October 1st start date, it is difficult to anticipate expense.

Bohannon stated that LTC has nine (9) busses and two (2) mini vans. These vehicles have semi fixed routes based on needs of human service agencies. LTC receives state and federal funding and also relies on the fare box to help support the operation. Fare structure and ways to increase revenue are being reviewed.

LTC has seven (7) vehicles that are eligible for replacement, and the costs to maintain the vehicles increase with age. She is hoping that the procurement process will be complete and buses can be ordered by April 1st, and take possession by November 2009. Bohannon further stated that they have been working for about a year and the new transportation facility, which is close to completion. They hope to be in the new facility before January 1st, and anticipate doing their own preventative maintenance on vehicles.

Joe Malak, County Airport (9640)

Joe Malak stated that the Airport budget is different this year, because of the recent purchase of the FBO, maintenance building, fuel tanks, and property.

Airport loans payments are budgeted in accounts 92-45 (Interest) and 92-50 (Princ.). He plans to double payments on the land contract to save interest. A one time payment for current property taxes, estimated at \$10,000 is an additional expense.

Malak reported that staff and commissioners recently met with State and Federal officials in Lansing regarding a grant for the airport, to be used to replace the ramp in front of FBO building. He further stated that the Airport was awarded the \$1.2 million grant to have the new ramp installed next year, and the \$30,000 local match for this grant is included in the Equip/Capital Outlay requests.

The meeting was recessed at 11:45 A.M.

The meeting reconvened at 1:04 P.M.

AFTERNOON SESSION

Present: Commissioners Tillotson, Hall, Branch, Bolton, MacKay, Gallagher, Tuckerman, Van Doren, and Stimpson

Also Present: Martin Marshall, Jody Denske, Cletus Smith, Don Welch, Cheryl Whipple, Rebecca Borton, Dennis Pelham from the Daily Telegram, Jack Welch and Jim Anderson

I. WAYS AND MEANS BUSINESS (continued)

Lt. Mike Creswell offered further explanation of seatbelt grant funding. The seatbelt grant fiscal year runs October - September 30. The State of Michigan has awarded Lenawee County \$59,000 for the 08/09 fiscal year. There is a strategic plan that includes local police departments, with only the Morenci Police Department non-participating. The Sheriff's Department compiles information on qualifying seatbelt grant activities from around the County and submits it on a quarterly basis to the State for reimbursement.

1) Scheduled Budget Presentations (continued)

Martin Marshall, IT/Equalization (2400/2410 and IT Requests)

Marty Marshall reported that there are no major changes in the 2009 Budget Request for the Equalization Department.

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He indicated the increases in budgeted personnel expenditures for the IT Department salaries/wages is due to the addition of an IT Technician to service the Health Department.

He explained that the debt service interest account (92-95) includes interest portion of loan payments for the phone system, service contract loans, and court imaging software.

In prior years, the Information Technology Department has been awarded grant funds from Emergency Management for certain software protection programs. These awards (approximately \$40,000) are not expected for current year expenses from Homeland Security. The web monitoring and Postini spam service, which screens and protects our county email, are services that will be affected, but important to continue.

The professional and contractual line item increased from \$65,000 to \$110,000 consisting mainly due to the state court admin office fee increase and services provided by Paula Boehm. Service contracts (84-55) decreased from \$220,000 to \$200,000.

Marshall distributed and reviewed the 2009 IT Requests for tax administration and the GIS and IT Divisions. The total IT requests of \$389,300 are included in IT Allocation (2430) Division, detail is in Section 12.

Marty explained that he has had discussions with fee committee and local municipality representatives to discuss their reimbursement of 50% of salary and fringes of GIS Division employees. If the funding for GIS requests handled as a loan spread over several years, funding amount for 2009 could likely be reduced to \$20,000.

There was also discussion on other alternatives to replacing the AS/400.

Discussion followed on department procedures to request computer software. The IT Allocation is for replacement equipment. Some departments have included budgeted amounts for new equipment in their departmental line item budgets.

Marshall also reviewed a personnel request for a new part time position. He proposes the addition of a Customer Support Specialist to work approximately 1,300 hours a year, five (5) hours a day, supporting the IT Department with incoming calls and service. Part time employees working more than 1,000 hours/year will be included in the retirement plan, but not offered health benefits.

The IT Telecommunications division (2450) replaces the Switchboard division (2810) due to the change over to the new phone system. Communication line item request in an amount \$50,000 is to cover phone service.

A new fee structure is expected to support expenses for Property Description and GIS.

Jody Denske, Building and Grounds

Jody reviewed the Capital Outlay requests totaling \$404,925 which are listed in detail in Section 12. Departments submitted requests for an additional \$120,265, and \$287,301 is required to make loan payments.

Denske also reviewed requests for equipment for the Building and Grounds Department.

Denske reviewed personnel requests for a new custodian and a maintenance mechanic, as well as the Building and Grounds (3800) line item requests.

Denske concluded with a review of the Parks Commission budget. To reflect a true Parks budget, she recommends budgeting two (2) temporary employee part time employees at 580 hours each.

Jack Welsh, Sheriff's Department

Jack Welsh reported that he recently reviewed the 2009 budget requests submitted by the current Sheriff's Department administration and offered comments. He stated that he felt measures could be taken to save on motor fuel and feels approximately \$60,000 could be cut from the budget request. He further stated that in his opinion, Clerk/Typist reclassification should be handled through union negotiations. He asked for leeway from the board on potential personnel changes after he takes office. Welsh is pleased to see that Dennis Steenrod is tracking overtime costs and reimbursements.

2) OTHER BUSINESS

Jim Anderson notified the committee that photo re-takes for badges are currently being scheduled.

Commissioner Tillotson reviewed tomorrow's agenda and recessed the meeting until 8:30 a.m., November 19, 2008.

clw/bkk/rdb

MINUTES

WAYS AND MEANS 2008 BUDGET COMMITTEE WEDNESDAY, NOVEMBER 19, 2008 - 8:30 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tillotson, Van Doren, MacKay, Branch, Hall, Gallagher, Tuckerman, Bolton and Stimpson

Also Present: Tom MacNaughton, Kim Cramer, Tammy Sheldon, Erica Raymond, Don Welch, Cheryl Whipple, David Munson, Randy Rice, Matt Shane, Dennis Pelham, Joe Satterelli, Jae Guetschow and Bev Kampmueller

I Ways and Means Business

1) Scheduled Budget presentations

Tom MacNaughton, Department on Aging (Fund 296)

Tom MacNaughton reviewed the 2009 Department on Aging budget line items. He explained that project income is donations received from clients paying for services they receive. The Department on Aging receives State and Federal funding and under the Federal rules through the Older Americans Act are not allowed to charge.

