

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

DATE 03/28/2019

The Clinton County Board of Commissioners met on Thursday, March 28, 2019 at 9:00 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

Sheriff Larry Jerue, Ryan Wood, Craig Longnecker, Jo Gruber and the entire District Court staff.

VISITORS

Jack Enderle, Casey Cooper and Carrie Hartenburg.

AGENDA

The agenda was amended as follows:

- Add presentation of Certificates of Appreciation before the Administrator's report
- Delete the approval of the March 21, 2019 Human Resources Closed session minutes as the Committee did not proceed to closed session as planned
- Closed Session to discuss Collective Bargaining COAM

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

APPROVAL OF MINUTES

The February 26, 2019 minutes were presented for review and approval.

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

COMMUNICATIONS

The following communications were received:

1. Cheboygan County Resolution regarding Medicare Prescription Drug Bill 2003

BOARD ACTION: Commissioner Stacey moved, supported by Commissioner Washburn to acknowledge receipt of the communication. Motion carried.

PRESENTATION OF
CERTIFICATE OF
APPRECIATION TO
JOSEPHINE GRUBER

Chairperson Showers presented a Certificate of Appreciation to Josephine Gruber for her 32+ years of dedicated service in the 65th District Court.

PRESENTATION OF CERTIFICATE OF APPRECIATION TO JACK ENDERLE	Casey Cooper, Fundraising and Volunteer Specialist of Tri-County Office on Aging presented a Certificate of Appreciation to Jack Enderle for his service on the Tri-County Office on Aging Consortium Board and for his volunteer service on the Fundraising Council.																										
ADMINISTRATOR'S REPORT	Ryan Wood, County Administrator had nothing new to report.																										
PUBLIC COMMENTS	Chairperson Showers called for public comments. There were none.																										
SHERIFF'S OFFICE 2018 ANNUAL REPORT	Sheriff Larry Jerue presented the Sheriff's Office 2018 Annual Report highlighting a number of areas of the jail and office.																										
APPROVAL OF COMMISSIONERS' EXPENSE ACCOUNTS	<p>BOARD ACTION: Commissioner Pohl moved, supported by Commissioner DeLong to accept the Sheriff's report and place on file. Motion carried.</p> <p>Commissioners' expense accounts were presented for review and approval.</p> <p>BOARD ACTION: Commissioner Stacey moved, supported by Commissioner Pohl to approve the expense accounts, subject to review by the Chair and Clerk. Motion carried.</p>																										
COMMITTEE REPORTS	The following are reports of Committee meetings:																										
<u>WAYS & MEANS COMMITTEE MEETING</u>	Commissioner Stacey, Chairperson of the Ways and Means Committee reported on a meeting held March 21, 2019.																										
ATTENDANCE AT COMMITTEE MEETING	<table border="0"> <tr> <td data-bbox="532 903 1153 934"><u>Members Present</u></td> <td data-bbox="1193 903 1464 934"><u>Staff Present</u></td> </tr> <tr> <td data-bbox="532 934 1153 966">Adam Stacey, W&M Committee Chairperson</td> <td data-bbox="1193 934 1464 966">Ryan Wood</td> </tr> <tr> <td data-bbox="532 966 1153 997">Dwight Washington</td> <td data-bbox="1193 966 1464 997">Craig Longnecker</td> </tr> <tr> <td data-bbox="532 997 1153 1029">Bruce DeLong</td> <td data-bbox="1193 997 1464 1029">Penny Goerge</td> </tr> <tr> <td data-bbox="532 1029 1153 1060">Kam Washburn</td> <td data-bbox="1193 1029 1464 1060">Tom Olson</td> </tr> <tr> <td data-bbox="532 1060 1153 1092">Ken Mitchell</td> <td data-bbox="1193 1060 1464 1092">Kate Neese</td> </tr> <tr> <td data-bbox="532 1092 1153 1123">David Pohl</td> <td data-bbox="1193 1092 1464 1123">Chris Collom</td> </tr> <tr> <td data-bbox="532 1123 1153 1155">Robert Showers, Ex-Officio Member</td> <td></td> </tr> <tr> <td data-bbox="532 1176 1153 1207"><u>Others Present</u></td> <td></td> </tr> <tr> <td data-bbox="532 1207 1153 1239">Miguel Rodriguez, Capital Area Community Services</td> <td></td> </tr> <tr> <td data-bbox="532 1239 1153 1270">Pauline Baert, Capital Area Community Services</td> <td></td> </tr> <tr> <td data-bbox="532 1270 1153 1302">Edythe Copeland, Capital Area Michigan Works!</td> <td></td> </tr> <tr> <td data-bbox="532 1302 1153 1333">Carrie Rosingana, Capital Area Michigan Works!</td> <td></td> </tr> </table>	<u>Members Present</u>	<u>Staff Present</u>	Adam Stacey, W&M Committee Chairperson	Ryan Wood	Dwight Washington	Craig Longnecker	Bruce DeLong	Penny Goerge	Kam Washburn	Tom Olson	Ken Mitchell	Kate Neese	David Pohl	Chris Collom	Robert Showers, Ex-Officio Member		<u>Others Present</u>		Miguel Rodriguez, Capital Area Community Services		Pauline Baert, Capital Area Community Services		Edythe Copeland, Capital Area Michigan Works!		Carrie Rosingana, Capital Area Michigan Works!	
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CALL TO ORDER/APPROVAL OF AGENDA	<p>1. Ways and Means Committee Chairperson Stacey called the meeting to order at 2:01 p.m.</p> <p>COMMITTEE ACTION: Commissioner Mitchell moved, supported by Commissioner Pohl, to approve the agenda as amended. Motion carried.</p> <ul style="list-style-type: none"> • Addition to Agenda: Approval of 2020 Budget Calendar - 11A 																										
PUBLIC COMMENTS	2. Ways and Means Committee Chairperson Stacey requested limited public comments. There were none.																										
CAPITAL AREA COMMUNITY SERVICES UPDATE	<p>3. Ways and Means Chairperson Stacey introduced Miguel Rodriguez and Pauline Baert from Capital Area Community Services (CACS) to provide an update regarding the current services provided to our residents.</p> <ul style="list-style-type: none"> • Mr. Rodriguez and Ms. Baert provided a brief overview of the different programs offered to our residents that coincide with their mission of reaching out to low-income people in the community and addressing their multiple needs through a comprehensive approach; this is done by administering a full range of coordinated programs designed to have a measurable impact on poverty, developing partnerships with other community organizations and involving low-income clients in the 																										

