

# CLINTON COUNTY BOARD OF COMMISSIONERS

## Chairperson

Robert Showers

## Vice-Chairperson

Kam J. Washburn

## Members

David W. Pohl

Bruce DeLong

Kenneth B. Mitchell

Dwight Washington

Adam C. Stacey

**COURTHOUSE  
100 E. STATE STREET  
ST. JOHNS, MICHIGAN 48879-1571  
989-224-5120**



**Administrator**  
Ryan L. Wood  
**Clerk of the Board**  
Diane Zuker

## AGENDA

### CLINTON COUNTY BOARD OF COMMISSIONERS MEETING

Board of Commissioners Room, Courthouse

100 E. State St., Suite 2200, St. Johns

**TUESDAY, FEBRUARY 26, 2019**

- 9:00 a.m. Call to Order  
Moment of Silence  
Pledge of Allegiance  
Roll Call  
Approval of Agenda  
Presentation of Minutes – January 29, 2019  
Communications  
1. Letter from State 911 Committee requesting Annual Certification regarding collection of 911 Surcharge between July 1, 2019 and June 30, 2020
- 9:04 a.m. Administrator's Report
- 9:06 a.m. Public Comments
- 9:08 a.m. Zoning:  
  
OR 149-19 (PC-03-19 MA) Petition for Change of Zone/Map Amendment submitted by Carl Schlegel, Inc. (Mark Schlegel), requesting to rezone the following properties in southern Greenbush and Duplain Townships in the vicinity of Colony, Chandler, Krepps and Williams Roads from A-2 (General Agriculture) to MR (Mineral Resource Extraction)
- 9:12 a.m. Approval of Commissioners' Expense Accounts
- 9:13 a.m. COMMITTEE REPORTS:  
  - Infrastructure Committee – February 13, 2019
  - Ways and Means Committee – February 21, 2019
  - Human Resources Committee – February 21, 2019
- Adjournment

ALL TIMES ARE TENTATIVE. TO REQUEST ACCOMMODATIONS OR MATERIALS IN AN ALTERNATIVE FORMAT, PLEASE CONTACT ADMINISTRATION AT (989)224-5120 OR TDD USERS WITHIN CLINTON COUNTY MAY DIAL 9-1-1 FOR GENERAL COUNTY SERVICES OR USE MICHIGAN RELAY 1-800-649-3777 OR THE NATIONAL RELAY NUMBER OF 7-1-1 NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

**INFRASTRUCTURE COMMITTEE  
WEDNESDAY, FEBRUARY 13, 2019 AT 2:30 P.M.  
CLINTON COUNTY COURTHOUSE  
BOARD OF COMMISSIONERS ROOM  
100 EAST STATE STREET, ST. JOHNS, MI 48879**

1	2:30	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	2:32	LIMITED PUBLIC COMMENTS
3	2:35	FAIRGROUNDS BUILDING REPLACEMENT – DISCUSSION*
4	2:45	FAIRGROUNDS – DISCUSSION REGARDING ACQUISITION OF PROPERTY FROM CITY OF ST. JOHNS*
5	2:55	DISCUSSION REGARDING TECHNOLOGY CONNECTIVITY WITH LOCAL GOVERNMENT UNITS*
6	3:05	SERVICES AVAILABLE TO CITIZENS ON COUNTY WEBSITE – DISCUSSION*
7	3:15	COMMISSIONERS' COMMENTS
8	3:20	ANY OTHER BUSINESS

**WAYS AND MEANS COMMITTEE  
THURSDAY, FEBRUARY 21, 2019 AT 2:00 P.M.  
CLINTON COUNTY COURTHOUSE  
BOARD OF COMMISSIONERS ROOM  
100 EAST STATE STREET, ST. JOHNS, MI 48879**

1	2:00	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	2:02	LIMITED PUBLIC COMMENTS
3	2:05	DRAIN COMMISSIONER (PHIL HANSES): A. APPROVAL OF REMONUMENTATION CONTRACTS B. APPOINTMENTS TO REMONUMENTATION PEER GROUP C. APPOINTMENTS OF REMONUMENTATION GRANT REPRESENTATIVE AND GRANT ADMINISTRATOR
4	2:15	CLINTON CAREER NETWORK UPDATE (PAT JACKSON AND KELLY WILLIAMS)
5	2:30	JAIL MENTAL HEALTH SERVICES CONTRACT
6	2:35	AUDIT ENGAGEMENT LETTER AND TERMS (ADMINISTRATION)
7	2:40	PLANNING UPDATE
8	2:55	MARCH 2019 COMMITTEE MEETING CALENDAR (ADMINISTRATION)
9	3:00	ACCOUNTS PAYABLE INVOICES PAID TOTALS
10	3:05	COMMISSIONERS' COMMENTS
11	3:10	ADMINISTRATOR'S REPORT
12	3:15	ANY OTHER BUSINESS

**HUMAN RESOURCES COMMITTEE  
THURSDAY, FEBRUARY 21, 2019 AT 3:30 P.M.  
(OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING)  
CLINTON COUNTY COURTHOUSE  
BOARD OF COMMISSIONERS ROOM  
100 EAST STATE STREET, ST. JOHNS, MI 48879**

1	3:30	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	3:32	LIMITED PUBLIC COMMENTS
3	3:35	COMMITTEE/COMMISSION APPOINTMENTS (ADMINISTRATION)
4	3:40	457 PLAN (ADMINISTRATION)
5	3:55	COMMISSIONERS' COMMENTS
6	4:00	ANY OTHER BUSINESS