MacNaughton explained that the Department on Aging purchased software to prepare donation statements to create more awareness to clients. Since then they have received over \$100,000 in donations.

MacNaughton explained that nursing home costs are on average in excess of \$5,000 a month per person. Through the Medicaid waiver reimbursement program Department on Aging could receive funding to provide services to individuals who are eligible for a nursing home, but remain at home. MacNaughton reported that there are approximately 100 people on the Medicaid waiver list right now.

MacNaughton stated that the Department on Aging has grown faster than any other agency in the county. MacNaughton further stated that it is responsible planning to know that the population is going to grow and we will need the contingency down the road.

MacNaughton reported that if you look at in home expenditures over the last twelve years you can see an increase in the number of people who need help at home. In 2002 an average of 347 meals were delivered a day compared to an average of 618 a day in 2008. It was also noted that there are more people coming to senior centers too.

MacNaughton reported on an increase of \$60,000 for the cost of raw food. Food costs have gone up and they are producing more meals.

Commissioner Van Doren stated that he appreciates what Tom and the staff do.

Cheryl Whipple, Administrator's Office

Board of Commissioners (0500)

Cheryl Whipple reviewed the projected Board of Commissioners budget for 2009 by line item. She reported that the per diem (70-40), taxable mileage (70-41), and travel (86-35) accounts were increased based on the 2008 projected actual. Communications (86-20) was added to account for those commissioners on the County cell phone plan; projections are for nine (9) commissioners. Office equipment and furniture (92-25) includes \$14,400 for replacement of chairs in the Commissioners Chambers and the Committee room. Membership dues (86-70) for MAC/NACo/MTA were increased by 3% and conferences & seminars (86-65) increased by \$1,000.

Commissioner Tillotson stated that he would like to get new chairs for both the Chambers and the Committee Room.

Kim Cramer, Printing & Purchasing (2800)

Kim Cramer reported that it is difficult to project postage costs, as postage increases are announced only one or two months in advance. Office Equipment Repairs and Maintenance is also another item that is difficult to budget for.

Cramer further stated that some of the service contracts have been passed to the departments and removed from her budget.

Kim reviewed the equipment request and personnel reclassification requests.

Randy Rice, David Munson, Ag Committee (9620)

Randy Rice, Ag Committee Chair, reviewed the Ag Committee budget requests and background information. Further explanations were offered by David Munson on wind energy, and Matt Shane on the Food System Economic Partnership (FSEP).

Joe Satterelli & Jae Guetschow, Department of Human Services (9610/9615)

Joe Satterelli reviewed the DHS Child Care Fund budget. They anticipate an additional \$157,419 will be necessary in 2008 to avoid a fund deficit.

Satterelli stated that caseloads have gone up to over 3,000 active individual cases. He explained that a recent class action law suit settlement on behalf of foster children is the reason for sizeable increase in 2009 budget request.

Funds that the state may use to help counties with this program were discussed.

Tammy Sheldon, Veteran's Affairs (7200/7210)

Jerry Cool and Tammy Sheldon reviewed the Veterans' Affairs and Burials line item requests and stated that they have only requested an increase in non-personnel line items of \$400.

Sheldon explained that the equipment request for two lateral file cabinets is necessary because the Department has completely run out of filing space. She reviewed staff reclassification requests. These requests are not reflected in the proposed Veterans' Affairs budget.

The meeting was recessed at 12:00 P.M.

The meeting reconvened at 1:18 P.M.

AFTERNOON SESSION

Present: Commissioners Tillotson, Hall, Branch, Bolton, MacKay, Gallagher, Tuckerman, Van Doren, and Stimpson

Also Present: Roxann Holloway, Jim Gartin, Tim Robinson, Frank Dick, Steve Kurisch, Paul Heidbremer, Mike Kight, Dr. Howard Pennington, Vicki Daniels, Dr. P. Lamb, Judith Holcomb, Kathleen Kurowicki, Bill Berriman, Don Welch, Cheryl Whipple, Dennis Pelham (Daily Telegram), and Rebecca Borton

II. WAYS AND MEANS BUSINESS (continued)

- 1) Scheduled Budget presentations (continued)

Roxann Holloway, County Clerk (2200)

Roxann Holloway stated there were no major changes in her departmental budgets. She reviewed equipment requests for a scanner and movable shelving units to be used in vacant space at the Sheriff's Department. The Clerk is required to permanently retain a hard copy of complaints and judgments.

Other storage options were discussed. Commissioner Hall suggested that storage concerns be reviewed by the Physical Resources Committee.

Jim Gartin, Economic Development Corporation-EDC (7600)

Jim Gartin introduced Tim Robinson, the new EDC Chief Operating Officer.

Jim reviewed the goals of the EDC and strategies taken to attract new business and economic growth within Lenawee County. The EDC utilizes traditional economic development practices, workforce development, and marketing. Marketing implementation plans for economic growth within Lenawee County require proactive efforts.

The EDC is requesting \$150,000 from the County for 2009; which is approximately an additional \$68,000 above last years' request. These funds are an investment in Lenawee County.

The bulk of EDC funds are supplied by private business investments. The County's support, two major cities, and a couple of minor cities make up the remaining 2009 funding. The EDC is seeking support from all the other local municipalities.

Public	\$205,500
Private	<u>\$499,900</u>
Total Revenue	\$705,400
Program	\$519,895
Administrative	<u>\$174,470</u>
Total Expense	\$694,365

Mr. Gartin answered questions from the commissioners.

Mike Kight, Health Department (9645)

Mike Kight reported that from 2000 to 2009 revenues and expenses declined by 3%; FREE vaccines excluded.

He reviewed state funding. The Health Department is currently operating on a 7% decrease in state funding over a 13 year period.