- Agency's operations and the community;
- The members were provided with a program demographic report showing that CACS serviced 813 households in the Clinton County community during the period of October 1, 2017 to September 30, 2018;
- Discussion took place regarding fundraising, volunteerism and shared success stories.

No action taken.

CAPITAL AREA MICHIGAN
WORKS! MiCareerQuest
Capital Area Program

4. Ways and Means Committee Chairperson Stacey introduced Edythe Copeland, CEO and Carrie Rosingana, Chief Operating Officer from Capital Area Michigan Works to discuss the MiCareerQuest Capital Area Program.
 - MiCareerQuest Capital Area is a hands-on, career readiness event for middle and high school students; the exhibits engage both employers and students in activities that expose students to a variety of occupations and career pathways available in the region;
 - Their next event will take place on Friday, April 26, 2019 at the Lansing Center and the Commissioners are invited to attend;
 - Board Chairperson Showers notified the members that Commissioner Pohl was asked to sit on their board as a voting representative from Clinton County;
 - Discussion took place regarding Clinton County's participation in the T3 (Teach, Talent and Thrive) project and the related economic development benefits.

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, supported by Commissioner Mitchell, to **recommend** authorizing a contribution in the amount of \$5,000 for a silver level sponsorship towards the MiCareerQuest Capital Area 2019 to be held on April 26, 2019. Motion carried.

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

WASTE MANAGEMENT 2019
CLEAN COMMUNITY EVENT
PROPERTY USE
AGREEMENTS

5. Ways and Means Committee Chairperson Stacey introduced Kate Neese, Waste Management Coordinator, to discuss the property use agreements for 2019 Clean Community Events.

COMMITTEE RECOMMENDATION: Commissioner Washburn moved, supported by Commissioner Mitchell, to **recommend** authorizing approval and signature of the Property Use Agreement between the Clinton County Department of Waste Management and Clinton County Road Commission for the April 27th Clean Community Event. Motion carried.

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

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, supported by Commissioner Washington, to **recommend** authorizing approval and signature of the Property Use Agreement between the Clinton County Department of Waste Management and Granger for the September 14th Free for Fall Event providing there are no significant changes from last year. Motion carried.

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

CENTRAL DISPATCH

CAPITAL IMPROVEMENT
PROJECT REQUESTS

6. Central Dispatch items:

A. Capital Improvement Project (CIP) Requests: Ways and Means Committee Chairperson Stacey introduced Chris Collom, Central Dispatch Director, to discuss capital improvement project requests.