# CLINTON COUNTY BOARD OF COMMISSIONERS

**COURTHOUSE**  
**100 E. STATE STREET**  
**ST. JOHNS, MICHIGAN 48879-1571**  
**989-224-5120**



**Chairperson**  
Robert Showers  
**Vice-Chairperson**  
Kam J. Washburn  
**Members**  
David W. Pohl  
Bruce DeLong  
Kenneth B. Mitchell  
Dwight Washington  
Adam C. Stacey

**Administrator**  
Ryan L. Wood  
**Clerk of the Board**  
Diane Zuker

**DATE 01/29/2019** The Clinton County Board of Commissioners met on Tuesday, January 29, 2019 at 9:08 a.m. in the Clinton County Board of Commissioners Room, Courthouse, St. Johns, Michigan with Chairperson Robert Showers presiding.

**MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE** Chairperson Showers called for a moment of silence. The pledge of allegiance was given to the flag of the United States of America.

**ROLL CALL** Roll was called and a quorum reported. Present were Commissioners Kam Washburn, David Pohl, Bruce DeLong, Kenneth B. Mitchell, Robert Showers, Dwight Washington and Adam Stacey.

**COUNTY PERSONNEL** Ryan Wood, Hon. Lisa Sullivan and Craig Longnecker.

**VISITORS** Kate Snyder and Marcus Cheatham.

**AGENDA** The agenda was presented for review and approval.

**BOARD ACTION:** Commissioner DeLong moved, supported by Commissioner Mitchell to approve the agenda as printed. Motion carried.

**APPROVAL OF MINUTES** The following minutes were presented for review and approval:

- December 14, 2018 Board Meeting
- January 3, 2019 Board Organizational Meeting

**BOARD ACTION:** Commissioner DeLong moved, supported by Commissioner Mitchell to approve the minutes of the December 14, 2018 and January 3, 2019 minutes as printed. It was noted that there were no January 22, 2019 Human Resources closed session minutes to be approved as identified on the agenda, in view of the fact that the committee did not proceed to closed session at that meeting. Motion carried.

**COMMUNICATIONS** The following communications were received:

1. Bay County Resolution calling for Governor Snyder to veto any and all new legislation that changes existing law pertaining to the Governor, Secretary of State and Attorney General
2. Bay County resolution calling for revision to the Medicare Prescription Drug Bill of 2003
3. Jackson County Resolution regarding the unfunded mandates created by the Michigan Indigent Defense Commission
4. Kalkaska County Resolution opposing SB 396 related to Frost Law exceptions
5. Wexford County Resolution opposing SB 1031 regarding amendments to the General Property Tax Act to exempt qualified utility personal property from collection of taxes

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Pohl to acknowledge receipt of the communications. Motion carried.

ADMINISTRATOR'S  
REPORT

Ryan Wood, County Administrator noted that the Courthouse closed at noon yesterday due to the inclement weather conditions.

RETIREE HEALTH CARE  
TRUST FUND ANNUAL  
REPORT

Retiree Health Care Trust Fund is used to cover medical expenses for retiree health care. Members of the trust fund meet quarterly to review the performance of the fund with an annual report presented to the Board at the beginning of each year.

The Post-Retirement Health Care Plan only covers employees who retire with 20 years of service at age 60. At age 65 the retiree must apply for Medicare and at that point the Plan becomes a supplemental plan.

Investment Advisor Bill Christensen of Fifth Third Bank provided a brief summary of the annual report on the performance of the fund during the 2019 calendar year.

**BOARD ACTION:** Commissioner Washburn moved, supported by Commissioner DeLong to accept the report as presented. Motion carried.

RESIDENTIAL ATTRACTION  
PROJECT PRESENTATION

Kate Snyder, Principal Strategist with Piper & Gold Public Relations presented a report on the background of their research to help Clinton County build and grow a sustainable tax base. Piper and Gold Public Relations partnered with the county to better understand what local human resource recruiters understand about the county and how they present it to out-of-region and out-of-state candidates. Piper & Gold Public Relations developed a series of strategies, tools and techniques to enable recruiters to favorably position Clinton County as a housing destination.

Ms. Snyder is seeking feedback from the members of the Board regarding area school districts and their successes to be reflective of the entire county to incorporate in the materials for distribution. Members provided their thoughts.

A brochure will be the primary tool for local recruiters such as Lansing Regional Chamber of Commerce, LEAP, Inc.; local municipalities; Dart Container; McLaren; Sparrow Health System; Michigan State University, etc. for distribution, in addition a link will be placed on the county website.

RECESS

Chairperson Showers declared a 5 minutes recess at 10:04 a.m.

PUBLIC COMMENTS

Chairperson Showers called for public comments.

- Marcus Cheatham, Health Officer with the Mid-Michigan District Health Department provided a brief update on the Board of Health's proposed ordinance amendments related to the failing septic systems following their public hearings. He will report back to the Board of Commissioners in the next several weeks.

APPROVAL OF  
COMMISSIONERS'  
EXPENSE ACCOUNTS

Commissioners' expense accounts were presented for review and approval.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Pohl to approve the expense accounts, subject to review by the Chair and Clerk. Motion carried.

COMMITTEE REPORTS

The following are reports of Committee meetings:

**WAYS AND MEANS  
COMMITTEE MEETING**

Commissioner Stacey, Chairperson of the Ways and Means Committee reported on a meeting held January 24, 2019.