County funding of \$515,426 represented 46% of the Health Department budget in 1985 and today represents 16% with \$515,117.

The Maintenance of Effort (MOE) mandated a local match in funding of \$341,943.

Federal Auditors challenged the cost based reimbursement services of MDCH retroactive to FY 2003/04. The LCHD has restricted \$241,311 of the current fund balance to cover this potential liability.

Mr. Kight summarized that \$804,006 (56%) of the balance is tied to county/state prepaid rent and cost based reimbursement. Department operations in the amount of \$622,067 (44%), including \$200,000 in unrestricted funds, make up the remainder. If additional funding is secured, the unrestricted fund balance will be reduced to \$48,500.

The Health Department is requesting an additional \$78,000 from the County for this fiscal year to cover expected salary and fringe benefit costs. This additional funding will allow the Health Department to continue to operate without expending the fund balance.

Commissioner Tillotson commended Mike Kight on his presentation and the operations of the Health Department.

Dr. Howard Pennington spoke on behalf of the Health Board. Dr. Pennington also commended Mr. Kight and the Health Department. He commented that Department is understaffed, but very well run.

Vicki Daniels, Register of Deeds (3000)

Vicki Daniels reported that revenue is currently down due to the current housing market. She reviewed line items and noted the overage in the conference and seminar expenses, but also pointed out that her department is overall under budget.

Commissioner Van Doren requested explanation of staffing requirements with a

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decrease in revenue. Vicki explained that while revenue may be slightly down, the workload has not decreased and she foresees the workload to increase with the new software conversions.

Ms. Daniels reported that she has a contract for software in need of the Board of Commissioners signature. The contract has been reviewed by both the IT Department and Jonathan Poer. Commissioner Van Doren had requested it be brought before this full board meeting for consideration. It will be forwarded on to the Board of Commissioners.

Motion by Hall, supported by MacKay, to authorize Jim Van Doren to sign the contract with Record Fusion for software on behalf of the Lenawee County Board of Commissioners. Motion carried.

Matt Shane, MSU Extension (3600)

Matt Shane reviewed the 2009 budget requests. He noted that the Professional and Contractual amount includes the Land Policy Educator position that was taken on by MSU last year with the knowledge of not affording it this year.

Tillotson called for a break at 3:20 p.m.

Dr. Lamb, Medical Examiners (6200)

Dr. Lamb reviewed the activities of the Medical Examiner's Office and what costs are incurred to function. She would like the Medical Examiner's Office to move forward with computer technology. The office has had an increase in case loads, a number of uncommon deaths, special studies, and additional personnel have been required.

The local pathologist is compensated at a lower rate than surrounding areas.

Commissioner MacKay requested justification of line item increases from the three (3) year average.

Commissioner Stimpson requested clarification of the Profession & Technical training request of \$5,000. Dr. Lamb explained that it is for deputy training.

Commissioner Stimpson requested a breakdown for autopsies costs; Dr. Lamb will provide that info to the commissioners.

Judith Holcomb, Soil Conservation (4200)

Judith Holcomb reviewed Soil Conservation activities and budget requests. Kathleen Kurowicki spoke on a new program. Bill Berriman spoke on behalf of the Soil Conservation Board and commended the departments programs and services.

Cheryl Whipple, County Administrator (2000)

Cheryl Whipple reviewed changes in the Administrator's 2009 budget requests.

Clarification of worker compensation revenue and expenses were requested.

Utilities projections were reduced by projected energy savings for the Judicial Building based on the completion of the Honeywell Project.

Ms. Whipple explained that Personnel Requests in Section 12 are not included in individual departmental budgets or summarized department request worksheet.

The next Ways and Means Budget meeting is scheduled for **December 8, 2008, at 8:30 a.m.** December 10th will be TENTATIVELY reserved for an additional budget meeting, and the regular Board of Commissioners meeting scheduled for December 10, has been changed to **December 19, 2008.**

Motion by Branch, supported by Tillotson, to disband the Dog License Program Committee. Motion died.

Commissioner Van Doren recommended discussing this at the upcoming re-organizational meeting.

Motion by Hall, supported by Van Doren, to table the discussion on continuation of the Dog License Program Committee until the January re-organizational meeting. Motion carried.

The meeting was recessed at 5:05 p.m. and will meet again on **December 8, 2008 at 8:30 a.m.** for budget considerations.

clw/bkk/rdb

MINUTES

WAYS AND MEANS COMMITTEE THURSDAY, DECEMBER 4, 2008 – 11:10 A.M. COMMISSIONERS COMMITTEE ROOM

Present: Commissioners Branch, Gallagher, Hall, MacKay, Tillotson, Tuckerman,
and Van Doren

Absent: Commissioners Stimpson and Bolton

Also Present: Jody Denske, Martin Marshall, Roxann Holloway, Jonathon Poer, Irv Shaw,
Cheryl Whipple, Merrill Bales, David Munson, and Commissioner-elect Welch

I APPROVAL OF THE MINUTES

There were no minutes to approve at this time.

II WAYS AND MEANS

*Motion by MacKay, supported by Van Doren, to go into executive session to discuss possible land acquisition at 11:15 a.m. Roll call vote: Yeas (6): Branch, Hall, MacKay, Gallagher, Tillotson, and Van Doren. Absent (3): Stimpson, Bolton, Tuckerman
Motion carried.*

*Motion by Van Doren, supported by Tuckerman, to go out of Executive Session at 12:22 P.M.
Motion carried.*

III OTHER BUSINESS

Motion by Tuckerman, supported by Van Doren, to purchase 310 River Street for the assessed value of \$54,000. Following discussion, the motion failed by roll call vote: Yeas (3): Gallagher, Tuckerman, and Van Doren; Nays (4): Branch, Hall, MacKay, and Tillotson; Absent (2): Stimpson and Bolton

Adjournment

Motion by MacKay, supported by Tillotson, to recess at 12:32 P.M. Motion carried.