- Central Dispatch Director Collom is requesting approval to move forward with five major capital improvements in the 2019 budget:
 - 1) Telephone Workstations/Servers (equipment refresh) - \$100,000
 - 2) Secondary Host Server (will be located offsite at Sheriff's Office) - \$25,000
 - 3) Secondary Circuit - \$20,000
 - 4) Courthouse Communication (court security) - \$45,000
 - 5) CAD Workstations/Servers (equipment refresh) - \$40,000

COMMITTEE ACTION: Commissioner Mitchell moved, supported by Commissioner Pohl, to approve the following capital projects: telephone workstations/servers, computer aided dispatch workstations/server, secondary host server, secondary circuit, and courthouse communication; total costs not to exceed \$230,000 as outlined and approved in the capital improvements section of the 2019 budget. Motion carried.

SUMMARY OF 911
SYSTEMS

B. Summary of 911 Systems: Ways and Means Committee Chairperson Stacey introduced Chris Collom, Central Dispatch Director, to provide an overview of our 911 systems.

- Director Collom explained that Central Dispatch's primary purpose is to answer emergency and non-emergency calls, process the information and relay the information to the appropriate public safety discipline;
- The three primary systems of a 9-1-1 Public Safety Answering Point (PSAP) consists of a telephone system (and infrastructure), a computer aided dispatch system (CAD) and a radio system; in addition to these three major components, there are several add-on modules that operate in coordination with the hardware and software, such as in-car mobile data units, fire applications, Smart911 and RAVE Alert;
- Central Dispatch Director Collom provided a status report on the three major components of the dispatch system with a special emphasis on the transition of the current radio system to the Michigan Public Safety Communications radio (MPSCS) system;
 - Director Collom explained that the current radio system is at "*end of life*"; a consortium of key stakeholders identified three goals for a new system: meet the minimum standards of P25 (suite of national guidelines established to assist with the future build-out of communications systems), improve interoperability and provide long-term sustainability;
 - This group researched several different options and with the 911 Administrative Policy Board made a formal recommendation to the Board of Commissioners to join the MPSCS;
- Discussion followed regarding financial considerations for the radio and on-going operations;
- It was noted that Clinton County raised the surcharge to \$2.75 in July of 2017 to help pay for the radio upgrade; it is estimated that 2 million dollars will come from the Central Dispatch Fund towards the project with the remaining 3.5 million dollars budgeted from the public improvement fund;
- As we approach the 2021 sunset date of the 911 law, the future of funding is uncertain; many counties are choosing to add a combination of revenue sources to maintain the day to day operations and to upgrade the equipment;
- The funding mechanisms available are a voter approved local surcharge capped at \$3.00 per device, state all-device fee, general

fund assistance, user fees and a voter approved millage;

- The members agreed that more discussion needs to take place in terms of funding.

No action taken.

RESOLUTION 2019-2
LAND AND WATER
CONSERVATION FUND
GRANT

7. Ways and Means Committee Chairperson Stacey introduced Tom Olson, Parks and Green Space Director, to discuss the Clinton Lakes Passive Development Grant and Strategic Master Plan.
- The Clinton County Parks and Green Space Commission is in the process of requesting funding through the Land and Water Conservation Fund (LWCF) grant program in order to begin the passive recreation development at Clinton Lakes County Park;
 - The Parks and Green Space Commission will complete the application seeking funding for this project; the design and cost analysis was completed by Spicer Group as summarized in the Clinton Lakes County Park Strategic Master Plan;
 - The 2019 Clinton Lakes Passive Development Project will begin a two-phase development cycle to add passive outdoor recreation opportunities and amenities to Clinton Lakes County Park;
 - The grant seeks to bring improved accessibility, parking, restroom facilities and outdoor opportunities while keeping with the theme of passive recreation and natural beauty for residents and visitors of Clinton County to enjoy;
 - The LWCF Grant Proposal requires a total of \$238,200 to complete, of which the county would be required to finance a \$119,100 match meeting the required 50% obligation for the total cost of the project;
 - Funding awards will be announced in December of 2019 and projects may start construction in 2020.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, supported by Commissioner Washington, to **recommend** approving the resolution pertaining to the 2019 Land and Water Conservation Fund grant proposal to be completed by the Parks and Green Space Commission for the Clinton Lakes Passive Development Project. Motion carried.