ATTENDANCE AT  
COMMITTEE MEETING

**Members Present**

Adam Stacey, W&M Committee Chairperson  
Dwight Washington  
Bruce DeLong  
Kam Washburn  
Ken Mitchell  
David Pohl  
Robert Showers, Ex-Officio Member

**Staff Present**

Ryan Wood  
Craig Longnecker  
Penny Goerge  
Doug Riley  
Craig Thelen  
Tina Ward  
Larry St. George  
Tom Helms  
Rob Wooten  
Kate Neese

**Others Present**

Susan Gorby, Clinton Area Transit System  
Ryan Thurston, Clinton Area Transit System  
Gail Watkins, Clinton Area Transit System  
Todd Williams, Lean & Green Michigan  
Keith Lambert, Lansing Economic Area Partnership (LEAP)

APPROVAL OF AGENDA

1. Ways and Means Committee Chairperson Stacey called the meeting to order at 2:01 p.m.

**COMMITTEE ACTION:** Commissioner Mitchell moved, supported by Commissioner Pohl, to approve the agenda as amended. Motion carried.

- Addition to Agenda: Property Assessed Clean Energy (PACE) Program – 2A

PUBLIC COMMENTS

2. Ways and Means Committee Chairperson Stacey requested limited public comments. There were none.

PROPERTY ASSESSED  
CLEAN ENERGY PROGRAM  
(PACE)

2A. Ways and Means Committee Chairperson Stacey introduced Keith Lambert, Vice-President of the Lansing Economic Area Partnership (LEAP) and Todd Williams from Lean & Green Michigan to discuss the Property Assessed Clean Energy (PACE) program.

- Mr. Lambert introduced Mr. Todd Williams from Lean & Green Michigan who has worked on several projects in Ingham and Eaton counties; the members were notified that there are two active projects in Clinton County that are interested in utilizing PACE as a financing tool;
- Mr. Williams provided a brief overview of the PACE program; PACE is a long-term financing tool facilitated through local governments for the purpose of encouraging commercial property owners in Michigan to undertake environmentally friendly developments;
- Discussion followed regarding the local government steps that would need to take place in order to create a PACE district with Lean & Green Michigan;
- Further discussion followed regarding jurisdictional concerns and Mr. Williams was asked to bring this matter before the Bath Charter Township Board.

No action taken.

CLINTON AREA TRANSIT  
PROPOSED BUDGET FOR  
FY 2020

3. Ways and Means Committee Chairperson Stacey introduced General Manager Sue Gorby and Ryan Thurston from Clinton Area Transit System (CATS) to provide an update regarding the proposed 2020 budget.
  - Ms. Gorby provided a brief overview and answered questions regarding the proposed 2020 budget;
  - Discussion also took place regarding a wage increase for bus operators; this will bring bus operator wages to a comparable rate of similar local positions;
  - Ms. Gorby notified the members that the Clinton Area Transit Board is researching the possibility of a millage renewal request for the August

- or November 2019 election;
- It was noted that a complete review of financing needs will need to take place; it was also reiterated that the County would need to authorize a levy before it can be placed on the ballot;
- Discussion took place regarding Care a Van Service (a donation based program), a focus on public outreach and volunteer recruitment will become a priority during the next fiscal year, as a new leadership in the program will begin next week and is expected to take a substantial public approach in the community.

**COMMITTEE RECOMMENDATION:** Commissioner DeLong moved, supported by Commissioner Pohl, to **recommend** approving the FY 2020 Budget of the Clinton Area Transit System as presented. Motion carried.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner DeLong to concur with the committee recommendation. Motion carried.

TREASURER BLANKET BOND REPORT

4. Ways and Means Committee Chairperson Stacey introduced Tina Ward, Clinton County Treasurer, to discuss the One Million Dollar Blanket Bond covering the County Treasurer.
  - As required by Public Act 211 of 2007, County Treasurer Ward provided a copy of the Blanket Faithful Performance Bond in the amount of One Million Dollars issued to Clinton County by the Michigan Municipal Risk Management Authority;
  - The Bond is valid for the upcoming year and also meets the statutory threshold amount required by this Act.

**COMMITTEE RECOMMENDATION:** Commissioner Washburn moved, supported by Commissioner Pohl, to **recommend** acknowledging submission of the Blanket Bond Report for 2019 as required by Public Act 211 of 2007. Motion carried.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Pohl to concur with the committee recommendation. Motion carried.

WASTE MANAGEMENT

5. Waste Management:

REGIONAL RECYCLING INITIATIVE UPDATE

- A. Ways and Means Committee Chairperson Stacey introduced Kate Neese, Waste Management Coordinator, to provide an update on the proposed Regional Recycling Initiative.
  - Discussion followed regarding a pending partnership between the cities of Lansing and East Lansing with the company Emterra to provide a regional solution to commodity processing in the tri-county area; the proposed facility will provide many opportunities for public/private partnerships and expanded recycling collection.

No action taken.

REQUEST TO DIGITIZE GARBAGE GUIDE

- B. Ways and Means Committee Chairperson Stacey introduced Kate Neese, Waste Management Coordinator, to discuss a request to digitize the resource guide (Garbage Guide) and make it a searchable document for our residents.
  - The Department of Waste Management would like to digitize the resource guide (Garbage Guide) and make it a searchable document for our residents to make information more readily accessible and easier to find;
  - ReCollect Systems is a technology company that will build the database, enter all of the information and then share the code to add it to our webpage;
  - Staff will have access to the backend of the database to make real time changes and updates throughout the year; ReCollect will continue

- to support the information for an annual fee;
- The Department of Waste Management will continue to produce paper copies of the Garbage Guide as some of our residents still request it.