CLW/bkk

MINUTES

WAYS AND MEANS 2008 BUDGET COMMITTEE WEDNESDAY, DECEMBER 8, 2008 - 8:42 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tillotson, Van Doren, MacKay, Branch, Hall, Gallagher, Tuckerman, Bolton, and Stimpson

Also Present: Marty Marshall, Vicki Daniels, Marilyn Woods, Jody Denske, Don Welch, Cletus Smith, Steve May, Jonathan Poer, Matt Shane, Roxann Holloway, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), Cheryl Whipple, and Bev Kampmueller

I Ways and Means Business

Commissioner Tillotson stated that he would like to continue today until finished.

Cheryl Whipple stated that the total 2009 Department Requests/Projections previously distributed in the budget workbook were increased by \$96,000 to accurately reflect departmental requests as follows: Health Department \$78,000 increase 101-9645-999.99-10 and Medical Examiner increase Autopsy 101-6200-802.80-50 by \$18,000.

SECTION 4

Board of Commissioners

Commissioner Tillotson stated that even though the replacement of Committee Room and Chamber chairs is needed, that it should be removed from 2009 Commissioners budget request.

101-0500-711.92-25 Equipment & Furniture. Reduce by \$14,400.

Commissioner MacKay stated that he would like to see the elimination of the Board of Commissioner night meetings. Night meetings are held six months of the year with low general public attendance.

Motion by Hall, supported by MacKay, to refer to Rules & Appointments a recommendation to only hold night meetings for the Board of Commissioners at the call of the Chair. Roll call vote: Yeas (6): Bolton, Tuckerman, Van Doren, Branch, Hall, and MacKay. Nays (3): Gallagher, Tillotson, and Stimpson. Motion carried.

SECTION 5

District Court

101-1200-722.74-00 Office Supplies. Reduce by \$10,000.

101-1200-722.76-88 Library Books. Reduce by \$5,000.

101-1200-722.82-15 Jury Fees. Reduce by \$10,000.

101-1200-722.86-05 Insurance & Bonds. Reduce by \$2,000.

101-1200-722.86-40 Mileage-Attorney Fees. Reduce by \$1,500.

Motion by Van Doren, supported by MacKay, to reduce 101-1200-722.86-40 by \$1,500. Roll call vote: Yeas (4): Bolton, Gallagher, Hall, and MacKay. Nays (5): Tuckerman, Tillotson, Van Doren, Stimpson, and Branch. Motion failed.

Friend of the Court

101-1400-722.74-00 Office Supplies. Reduce by \$5,000.

Motion by MacKay, supported by Bolton, to reduce Professional & Contractual 101-1400-722.80-05 by \$3,000. Discussion. Roll call vote: Yeas (5): Bolton, Tillotson, Van Doren, Hall, and MacKay. Nays (4): Gallagher, Tuckerman, Stimpson, and Branch. Motion carried.

101-1400-722.86-35 – Travel. Reduce by \$1,000.

Motion by MacKay, supported by Bolton, to reduce Travel 101-1400-722.86-35 by \$1,000. Discussion. Motion carried.

101-1400-722.92-35 Computer Equipment. Reduce by \$1,500.

Probate Court

101-1600-722.92-25 Office Equipment & Furniture. Reduce by \$1,500.

Probate Court - Juvenile

101-1610-722.74-00 Office Supplies. Reduce by \$2,500

Motion by Van Doren, supported by Tuckerman to reduce Office Supplies 101-1610-722.74-00 by \$2,500. Motion failed.

101-1610-722.80-05 Professional & Contractual. Reduce by \$3,000.

Sheriff – Court Bailiffs

101-5010-722.80-05 Professional & Contractual. Reduce by \$10,000.

SECTION 6

Clerk

101-2200-741.70-25 Overtime. Reduce by \$2,000.

Clerk - Elections

101-2210-741.86-30 Printing & Binding. Reduce by \$15,000.

Equalization

101-2400-743.80-05 Professional & Contractual. Reduce by \$4,000.

Information Technology

101-2430-743.90-05 Contingency. Reduce by \$150,000.

Motion by Hall, supported by MacKay, to reduce IT Allocation Contingency 101-2340-743.90-05 by \$175,000. Roll call vote: Yeas (3): Tillotson, Hall, and MacKay. Nays (5): Bolton, Tuckerman, Van Doren, Stimpson and Branch. Absent (1): Gallagher. Motion failed.

Motion by Stimpson, supported by Van Doren, to reduce 101-2340-743.90-05 by \$150,000 Motion carried.

Equalization - GIS

101-2460-743.80-05 Professional & Contractual. Reduce by \$1,000.

Prosecuting Attorney

101-2600-742.74-00 Office Supplies. Reduce by \$5,000.

Motion by Stimpson, supported by Van Doren, to reduce Office Supplies 101-2600-742.74-00 by \$3,000. Motion carried.

Printing/Purchasing

101-2800-744.74-10 Postage. Reduce by \$15,000.

*Motion by MacKay, supported by Bolton, to reduce Postage 101-2800-744.74-10 by \$15,000.
Discussion. Motion carried.*

Register of Deeds

101-3000-741.76-68 Other supplies. Reduce by \$2,000.

101-3000-741.80-05 Professional & Contractual. Reduce by \$2,000.

101-3000-741.92-25 Office Equipment & Furniture. Reduce by \$1,000.

MSU Extension

101-3600-745.74-00 Office Supplies. Reduce by \$3,000.

Motion by Branch, supported by Bolton, to reduce Office Supplies 101-3600-745.74-00 by \$1,500. Motion carried.

101-3600-745.86-30 Printing & Binding. Reduce by \$2,500.

Motion by Tuckerman, supported by MacKay, to reduce Printing & Binding 101-3600-745.86-30 by \$1,500. Motion carried.

101-3600-745.86-35 Travel. Reduce by \$2,450 to \$18,000 total.

101-3600-745.86-65 Conferences & Seminars. Reduce by \$1,500.

Building & Grounds

101-3800-744.70-20 Temporary Employees. Reduce by \$9,778.

Commissioner Hall and MacKay both prefer that no change is made to this account.

Motion by Tuckerman, supported by Van Doren, to reduce Temporary Employees 101-3800-744.70-20 by \$9,778. Roll call vote: Yeas (6): Bolton, Gallagher, Tuckerman, Tillotson, Van Doren and Stimpson. Nays (3): Branch, Hall, and MacKay. Motion carried.