BOARD ACTION: Commissioner Stacey moved, supported by Commissioner Washington to concur with the committee recommendation. Motion carried.
(INSERT RESOLUTION)

CLINTON CAREER
NETWORK CONTRIBUTION

8. Ways and Means Committee Chairperson Stacey introduced discussion regarding the Clinton Career Network.
- At the February Ways and Means Committee Meeting, Pat Jackson and Kelly Williams provided a brief overview of the countywide events that have taken place to assist in career planning and development for Clinton County students;
 - The mission of this program is to increase the percentage of Clinton County students who pursue and obtain a post-secondary credential following high school, thus providing an economic benefit to Clinton County;
 - The County has supported their efforts since 2015 by contributing \$15,000 annually;
 - The Board of Commissioners is being asked to continue their support; we currently have \$15,000 allocated in the 2019 budget for this purpose;
 - Discussion took place regarding the importance of collaborating regionally; more discussions need to take place about future funding.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, supported by Commissioner Washburn, to **recommend** authorizing \$15,000 to support the Clinton Career Network in their efforts to assist in career planning

and development for Clinton County students. Motion carried.

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

CLINTON TRANSIT
ARTICLES OF
INCORPORATION AND
BYLAWS REVIEW
COMMITTEE

9. Ways and Means Committee Chairperson Stacey introduced discussion about forming a temporary committee.
- Board Chairperson Showers indicated his desire to designate four (4) County Commissioners to form a temporary committee for the purpose of conducting a thorough review of the articles of incorporation and bylaws of the Clinton Area Transit System Board;
 - Chairperson Showers recommends that this committee consist of the Board Chairperson (Showers), Board Vice-Chairperson (Washburn), Ways and Means Committee Chairperson (Stacey) and the Clinton Area Transit System Commissioner Representative (DeLong); Administrator Wood will participate in this review process as the Administration Liaison;
 - The committee will bring this matter back to the Board with a recommendation at a later date.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, supported by Commissioner Washburn, to **recommend** activating the Transit Articles of Incorporation and Bylaws Review Committee (Commissioner DeLong, Commissioner Washburn, Commissioner Stacey and Commissioner Showers) for the purpose of conducting a thorough review of the articles of incorporation and bylaws of the Clinton Area Transit System Board. The committee will bring this matter back to the Board with a recommendation at a later date. Motion carried.

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

PLANNING UPDATE

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

APRIL MEETING CALENDAR

11. Ways and Means Committee Chairperson Stacey introduced discussion regarding the April 2019 Open Meetings and Events Calendar.

Additions to Calendar:

- Transit Bylaws and Articles of Incorporation Review Committee - April 30, 2019 at 9:30 a.m. or immediately following BOC meeting
- Clinton County Deferred Compensation Plan for Public Employees 457 Governmental Plan and Trust Committee – April 10, 2019 at 12:00 p.m.

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

BOARD ACTION: Commissioner Stacey moved, supported by Commissioner Washington to amend the April meeting calendar to add an additional Ways and Means Committee meeting on April 23, 2019 @ 2:00 p.m. to discuss 911 funding. Brief discussion followed. Motion carried.

APPROVAL OF 2020
BUDGET CALENDAR

11A. Ways and Means Committee Chairperson Stacey introduced discussion regarding the 2020 Budget Calendar.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, supported by Commissioner Washington, to **recommend** the adoption of the 2020 Budget Calendar. Motion carried.

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

ACCOUNTS PAYABLE
INVOICES PAID TOTALS

12. 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 February 9 through March 8, 2019 in the amount of \$926,430.90. Motion carried.

COMMISSIONERS'
COMMENTS

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

ADMINISTRATOR'S
COMMENTS

14. 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

15. Ways and Means Committee Chairperson Stacey adjourned the meeting at 4:26 p.m.

**HUMAN RESOURCES
COMMITTEE MEETING**

Commissioner DeLong, Chairperson of the Human Resources Committee reported on a meeting held March 21, 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
Chris Collom

CALL TO ORDER/APPROVAL
OF AGENDA

1. Human Resources Committee Chairperson DeLong called the meeting to order at 4:26 p.m.

COMMITTEE ACTION: Commissioner Washburn 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.

PERSONNEL STAFFING

3. Human Resources Committee Chairperson DeLong introduced discussion regarding personnel staffing for the following offices:

CLERK
POSTING AND FILLING OF
DEPUTY COUNTY CLERK –
COURT CLERK POSITION

- A. Clerk – Succession Plan:
- County Clerk Zuker is seeking authorization to recruit a candidate for the court clerk position due to some anticipated retirements;
 - It is noted in the budget that consideration needs to be given to recruiting positions early to allow for overlap with key long term employees; in this case, it is not only the unique duties of the court clerk, anticipated FMLA leave, but also the number of veteran employees that may retire.