**COMMITTEE RECOMMENDATION:** Commissioner DeLong moved, supported by Commissioner Washburn to **recommend** authorizing an annual service agreement with ReCollect Systems for digitalization of the resource guide (Garbage Guide). Motion carried. Commissioners Mitchell and Stacey voted no.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Pohl to concur with the committee recommendation. Motion carried. Commissioners Stacey and Mitchell voted no.

EMERGENCY  
MANAGEMENT

6. Emergency Management:

EMERGENCY OPERATIONS  
CENTER AUDIO/VISUAL  
SYSTEM

- A. Ways and Means Committee Chairperson Stacey introduced Larry St. George, Emergency Services Director to discuss a capital improvement project.
- Emergency Services Director St. George is requesting an increase in the capital improvement budget from \$3,000 to \$4,312.77 for the EOC audio/visual system due to the need for commercial screens as opposed to consumer-grade screens.

**COMMITTEE RECOMMENDATION:** Commissioner Washburn moved, supported by Commissioner Pohl, to **recommend** approving an increase in the capital improvement budget from \$3,000 to \$4,312.77 to purchase the EOC audio/visual system. Motion carried.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner DeLong to concur with the committee recommendation. Motion carried.

TRI-COUNTY HAZARD  
MITIGATION PLAN AND  
HAZARD MITIGATION  
ASSISTANCE (HMA) GRANT  
LETTER OF INTENT TO  
PARTICIPATE

- B. Ways and Means Committee Chairperson Stacey introduced Larry St. George, Emergency Services Director to discuss the Tri-County Hazard Mitigation Plan.
- The Emergency Management programs in the tri-county area are working together to prepare the required updates to our Hazard Mitigation Plan;
  - The County is being asked to formally declare our intent to fully participate in the update process including applying for Hazard Mitigation Assistance (HMA) grant funds and the planning process.

**COMMITTEE RECOMMENDATION:** Commissioner Pohl moved, supported by Commissioner Mitchell, to **recommend** approving and signing the proposed letter of intent for participation in the Tri-County Hazard Mitigation Plan and Hazard Mitigation Assistance (HMA) grant process. Motion carried.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Washington to concur with the committee recommendation. Motion carried.

MAINTENANCE CAPITAL  
IMPROVEMENT REQUESTS

7. Ways and Means Committee Chairperson Stacey introduced Rob Wooten, Building and Grounds Director to discuss capital improvement projects.

SECURITY CAMERAS

- A. Security Cameras:
- In coordination with MIS, the Sheriff's Office and the Courthouse Security Committee, this project will replace all existing analog courthouse security cameras with new digital cameras as well as add new cameras as prioritized by the Courthouse Security Deputies and Courthouse Security Committee.

**COMMITTEE ACTION:** Commissioner DeLong moved, supported by Commissioner Mitchell, to approve up to \$40,000 to replace existing outdated cameras and add additional courthouse security cameras as outlined and approved in the capital improvements section of the 2019 budget. Motion carried.

LED LIGHTING UPGRADES

B. LED Lighting Upgrades:

- The County will save an estimated \$9,600 per year in utility costs by switching to LED bulbs; additional savings will also exist due to the increased life expectancy of LED bulbs compared to fluorescent bulbs and the elimination of almost 1,900 existing ballasts that will no longer need to be replaced;
- The cost for 3,788 LED bulbs and supplies will be less than \$33,000; there is currently an energy efficiency rebate available from Consumers Energy for \$3 per each T8 fluorescent bulb replaced with an LED bulb (\$11,364 for 3,788 bulbs); this brings the project total to roughly \$21,636.

**COMMITTEE ACTION:** Commissioner Pohl moved, supported by Commissioner DeLong, to approve up to a net amount of \$25,000 (after Consumers Energy rebates) for the LED lighting upgrades at the Courthouse, Jail, Health Department and Animal Shelter as outlined in the capital improvements section of the 2019 budget. Motion carried.

MIS CAPITAL  
IMPROVEMENT REQUESTS

8. Ways and Means Committee Chairperson Stacey introduced Craig Thelen, MIS Director to discuss upcoming capital improvement projects.

COURTHOUSE LOCK  
SYSTEM

A. Courthouse Lock System:

- The system that controls the locks to all the doors in the courthouse, health department, maintenance building and animal control is at its end of life and filled to capacity;
- We will need to replace the digital cards that control the locking and unlocking of the doors with our fob keys; we also have additional requests from the courts to add fob controlled locks to the courtrooms for security reasons and to add new panic buttons;
- It was further noted that the Sheriff's office has a small separate outdated system that controls the entrances into the administrative side of the building and not the jail; they would like to discontinue using it and replace it with the courthouse system.

**COMMITTEE ACTION:** Commissioner DeLong moved, supported by Commissioner Mitchell, to approve up to \$80,000 for the process of updating the courthouse lock system, as outlined and approved in the capital improvements section of the 2019 budget. Motion carried.

SHERIFF'S OFFICE PUBLIC  
FINGERPRINT MACHINE

B. Public Fingerprint Machine:

- The Sheriff's Office's fingerprint machine has reached end of life;
- This machine is used steadily through the day to fingerprint the public and run background checks; hardware problems can cause the public to be in the jail administration office area longer than they should be and that can become a security issue.