SECTION 7

Sheriff – Law Enforcement

101-5000-762.70-25 Overtime. Reduce by \$50,000.

Motion by Stimpson, supported by Bolton to reduce Overtime 101-5000-762.70-25 by \$136,997. Discussion. Motion carried.

101-5000-762.74-00 Office Supplies. Reduce by \$2,000.

Motion by MacKay, supported by Bolton to reduce Office Supplies 101-5000-762.74-00 by \$3,000. Roll call vote: Yeas (5): Branch, MacKay, Bolton, Gallagher, and Tillotson. Nays (4): Stimpson, Hall, Tuckerman, and Van Doren. Motion carried.

101-5000-762.74-45 Audio/Video Materials. Reduce by \$2,000.

101-5000-762.76-62 Motor Fuel. Reduce by \$25,000.

101-5000-762.76-68 Other Supplies. Reduce by \$5,000.

101-5000-762.76-80 Uniforms. Reduce by \$5,000.

101-5000-762.80-20 Health Services. Reduce by \$2,000.

101-5000-762.84-20 Vehicle Repair. Reduce by \$20,000.

101-5000-762.84-35 Office Equipment/Repair & Maintenance. Reduce by \$2,000.

101-5000-762.84-55 Service Contract. Reduce by \$10,000.

101-5000-762.86-35 Travel.

Motion by Bolton, supported by MacKay, to change line item name of account number 101-5000-762.86-35 from Travel to Extradition. Motion carried.

The meeting was recessed at 12:00 P.M.

The meeting reconvened at 1:32 P.M.

AFTERNOON SESSION

Present: Commissioners Tillotson, Hall, Branch, Bolton, MacKay, Gallagher, Tuckerman, Van Doren, and Stimpson

Also Present: Dennis Steenrod, Cletus Smith, Vicki Daniels, Matt Shane, Jonathan Poer, Steve May, Jody Denske, Don Welch, Jim Anderson, Sandy Meeker, Cheryl Whipple, Dennis Pelham (Daily Telegram), Tim Hernandez (WLEN), and Rebecca Borton

II. WAYS AND MEANS BUSINESS (continued)

SECTION 7

Sheriff – Law Enforcement

101-5000-762.92.35 Computer Equipment. Reduce by \$2,500.

101-5000-762.92-36 Computer Software. Reduce by \$2,000.

Motion by Van Doren, supported by Bolton, to reduce Computer Equipment 101-5000-762.92-35 by \$2,500 and Computer Software 101-5000-762.92.36 by \$2,000. Motion carried.

Sheriff - Jail

101-5020-762.70-25 Overtime. No change.

101-5020-762.74-00 Office Supplies. Reduce by \$1,500.

101-5020-762.74-15 Computer Supplies. Reduce by \$1,000.

101-5020-762.76-72 Drugs/Pharm-Mental Health. Reduce by \$24,000.

101-5020-762.80-20 Health Services. Reduce by \$20,000.

101-5020-762.84-55 Service Contract. Reduce by \$7,000.

101-5020-762.92-35 Computer Equipment. Reduce by \$1,500.

Sheriff – Animal Control

101-5050-762.76-60 Vehicle Operating Supplies. Reduce by \$1,500.

101-5050-762.76-62 Motor Fuel. Reduce by \$2,000.

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101-5050-762.80-05 Professional & Contractual. Reduce by \$10,000 to \$15,000.

Motion by MacKay, supported by Van Doren to reduce Professional & Contractual 101-5050-762.80-05 by \$15,000. Discussion. Motion Carried.

101-5050-762.84-20 Vehicle Repair. Reduce by \$2,000.

101-5050-762.86-90 Disposing of Dogs. Reduce by \$1,500.

SECTION 8

Lenawee Transportation Corporation

101-5800-785.90-90 Appropriations.

Motion by Tuckerman, supported by Hall, to approve 50% of the requested increase of \$15,000. Discussion. Roll call vote: Yeas (3): Branch, Tuckerman, and Hall. Nays (6): Tillotson, Van Doren, Stimpson, MacKay, Bolton, and Gallagher. Motion failed.

Motion by Van Doren, supported by MacKay, to accept the 2009 budget request as written. Motion carried. Tuckerman voting no.

SECTION 9

Medical Examiner

101-6200-802.80-50 Autopsy. Maintain at the status quo amount of \$66,000.

Motion by Van Doren, supported by MacKay, to reduce Autopsy 101-6200-802.80-50 revised request of \$98,000 by \$32,000. Motion carried.

101-6200-802.86-34 Stipends – non payroll.

Motion by MacKay, supported by Bolton, to accept request for Stipends 101-6200-802.86-34 as submitted. Motion carried.

101-6200-802.86-35 Travel. Reduce by \$2,500.

Motion by Van Doren, supported by MacKay to reduce 101-6200-802.86-35 by \$2,500. Motion carried. Stimpson and Tuckerman voting no.

101-6200-802.86-91 Unclaimed Bodies. Reduce by \$3,000.

101-6200-802.86-94 Other Contractual Services. Reduce by \$4,000.

Economic Development

Motion by Van Doren, supported by Bolton, to approve the Economic Development Corporation's request of \$150,000 for the 2009 budget. Discussion.

Motion by Van Doren, supported by MacKay, to amend motion that an increase of appropriation to this funding level would cause appointment of a County Commissioner to the Executive Board of the Economic Development Corporation. Motion to amend carried.

Original motion as amended carried.

SECTION 11

Ag Committee – Fund 211

101-9620.999.99-10 Appropriation. Reduce by \$20,000.

Motion by Van Doren, supported by Tuckerman, to reduce Fund 211 Appropriation 101-9620.999.99-10 by \$20,000. Motion carried.

Airport – Fund 581

101-9640-999.99-10 Appropriation. Reduce by \$11,525

Motion by Branch, supported by Hall, to reduce fund 581 appropriation 101-9640-999.99-10 by \$11,525. Motion carried.

Health Department – Fund 221

101-9645-999.99-10 Appropriation. Recommendation to reduce the request of \$78,000 in additional funds by 50%.

Motion by Tuckerman, supported by Van Doren, to reduce Fund 221 Appropriation 101-9645-999.99-10 by \$28,000. Discussion. Motion carried. MacKay voting no.