COMMITTEE RECOMMENDATION: Commissioner Washburn moved, supported by Commissioner Stacey, to **recommend** authorizing the addition of 1 FTE at Grade 4, deputy county clerk – court clerk. Motion carried.

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

CENTRAL DISPATCH
POSTING AND FILLING OF
OPERATIONS SUPERVISOR
POSITION

- B. Central Dispatch – Operations Supervisor:
- Central Dispatch Director Collom is requesting to post and fill the position of operations supervisor due to an upcoming retirement;
 - It is well known that dispatch centers across the region are challenged with maintaining fundamental staffing levels; staffing challenges combined with the pending transition to the Michigan Public Safety Communication System (MPSCS) make having well trained senior staff in place an imperative need.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, supported by Commissioner Washburn, to **recommend** authorizing the post and filling of 1 FTE for the position of Central Dispatch – Operations Supervisor. Motion carried.

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

EQUALIZATION
CONTRACTS FOR
SERVICES

- C. Equalization:
- Administrator Wood is seeking authorization to renew a contract with Michigan Equalization Services (MES) for professional services related to the 2019/2020 equalization cycle; total costs increase \$1,800 from the current contract;
 - The Board is also being asked to approve a second contract with MES for commercial/industrial appraisal services as required by the State Tax Commission at a total cost of \$20,000; it was noted that MES would perform all phases of the commercial and industrial studies including data collection, data entry, land value analysis and building value analysis in conjunction with training Eric Harger in these techniques;
 - Lastly, it is proposed that Mark Holley be contracted to perform approximately 300 agricultural parcel studies for approximately \$21,000; Mr. Harger would continue to do approximately 100 agricultural parcels and this will allow Mr. Harger time to be trained on the commercial and industrial study process;
 - The 2019 budget has adequate funds to make these adjustments; overall the equalization budget remains in a reasonable range due to the fact there is one FTE position currently left unfilled in this department.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, supported by Commissioner Washburn, to **recommend** approving the contract for professional services with Michigan Equalization Services at the monthly rate of \$5,250. 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 Mitchell, to **recommend** approving the contract with Michigan Equalization Services for commercial/industrial appraisal studies at a total cost of \$20,000. Motion carried.

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

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, supported by Commissioner Stacey, to **recommend** authorizing a contract with Complete Appraisal Services for agricultural appraisal services for approximately \$21,000. Motion carried. Commissioner Washburn recused himself from this vote.

BOARD ACTION: Commissioner DeLong moved, supported by Commissioner Pohl to concur with the committee recommendation. Motion carried. Commissioner Washburn abstained from voting.

MUNICIPAL EMPLOYEES
RETIREMENT SYSTEM
AUTHORIZATION OF
SIGNATORIES FOR
CONTRACTS AND SERVICE
CREDIT APPROVALS

4. Human Resources Committee Chairperson DeLong introduced discussion regarding the MERS resolution.
- Effective January 1, 2019, the Municipal Employees' Retirement System (MERS) is asking all customers to establish an authorized signatory to execute contracts with MERS; this change is in an effort to ensure consistency and compliance when completing legally-binding documents;
 - The authorized signatory will be a designated position (ex: County Administrator/Controller, Deputy County Administrator/Controller), not a person;
 - We have the option of choosing up to three positions to serve as signatories; employees in this role will be authorized to sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit services credit purchase approvals.

COMMITTEE RECOMMENDATION: Commissioner Washburn moved, supported by Commissioner Washington, to **recommend** the adoption of the resolution establishing the County Administrator/Controller and Deputy County Administrator/Controller as the authorized signatories for MERS contracts and service credit purchase approvals. Motion carried.

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

HEALTH CARE PLAN
RENEWAL WITH MCLAREN

5. Human Resources Committee Chairperson DeLong introduced Administrator Wood to provide an update on behalf of the Health Alliance regarding health insurance renewal for 2019/2020.
- For the past several years, the County has utilized a committee (Health Alliance) to make health insurance recommendations to the Board of Commissioners; the Alliance consists of representatives from each collective bargaining unit, elected officials and non-union employees;
 - The Alliance has reviewed insurance options for the 2019-2020 Plan Year and recommends that we continue with current health care benefits through McLaren at a 1.7% increase with no changes to plan design; there is no increase to employee cost share.