**COMMITTEE ACTION:** Commissioner Mitchell moved, supported by Commissioner Pohl, to approve up to \$15,000 to update the Public Finger Print Machine, as outlined and approved in the capital improvements section of the 2019 budget. Motion carried.



COMPUTER  
REPLACEMENTS

C. Use of Computer Replacement Funds:

- The operating system Windows 7 will reach end of life (Microsoft will not support them anymore) in January of 2020; the computers in the Register of Deeds and the Building Department will need to be replaced;
- The Register of Deeds has an automation fund and the Building Department has an enterprise fund; each fund has an adequate fund balance and can be used to purchase technology.

**COMMITTEE RECOMMENDATION:** Commissioner DeLong moved, supported by Commissioner Washburn, to **recommend** authorizing the appropriate budget adjustments for the purchase of new equipment in the amount of \$10,000 from the automation fund and \$15,000 from the building department fund. Motion carried.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Pohl to concur with the committee recommendation. Voting on the motion by roll call vote, those voting aye were Mitchell, DeLong, Washington, Washburn, Pohl, Stacey and Showers. Motion carried.

MICROFILMING/IMAGING  
FUNDS

D. Microfilming/Imaging Funds:

- Progress continues to be made within the Clerk's Office with backing up our court records;
- Clerk Zuker indicated that she would like to finish imaging clerk's records by the time her term is up; we do use the fund for other small batches of scanning and we have also used it to scan archived Clinton County Newspapers.

**COMMITTEE ACTION:** Commissioner DeLong moved, supported by Commissioner Washburn, to approve up to \$25,000 for the process of microfilming and imaging of departmental records, as outlined and approved in the capital improvements sections of the 2019 budget. Motion carried.

TRI-COUNTY METRO  
PAYMENT

9. Ways and Means Committee Chairperson Stacey introduced discussion regarding a request from the Tri-County Metro Narcotics Squad.
- The County received a request from the Tri-County Metro Narcotics Squad for Clinton County's share of the FY17-18 offset payment in the amount of \$15,590.04;
  - Since there are times when forfeitures have provided enough revenue to cover the cost of this operation, Clinton County does not include this expenditure in the adopted operational budget; however, there is an allowance made by committing \$75,000 for Tri-County Metro expenditures in the fund balance of the general fund;
  - According to the fund balance classification policy "a majority vote of the members elect is required to approve a commitment and a majority vote of the members elect is required to remove a commitment".

**COMMITTEE RECOMMENDATION:** Commissioner Pohl moved, supported by Commissioner Washburn, to **recommend** approving a decrease of committed funds in the amount of \$15,590.04 from the general fund committed fund balance for Tri-County Metro Narcotics Squad in order to make the FY17-18 offset payment. Motion carried.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Mitchel to concur with the committee recommendation. Motion carried.

2019 COMMITTEE OF THE  
WHOLE MEETING

10. Ways and Means Committee Chairperson Stacey introduced discussion about scheduling a full day Committee of the Whole Meeting in March.
- Chairperson Showers has suggested that the Board consider holding a one day Committee of the Whole Meeting on Friday, March 22, 2019;

- Discussion took place regarding retreat topics;
- It was noted that we currently have adequate funding within the board's special projects budget line to cover the expenses.

**COMMITTEE ACTION:** Commissioner Mitchell moved, supported by Commissioner Pohl to approve the proposed Committee of the Whole Meeting to take place at Eagle Eye on Friday, March 22<sup>nd</sup> at 9:00 a.m. Motion carried.

RE-APPROPRIATE 2018 PROJECTS

11. Ways and Means Committee Chairperson Stacey introduced discussion regarding the re-appropriation of 2018 projects.
- Deputy Administrator Longnecker provided an overview of the projects that were approved in 2018 that have yet to be completed; it is recommended that these projects be carried over to 2019.

**COMMITTEE RECOMMENDATION:** Commissioner Mitchell moved, supported by Commissioner Washington, to **recommend** approving the re-appropriation of the 2018 projects to the 2019 Budget as presented. Motion carried.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Mitchell to concur with the committee recommendation. Motion carried.

PLANNING UPDATE

12. Ways and Means Committee Chairperson Stacey introduced discussion regarding a planning update. No action taken.

FEBRUARY 2019 COMMITTEE MEETING CALENDAR

13. Ways and Means Committee Chairperson Stacey introduced discussion regarding the February 2019 Open Meetings and Events Calendar.
- Discussion took place about adding an Infrastructure Committee Meeting to the calendar on February 13<sup>th</sup> at 3:30 p.m.

**COMMITTEE RECOMMENDATION:** Commissioner Mitchell moved, supported by Commissioner Washington, to **recommend** the approval of the February 2019 Open Meetings and Events Calendar as amended. Motion carried.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Pohl to concur with the committee recommendation. Motion carried.

ACCOUNTS PAYABLE INVOICES PAID

14. Ways and Means Committee Chairperson Stacey introduced discussion regarding the Accounts Payable Invoices Paid.

**COMMITTEE ACTION:** Commissioner DeLong moved, supported by Commissioner Mitchell, to approve the invoices paid from December 8, 2018 through January 4, 2019 in the amount of \$818,798.79. Motion carried.

COMMISSIONERS' COMMENTS

15. Ways and Means Committee Chairperson Stacey requested Commissioners' comments. There were none.

ADMINISTRATOR'S COMMENTS

16. Ways and Means Committee Chairperson Stacey requested comments from Ryan Wood, County Administrator.
- Administrator Wood provided an Administrator's Report to the Members.
- No action taken.