Parks – Fund 208

The Parks budget has incorporated all personnel and other Park related expenses to represent a true Parks budget.

Library – Fund 271

101-9675-999.99-10 Appropriation

Commissioner Stimpson reviewed the increase in the Library appropriation request, personnel reclassification/new position requests, and the request for a new Library vehicle. He explained that the three position reclassifications would allow extended hours to provide better service to the community, with minimal additional costs.

There was discussion on funds available for carryover and necessary roof repair/replacement.

Motion by Van Doren, supported Tuckerman, to reduce the appropriation 101-9675.999.99-10 to the Library fund 271 by \$30,000 for a total appropriation of \$430,107. Roll call vote: Yeas (7): Tuckerman, Tillotson, Van Doren, Stimpson, MacKay, Bolton, and Gallagher; Nays (2): Branch and Hall. Motion carried.

Building & Site - Fund 403

Building and Grounds and departmental equipment/capital outlay requests were reviewed.

Projects approved from Building and Site appropriation (unless otherwise noted):

\$5,000	Complex - Carpeting (Jud, OCH, Sheriff)
\$9,000	Jail - Air Conditioning UPS Room
\$10,000	Judicial Bldg: Generator Transfer Switch & Controls Update
\$37,500	Resurface Parking Lot (50% of \$75,000)
\$7,000	Old Courthouse: Remodel Committee Room

Motion by Van Doren, supported by Stimpson to approve the Committee Room Remodeling project. Motion carried.

\$47,000	Old Courthouse: Boiler Repiping
\$3,925	Sheriff's Department – Catch Basin Repair
\$98,000	Library: Roof Replacement

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*Motion by Tuckerman, supported by Stimpson to approve the Library Roof Replacement project.
Motion carried.*

\$7,000	Library: Computer Room Air Conditioning
\$15,000	Building & Grounds: Infrared Scanner
\$4,000	Pressing Tool (Large Pipe Repair)
\$22,000	County Clerk: Moveable Filing System
\$30,000	Airport: Grant Local Match Terminal Ramp
\$59,985	Jail Kitchen Loan Payment
\$204,316	Honeywell Payments
\$23,000	Maintenance Revolving Equip Replacement Transfer

Motion by Bolton, supported by Van Doren to approve a \$15,000 project for Storage needs study. Motion carried.

Motion by Tuckerman to purchase used vehicle for County Library. No support, motion died.

Motion by Van Doren, supported by Stimpson to add \$22,000 to the Library appropriation 101-9675-999.99-10 for purchase of a Library delivery vehicle. Motion carried.

\$2,095	Veterans Affairs: File Cabinets, Safe 101-7200-805.92-25 Office Equipment and Furniture
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Note: Total Building and Site requests approved -\$598,326, Building & Site Appropriation 101-9680-999.99-10 reduced by \$216,165.

Marine Law Enforcement - Fund 263

101-9690-999.99-10 Appropriation Reduce by \$3,000 (Machinery & Equip.)

PERSONNEL

There was discussion on whether to handle all personnel requests at once, or individually. Commissioner Gallagher suggests that all personnel reclassifications/new position requests be denied.

Motion by Gallagher, supported by MacKay, to deny all reclassification requests.

Motion and support withdrawn.

Commissioner Bolton recommended that instead of using a sweeping hand, that serious

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consideration be given to personnel requests. She recommended using the day designated as alternate for budget, for personnel discussions.

Commissioner Tillotson stated he thought that this is a time when employees should be thankful to have jobs, and the fringe benefit packages offered to County employees. He further stated that it should take longer for employees to reach the top step of their pay grade.

Commissioner Stimpson added that now is the time to stop and take a look at departmental requests, while the big picture is in front of them, not mid year.

Motion Van Doren, support by Tuckerman, to recess until Wednesday morning at 9:00 a.m.

Motion and support withdrawn.

Motion by MacKay, supported by Gallagher to deny Circuit Court reclassification request. Motion carried. Stimpson voted no.

Marty Marshall explained the reason for new position request for part time Customer Support Specialist is to offer IT clerical/office/phone support to free up IT technicians to handle technical support issues.

Motion by Tuckerman, supported by MacKay, to approve new part-time Customer Support Specialist position.

Motion by Van Doren, supported by Hall, to amend that if funding for this position is obtained that this position be approved. Motion carried. MacKay voting no.

Motion as amended carried. Gallagher voting no.

Motion by Stimpson, supported by MacKay, to deny Printing Director reclassification with regrets. Motion carried.

Jody explained the Maintenance Mechanic position would work evenings, and she would be willing to implement as a part-time position.

Motion by Gallagher, supported by MacKay, to deny the new position requests for a Building and Grounds Custodian and Maintenance Mechanic. Motion carried.

Motion by Van Doren, supported by Stimpson, to reinstate \$9,778 previously reduced from Building & Grounds temporary part-time budget 101-3800-744.70-20. Motion carried.

Motion by Gallagher supported by MacKay to deny all Sheriff Department reclassification

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requests: Clerk Typists and Animal Control Officer.

Motion by Tuckerman, supported by MacKay, to amend the motion to exclude Animal Control Officer. Motion carried.

Original motion as amended carried. Bolton voting no.

Motion by Branch, supported by Bolton, to reclassify part-time Animal Control Officer to full time.

Motion by Van Doren, supported by MacKay, to amend motion that only authorized if revenue supported and if funding levels fall below two positions costs this position will no longer be funded.

Motion by Bolton, supported by MacKay, to amend the amendment that if Animal Control funding levels do not support the personnel costs, the position would return to a part time position.

Motion by Van Doren, support by Hall, to clear the table. Motion carried. Commissioner Bolton voting no.

Motion by Van Doren, supported by Stimpson, to deny the Animal Control officer request. Motion carried. Bolton voting no.

Commissioner Bolton inquired if there was an alternate pay grade to place Veterans Affairs positions, as these ladies do a tremendous job for veterans and have been honored at the State and National levels. Commissioner Gallagher added that \$17,000,000 is brought into Lenawee County for veterans. Commissioner Hall noted other department heads and their annual salaries.

Motion by Stimpson, supported by Hall, to deny the reclassification requests for Veterans Service Officer and Veterans Advocate I. Motion failed.

Motion by Bolton to approve Veterans' Affairs- Veterans Service Officer and Veterans Advocate I reclassification requests. Motion died for lack of support.

Motion by MacKay, supported by Branch, to approve reclassification of Veterans Service Officer to Step 2 of Pay Grade A40.

Motion and support withdrawn.

Motion by Bolton, supported by Gallagher, to reclassify the Veterans Service Officer from A33-5 to A35-5. Roll call vote: Yeas (6): Gallagher, Stimpson, Tuckerman, Bolton, MacKay, and

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Branch; Nays (3): Tillotson, Van Doren, and Hall. Motion carried.

Motion by Bolton, supported by MacKay, to reclassify Veterans Advocate I from A15-5 to A18-4. Roll call vote: Yeas (4): Bolton, Gallagher, MacKay, and Van Doren; Nays (5): Stimpson, Branch, Hall, Tuckerman, and Tillotson. Motion failed.

Motion by Hall, supported by Stimpson, to reclassify the Audio-Visual/Outreach Librarian to Local History/AV Librarian, with no change in pay. Motion carried by roll call vote: Yeas (8): Stimpson, Branch, Hall, MacKay, Bolton, Gallagher, Tuckerman, and Van Doren; Nays (1) Tillotson.

Motion by Hall, supported by MacKay, to reclassify Bookmobile Librarian to Outreach Librarian with no change in pay. Motion carried by roll call vote: Yeas (8): Stimpson, Branch, Hall, MacKay, Bolton, Gallagher, Tuckerman, and Van Doren; Nays (1) Tillotson.

Motion by Hall, supported by Bolton, to reclassify the full time Bookmobile Librarian to part time Bookmobile Driver/Librarian with no change in pay. Motion and support withdrawn.

Motion by Stimpson, supported by Bolton, to approve the following reclassification/new position requests: reclassify full-time Bookmobile Librarian to part-time Bookmobile Driver/Librarian to remain on A18 pay grade at 1,170 hours/year, new part-time Bookmobile Assistant on pay grade X04-4 at 1,170 hours/year, and reclassify part-time Branch Librarian from 1,300 hours/year to full-time 1,950 hours/year. Motion carried by roll call vote: Yeas (5): Stimpson, MacKay, Bolton, Tuckerman, and Van Doren; Nays (4) Branch, Hall, Gallagher, and Tillotson.

Motion by Tuckerman, supported by Van Doren, to deny Administrative Assistant and Director reclassification. Motion carried by role call vote: Yeas (5): MacKay, Gallagher, Tuckerman, Tillotson, and Van Doren; Nays (4): Branch, Hall, Gallagher, and Tillotson.

Motion by Van Doren, supported by Tuckerman, to incorporate recommended changes and present to the Board of Commissioners for approval. Motion passed by roll call vote: Yeas (8): Stimpson, Branch, MacKay, Bolton, Gallagher, Tuckerman, Tillotson, and Van Doren; Nays (1): Hall.

Motion by Van Doren, supported by Tuckerman, to recess at 7:10 p.m. Motion carried.

clw/bkk/rdb

MINUTES

PERSONNEL/WAYS AND MEANS COMMITTEE TUESDAY, DECEMBER 9, 2008 - 10:24 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Tuckerman, Van Doren, Gallagher, Bolton, MacKay, Hall, Branch, and Stimpson

Absent: Commissioner Tillotson

Also Present: Steve Stocker, Phyllis Ahleman, Marilyn Woods, Matt Shane, Don Welch, Marilyn Woods, Steve May, Kim Cramer, Jonathan Poer, Jody Denske, Cletus Smith, Cheryl Whipple, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), and Bev Kampmueller

I APPROVAL OF THE MINUTES

Motion by Bolton, supported by Stimpson, to approve the minutes of the December 4, 2008 meeting. Motion carried.

II PERSONNEL BUSINESS

1) Request to approve Memo of Agreement: MSU Extension – Mike Score

Matt Shane reviewed the annual agreement to continue the Lenawee County ANR Agent. Matt explained that a clause was added at the end of the contract that states, “*will continue, without the necessity of renewal, until terminated by either party provided a written notice of such intent is given to the other party at least one hundred twenty (120) days prior to the intended termination dated the contract can be terminated by either party within 120 days*”. The 120 day termination language is standard university contract language, and was reviewed by Jonathan Poer.

Motion by Tuckerman, supported by Van Doren, to recommend approval of the Memorandum of Agreement with MSU Extension for the ANR Agent. Discussion. Motion carried.

2) Request to place Undersheriff at Step 5 of Pay Grade B52

Commissioner Van Doren presented a letter from Sheriff Welsh requesting placement of the incoming Undersheriff, Jim Anderson, at Pay Grade B52, Step 5.

Letter of request from Sheriff Welsh on file.

Motion by Hall, supported by Van Doren, to recommend placement of the incoming Undersheriff, Jim Anderson, at Step 5 of Pay Grade B52. Discussion. Motion carried. Stimpson voting no.

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3) Review dates of upcoming MAC and NACO Legislative conferences.

Commissioner Van Doren reported that the annual MAC Legislative Conference starts February 8th at the Holiday Inn South Conference Center in Lansing.

Motion by Van Doren, supported by Bolton, to recommend approval of attendance to the MAC Legislative Conference starting February 8, 2008, for interested Commissioners and that they are paid per diems and mileage. Motion carried.

Commissioners interested attending the 2009 MAC Legislative Conference in February are Stimpson, Branch, Bolton, Welch, Van Doren, Tuckerman, and Tillotson.

Commissioner Van Doren reported that the annual NACo conference is scheduled for March 7 – 11, 2009 in Washington, D.C.

Motion by Bolton, supported by Tuckerman, to recommend approval to send representatives from the Board of Commissioners to the NACo Conference March 7 – 11, 2009 in Washington, D.C. Discussion. Motion carried.

Commissioners interested in attending the 2009 NACo Conference are Stimpson and Van Doren.

4) Approve meal expense and per diem for attendance to 2009 Lenawee County Legislative Dinner

Commissioner Bolton asked that Commissioners talk to their constituents to encourage them to attend these meetings. They hope to confirm James Epolito as a guest speaker for an upcoming legislative dinner.