ADJOURNMENT OF COMMITTEE MEETING

17. Ways and Means Committee Chairperson Stacey adjourned the meeting at 3:50 p.m.

**HUMAN RESOURCES  
COMMITTEE MEETING**

Commissioner DeLong, Chairperson of the Human Resources Committee reported on a meeting held January 24, 2019.

ATTENDANCE AT  
COMMITTEE MEETING

**Members Present**

Bruce DeLong, HR Committee Chairperson  
Adam Stacey  
Kam Washburn  
Ken Mitchell  
David Pohl  
Dwight Washington  
Robert Showers, Ex-Officio Member

**Staff Present**

Ryan Wood  
Craig Longnecker  
Penny Goerge

APPROVAL OF AGENDA

1. Human Resources Committee Chairperson DeLong called the meeting to order at 3:52 p.m.

**COMMITTEE ACTION:** Commissioner Mitchell moved, supported by Commissioner Stacey, to approve the agenda. Motion carried.

PUBLIC COMMENTS

2. Human Resources Committee Chairperson DeLong requested limited public comments. There were none.

COMMITTEE/COMMISSION  
APPOINTMENTS

3. Human Resources Committee Chairperson DeLong introduced discussion regarding appointments to various Committees and Commissions. No action taken.

SPARROW  
OCCUPATIONAL HEALTH  
SERVICES

4. Human Resources Committee Chairperson DeLong introduced discussion regarding pre-employment and work related services provided by Sparrow Occupational Health.
  - In recent years, pre-employment physicals have been provided by local physicians; however Administration has been reviewing options to provide more comprehensive occupational health services;
  - Sparrow Occupational Health is a board certified facility specializing in occupational medicine and offers quick access to work related injury and re-employment services;
  - Services provided do not require a contract; fees will be charged based on a per service basis and the rates are competitive with current service fees.

**COMMITTEE RECOMMENDATION:** Commissioner Washburn moved, supported by Commissioner Pohl, to **recommend** authorizing the transition to Sparrow Occupational Health Services for pre-employment and work-related services. Motion carried.

**BOARD ACTION:** Commissioner DeLong moved, supported by Commissioner Washburn to concur with the committee recommendation. Motion carried.

COUNTY PERSONNEL  
MANUAL AMENDMENT  
REGARDING SUBSTANCE  
ABUSE POLICY AND  
RECREATIONAL  
MARIJUANA

5. Human Resources Committee Chairperson DeLong introduced discussion regarding the County's substance abuse policy.
  - The passage of Proposal 1 legalized the use of recreational marijuana in Michigan; Administration has attended a seminar and consulted with legal counsel on this change and its impact on employment;
  - It is recommended that the County makes it explicitly clear that drugs which are illegal to possess under federal law are prohibited drugs under the County's Substance Abuse Policy;
  - It is further recommended that the current policy be amended as follows: "Prohibited drugs or substances' are (a) drugs or substances whose possession or sale is illegal under state or federal law.";
  - If approved, Administration plans to send a letter to all employees to emphasize the impact marijuana use could have on their employment.

**COMMITTEE RECOMMENDATION:** Commissioner Mitchell moved, supported by Commissioner Stacey, to **recommend** approving the recommended changes to the Employee Personnel Manual (Substance Abuse Policy) and further authorizes the distribution of the informational letter to all employees. Motion carried.

**BOARD ACTION:** Commissioner DeLong moved, supported by Commissioner Pohl to concur with the committee recommendation. Brief discussion followed. Motion carried.

PLANTE MORAN  
FINANCIAL ADVISORS  
PLAN PROVIDER ANALYSIS

6. Human Resources Committee Chairperson introduced discussion regarding the County's 457(b) plan.
- In November the Board hired Plante Moran Financial Advisors to analyze our deferred compensation program;
  - PMFA has provided a proposed consulting agreement for continuing financial services; the consulting agreement appears to be consistent with our discussions and outlines needed services;
  - The Members also reviewed a letter from Nationwide regarding their latest offer on a fee structure for managing fund assets;
  - Discussion followed regarding establishing an investment policy and oversight structure.

**COMMITTEE RECOMMENDATION:** Commissioner Washburn moved, supported by Commissioner Pohl, to **recommend** authorizing the proposed plan enhancement provided by Nationwide. Motion carried.

**BOARD ACTION:** Commissioner DeLong moved, supported by Commissioner Washburn to concur with the committee recommendation. Motion carried.

**COMMITTEE RECOMMENDATION:** Commissioner Washburn moved, supported by Commissioner Pohl, to **recommend** authorizing the proposed Advisory Agreement with Plante Moran Financial Advisors (PMFA) subject to legal review. Motion carried.

**BOARD ACTION:** Commissioner DeLong moved, supported by Commissioner Washburn to concur with the committee recommendation. Motion carried.

COMMUNITY  
DEVELOPMENT TRADE  
INSPECTORS WAGE  
INCREASE

7. Human Resources Committee Chairperson DeLong introduced discussion regarding a wage rate increase for trade inspector office/testimony hours.
- Community Development Director Riley recommends that we increase the respective hourly office/testimony rate for the County's Trade Inspectors from \$15 to \$30 hour;
  - This hourly rate has not been increased since 2004 and the increased rate would be more reflective of the required knowledge, experience and licensing of the position and other inspectors for the County;
  - Administration concurs with this request.

**COMMITTEE RECOMMENDATION:** Commissioner Pohl moved, supported by Commissioner Mitchell, to **recommend** increasing the hourly rate for the County's Trade Inspectors from \$15 to \$30 per hour and to authorize the County Administrator to execute amended employment agreements with the Inspectors to reflect this increase as well as to allow increased office hours, not to exceed 6 hours per week, as conditions or projects dictate. Motion carried.

**BOARD ACTION:** Commissioner DeLong moved, supported by Commissioner Mitchell to concur with the committee recommendation. Motion carried.

**COLLECTIVE BARGAINING  
DISCUSSION**

8. Human Resources Committee Chairperson DeLong introduced discussion regarding collective bargaining with the Command Officers Association of Michigan (COAM).
- Administrator Wood provided an administrative update on collective bargaining.
- No action taken.

**COMMISSIONERS'  
COMMENTS**

9. Human Resources Committee Chairperson DeLong requested Commissioners' comments.
- Commissioner Showers:
    - Provided an update on behalf of the Michigan Association of Counties, Capitol Council of Governments, Capital Region Airport Authority and the Residential Attraction Project;
    - Notified the Members that the MSUE Center for Local Government Finance and Policy Advisory Council has been disbanded;
  - Commissioner Washburn:
    - Provided an update on behalf of the Road Commission;
    - Congratulated Commissioner Pohl for becoming the first year recipient of the Shirley Rodgers Award from the Tri-County Regional Planning Commission;
  - Commissioner Pohl:
    - Provided an update on behalf of the Parks and Green Space Commission, Trail Committee and Community Mental Health;
    - Briefly discussed the clean-up efforts that are taking place after a large fire that took place in Dallas Township last month;
  - Commissioner Washington:
    - Provided an update on behalf of the Parks and Green Space Commission and Mid-Michigan District Health Department;
    - Notified the Members that this year marks the centennial anniversary of Michigan state parks;
    - Briefly discussed a feasibility study for connecting major bike paths in Michigan;
  - Commissioner Mitchell provided an update on behalf of Capital Area Community Services.

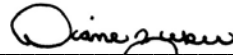
**ADJOURNMENT OF  
COMMITTEE MEETING**

10. Human Resources Committee Chairperson DeLong adjourned the meeting at 4:49 p.m.

**END OF COMMITTEE  
REPORTS**

**ADJOURNMENT**

With no further business to come before the Board, Chairperson Showers declared the meeting adjourned at 10:25 a.m.



\_\_\_\_\_  
Diane Zuker, Clerk of the Board

NOTE: These minutes are subject to approval on February 26, 2019.



Gretchen Whitmer  
GOVERNOR

STATE OF MICHIGAN  
STATE 911 COMMITTEE  
LANSING

JEFF TROYER  
CHAIR

January 30, 2019

Dear County Coordinator:

The following communication has been sent to your County Clerk in regard to county 911 surcharges.

Under MCL 484.1714(1)(g) the State 911 Committee is required to provide notice to communication providers of the 911 surcharges in Michigan. This includes the counties' 911 operational surcharges and the state 911 fee.

MCL 484.1401b allows a county board of commissioners to assess up to \$0.42 a month by commissioner resolution.

If a county commission determines that it is necessary for the county to enact a local surcharge that is more than \$0.42 per month **and** in excess of the monthly amount that was approved for the county by the Michigan Public Service Commission under U-15489, the voters of the county must approve the increased surcharge.

In order for an increase to be effective beginning July 1, 2019, the county must have a current ballot proposal that has been passed no later than the May 2019 election date. **If the May 2019 date is missed, the next surcharge effective change date is July 2020.** Please refer to your county's legal counsel for details for proper county commission action to place a question on a May 2019 ballot.

*If the county is collecting a 911 surcharge between July 1, 2019, and June 30, 2020, based on a ballot proposal, **at a minimum**, that ballot proposal **must be valid** for at least the entire collection **period between July 1, 2019, and June 30, 2020**, on the statutory due date of May 15, 2019.*

In order to make the proper notice to the communication providers about the counties' 911 surcharges, please follow one of the four options below:

1. Not collecting local surcharge

If the county is **not** going to collect a local 911 operational surcharge between July 1, 2019, and June 30, 2020, please provide a letter to the State 911 Office **no later than 4 p.m., Wednesday, May 15, 2019**, stating that the county will **not** be collecting the local 911 surcharge. Please include a completed Form SNC-500 (attached and available on-line at [www.michigan.gov/snc](http://www.michigan.gov/snc)) with the county's letter.

**Please use Template A for this option.**

2. Continue collecting surcharge with no changes

If the county is going to **continue collection** of its current local 911 surcharge with **no change** in the present amount between July 1, 2019, and June 30, 2020, please provide a letter to the State 911 Office **no later than 4 p.m., Wednesday, May 15, 2019**, stating that the county is going to continue collection of the local 911 surcharge with no change in its present amount. Please include a completed Form SNC-500 (attached and available on-line at [www.michigan.gov/snc](http://www.michigan.gov/snc)) with the county's letter.

Please use **Template B** if collection is by county commissioners' resolution or MPSC U-15489.

Please use **Template C** if collection is by ballot proposal.