Motion by Tuckerman, supported by Bolton, to recommend approval of meal expense and per diems for Commissioners attending 2009 Lenawee County Legislative Dinners. Discussion. Motion carried.

5) Employment Changes

The monthly employment changes list was distributed for review.

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6) Other Business

Commissioner Van Doren reported that there will be an opening for an Emergency Management Coordinator due to the vacancy created by Jim Anderson who will be appointed Undersheriff.

Motion by Van Doren, supported by Bolton, to recommend that the Chair of the Personnel/Ways & Means Committee, the Chair of Criminal Justice Committee, Chair of the Board of Commissioners, and Emergency Management Coordinator review applications and move forward with interviews for the Emergency Management Coordinator position. Motion carried.

Other Business

Marty Marshall distributed and reviewed an example of proposed changes to step structure within non-union pay grades. The proposal extends the pay grades from a 3 year schedule to 7 year, eliminating the 6 month step. It was noted that the range of each grade will not change, just the distribution among steps.

Motion by Tuckerman, supported by Van Doren, to recommend approval of proposed change to step structure of non union pay grades, extending from a 3 year schedule to 7 year schedule, for non union employees hired on or after January 1, 2009. Motion carried

Commissioner Bolton asked Marty Marshall and Steve May to update the Committee on the Assistant Administrator search. Marty updated the committee.

Cheryl Whipple reported that last year the Board of Commissioners declared by proclamation that December 9th to be William "Bill" Bacon day. A moment of silence was observed in honor of Bill Bacon.

II WAYS and MEANS BUSINESS

1) Jail GED Preparation contract renewal

Steve Stocker approached the committee on the renewal of the GED contract. He gave a brief history of the contract.

Motion by Hall, supported by Bolton, to recommend renewal of the GED Preparation contract. Discussion. Motion carried.

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2) Additional Appropriation Requests – Child Care DHS

Cheryl Whipple reported that Jae Guetschow of DHS indicated the amount required to avoid a year end deficit in the Child Care DHS fund is more than originally reported at the budget hearings last month. He anticipates a shortfall of \$210,000.

Motion by Van Doren, supported by Mac Kay, to recommend an additional appropriation from fund reserve to Child Care DHS fund in an amount not to exceed \$250,000 to be reviewed by the Accounts Payable Committee at year end. Discussion. Motion carried.

3) Financial Reports

Administrator

November 2008 finance reports were reviewed by Cheryl Whipple. Revenue is \$24,709,530 which represents 92.5% of the operating revenue budget. Expenditures are \$23,957,457 which represents 91.67% of the budget.

Treasurer

Marilyn Woods reviewed the Treasurer's report for the month of November

Marilyn stated that she would like to advertise to notify the public that County Offices will be closed on December 31st.

4) Approve waiving interest on collection of County taxes

Marilyn stated that the County agrees not to charge townships interest on the taxes that are collected for Department on Aging and Medical Care Facility.

Motion by Van Doren, supported by Tillotson, to recommend approval of waiving interest on the collection of County taxes. Motion carried.

5) Review procedures for approving year end accounts payable vouchers

Motion by MacKay, supported by Bolton, to recommend that the Accounts Payable Committee

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be given authorization to transfer 2008 budget amounts within currently approved levels, as deemed necessary, with no overall increase in the amended 2008 budget. Motion carried.

6) Committee Recommendations/Referrals

No recommendations/referrals at this time.

7) 2008 Budget Adjustments

Cheryl Whipple distributed and reviewed the recommended 2008 budget adjustments.

Motion by MacKay, supported by Stimpson, to recommend approve the budget adjustments as proposed (full text on file). Roll call vote: Yeas (7): Bolton, Gallagher, Tuckerman, Tillotson, Van Doren, Stimpson, and Mac Kay. Nays (2): Branch and Hall. Motion carried.

8) 2009 Budget

Cheryl Whipple reported that she continues preparation of Non-General Funds (NGF) Budgets which will be distributed for review prior to the regular Board of Commissioners meeting in December.

Motion by Van Doren, supported by Tuckerman, to forward the 2009 general fund budget and special revenue and non-general fund budgets for review and approval at the December 19, 2008 Board of Commissioner meeting. Motion carried.

Cheryl Whipple reviewed changes to 2009 General Appropriations Act as recommended by the auditor.

Motion by Van Doren, supported by Tillotson to recommend that the 2009 Lenawee County General Appropriations Act be forwarded to the December 19, 2008 Board of Commission meeting for approval. Motion carried.

Recommended first quarterly allotment of appropriation

Motion by Van Doren, supported by MacKay, to recommend approval of the first quarterly allotment of appropriations. Motion carried.

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9) Other Business

Motion by Van Doren, supported by Tuckerman, to go into executive session to discuss purchase of property. Roll call vote: Yeas (8): Bolton, Gallagher, Tuckerman, Tillotson, Van Doren, Stimpson, Branch and Mac Kay. Nays (1): Hall. Motion carried.

Motion by Van Doren, supported by Bolton, to go out of Executive Session at 12:45 p.m. Motion carried.

Motion by Tuckerman, supported by Bolton, to approve the purchase of 310 River Street, in Adrian, at the assessed value from the Delinquent Tax Fund.

Motion by Hall, supported by Tuckerman, to amend the motion to add \$45,000 to the assessed value to cover costs to prepare the property for use to be paid from the Delinquent Tax Fund. Roll call vote: Yeas (7) Stimpson, Branch, Bolton, Gallagher, Tuckerman, Tillotson, and Van Doren; Nays (2) Hall and MacKay. Amendment carried.

Original motion as amended carried.

Motion by Van Doren, supported by Tuckerman, to have the Prosecutor, Director of Maintenance, and Commissioner Stimpson negotiate a purchase agreement to protect the County on purchase of Bales property, to be completed by January 31, 2009. Motion carried by roll call vote: Yeas (6): Stimpson, Branch, Bolton, Gallagher, Tuckerman, and Van Doren; Nays (3): Hall, MacKay, and Tillotson.

10) Adjournment

Motion by Van Doren, supported by Stimpson, to recess at 1:30 P.M. Motion carried.

CLW/bkk