3. Changing surcharge amount

If the county is going to **change** its local 911 surcharge (whether an increase or decrease) under either process set forth in MCL 484.1401b (1)(a) & (b), please do **one of the following** as appropriate:

- a) If the county is going to **change** its surcharge by **county board of commission resolution** to collect **\$0.42 or less per month**, or less than allowed under MPSC U-15489, a notarized or certified copy of the county commissioner's resolution setting the local monthly 911 surcharge **and** a completed Form SNC-500 (attached and available on-line at [www.michigan.gov/snc](http://www.michigan.gov/snc)) must be provided. Both documents, the resolution and the completed SNC-500, must be received by the State 911 Office **no later than 4 p.m., Wednesday, May 15, 2019.**
- b) If the county is going to **change** its current surcharge pursuant to **voter approval** to collect **more than \$0.42 per month**, please provide:
  1. A copy of the clerk's certified ballot determination. (That ballot must be valid until at least June 30, 2020).
  2. A notarized or certified copy of the county commissioner's resolution setting the local monthly 911 surcharge.
  3. A letter from the county confirming the 911 surcharge.  
**Please use Template D for this option.**
  4. A completed Form SNC-500 (attached and available on-line at [www.michigan.gov/snc](http://www.michigan.gov/snc)).

All four documents must be provided and received by the State 911 Office **no later than 4 p.m., Wednesday, May 15, 2019.**

All documents are to be returned by e-mail to: [mspetsc@michigan.gov](mailto:mspetsc@michigan.gov)

Under MCL 484.1401b (7), the above information is due to the State 911 Committee **no later than 4 p.m., Wednesday, May 15, 2019**; however, if it is possible for the county to do so, earlier responses will be accepted and are encouraged. Failure to meet the May 15 deadline may result in the inability of the State 911 Office to notify the communication providers prior to the annual deadline and can adversely affect the collection of your county's local 911 surcharge.

If you have any questions, please do not hesitate to contact me at (517) 243-2075 or by e-mail at [rennie-brownh@michigan.gov](mailto:rennie-brownh@michigan.gov).

Sincerely,



Ms. Harriet Rennie-Brown  
State 911 Administrator  
Enclosures (4)

**Template A**

[County Letterhead]

[Date]

Please be advised that [County name] is not collecting a local 911 surcharge from July 1, 2019, through June 30, 2020.

[County 911 Coordinator or County Clerk name/signature]



**Template B**

[County Letterhead]

[Date]

Please be advised that [County name] will continue collection of its local commission-enacted or the U-15489 911 surcharge of [amount] with no change in the amount from July 1, 2019, through June 30, 2020.

[County 911 Coordinator or County Clerk name/signature]

**Template C**

[County Letterhead]

[Date]

Please be advised that [County name] will continue collection of its ballot-supported 911 surcharge of [amount] with no change in the amount from July 1, 2019, through June 30, 2020.

The current ballot proposal is valid (at a minimum) between July 1, 2019, and June 30, 2020.

[County 911 Coordinator or County Clerk name/signature]

**Template D**

[County Letterhead]

[Date]

Please be advised it is [County name]'s intention to change the local 911 surcharge by commission resolution to [new amount]. I have included a notarized or certified copy of the County Commissioner's resolution setting the local monthly 911 surcharge. It will be collected from July 1, 2019, through June 30, 2020.

**OR**

Please be advised it is [County name]'s intention to change the local 911 surcharge as allowed by voter approval to [new amount]. I have included a copy of the Clerk's certified ballot determination and a notarized or certified copy of the County Commissioner's resolution setting the local 911 surcharge. The local surcharge ballot is valid from July 1, 2019, through June 30, 2020. This local surcharge will be collected from July 1, 2019, through June 30, 2020.

[County 911 Coordinator or County Clerk name/signature]

**PUBLIC ACT 379 OF 2008 LOCAL 911 COLLECTION AND REMITTANCE CONTACT INFORMATION  
FOR THE JULY 2019-JUNE 2020 COLLECTION PERIOD**

**A. County Information**

County Name	
Name of Person Completing Form	
Phone Number	E-Mail Address
Is the county collecting a local surcharge from July 1, 2019, to June 30, 2020? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "yes" to the above question, what is the monthly amount?	<b>AMOUNT</b>
If collecting a local surcharge by ballot proposal, the ballot is valid (at a minimum) between (give dates):	Start/End Date:
Is the county interested in electronic fund transmittal of local surcharge funds? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**B. Primary Remittance Information**

Primary Remittance Contact Name	
Primary Remittance Contact Address	
Phone Number (Include Area Code)	Fax Number (Include Area Code)
E-Mail Address	

**C. Geographical Information**

Geographical Contact Name	
Geographical Contact Address	
Phone Number (Include Area Code)	Fax Number (Include Area Code)
E-Mail Address	

**D. County 911 Director/Coordinator Information**

County 911 Director/Coordinator Contact Name	
County 911 Director/Coordinator Contact Address	
Phone Number (Include Area Code)	Fax Number (Include Area Code)
E-Mail Address	

**E. Authorization**

County Clerk or County Coordinator Printed Name	Date
County Clerk or County Coordinator Signature – <i>If you are not able to enter an electronic signature or print the form, sign, and scan, typing your name and sending from a matching email will serve the same as a signature.</i>	
<b>AUTHORITY: 2008 PA 379; COMPLIANCE: Voluntary; PENALTY: No Funding</b>	

Return to:  
[mmpetsc@michigan.gov](mailto:mmpetsc@michigan.gov)

This form must be signed and received at the State 911 Office by  
**Wednesday, May 15, 2019**  
This form can be accessed at [www.michigan.gov/snc](http://www.michigan.gov/snc)