COMMITTEE RECOMMENDATION: Commissioner Stacey moved, supported by Commissioner Washburn, to **recommend** authorizing the renewal of the

current health care plan with McLaren as recommended by the Health Alliance for the 2019/2020 plan year. Motion carried.

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

RETIREMENT PLAN
PROCEDURES FOR
DEFERRED
COMPENSATION PLAN FOR
PUBLIC EMPLOYEES 457
GOVERNMENTAL PLAN AND
TRUST

6. Human Resources Committee Chairperson DeLong introduced discussion regarding retirement plan procedures for the DC Plan for Public Employees 457 Governmental Plan and Trust.
- The Members received a set of proposed retirement plan procedures related to the appointment of Trustees and their responsibilities to the deferred compensation plan; the procedures are consistent with the broad authority delegated to the Trustee pursuant to Resolution 2019-1 adopted by the Board of Commissioners in February;
 - The retirement plan procedures also specify that the Board of Commissioners shall appoint one Trustee member as Chair of the Trustees.

COMMITTEE RECOMMENDATION: Commissioner Stacey moved, supported by Commissioner Mitchell, to **recommend** authorizing the retirement plan procedures as presented and to appoint Commissioner Washburn as the Chair of the Trustees. Motion carried.

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

PERSONNEL MANUAL
UPDATES REGARDING PAID
MEDICAL LEAVE ACT

7. Human Resources Committee Chairperson DeLong introduced discussion regarding the Paid Medical Leave Act (Act 228 of 2018).
- Due to the recent passage of the Paid Medical Leave Act (PMLA), the accrual and payment of medical leave will need to be modified to meet the Act's requirements;
 - The members received a red-lined version of the Leaves of Absence section of the personnel manual including the following changes/modifications:
 - Sick Leave is now referred to as Medical Leave;
 - PMLA requires immediate accrual of medical leave upon hire (instead of waiting 120 days) with the ability to take the leave after 90 days;
 - It was noted that the County already exceeds the minimum PMLA requirements for accrual, annual use and carryover; the new requirements under the Act permit current employees to use leave as accrued instead of restricting use until after the pay period in which it was accrued;
 - Under the PMLA, current eligible employees not currently accruing medical leave will start accruing medical leave beginning on March 29, 2019; employees hired after the Act's effective date will begin accruing once they begin employment;
 - For union employees, the paid medical leave requirements differ when applied to collective bargaining contracts (CBA); if a CBA is in effect prior to the Act's effective date of March 29, 2019, the PMLA does not preempt the CBA's applicability;
 - When currently effective CBAs expire, the County will be required to comply with the PMLA's requirements and thus, this issue will be a subject of review in negotiations for a successor agreement; on the other hand, CBAs that are not in effect as of March 29, 2019 must be modified as part of the negotiation process.

COMMITTEE RECOMMENDATION: Commissioner Washburn moved, supported by Commissioner Mitchell, to **recommend** approving the updates to the Personnel Manual as outlined and modify any collective bargaining

contracts not in effect as of March 29, 2019 to ensure compliance with the act. Motion carried.

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

APPOINTMENT TO JURY BOARD

8. Human Resources Committee Chairperson DeLong introduced discussion regarding appointments to various Committees and Commissions.

COMMITTEE RECOMMENDATION: Commissioner Stacey moved, supported by Commissioner Washington, to **recomm**end reappointing Lois Baumer Omundson to the Clinton County Jury Board for a six (6) year term expiring April 30, 2025. Motion carried.

BOARD ACTION: Commissioner DeLong moved, supported by Commissioner Pohl to concur with the committee recommendation. Chairperson Showers called for further nominations. None were offered. Motion carried.

COLLECTIVE BARGAINING COMMAND OFFICERS ASSOCIATION OF MICHIGAN

9. Human Resources Committee Chairperson DeLong introduced discussion regarding collective bargaining with the Command Officers Association of Michigan (COAM).

- Discussion took place regarding pension plans.

No action taken.

COMMISSIONERS' COMMENTS

10. Human Resources Committee Chairperson DeLong requested Commissioners' comments.

- Commissioner Showers provided an update on the Residential Attraction Project and CAPCOG;
- Commissioner Washburn provided an update on behalf of the Road Commission;
- Commissioner Washington reported on the NACO meeting;
- Commissioner Mitchell briefly discussed road funding and provided a Watertown Township update;
- Commissioner DeLong provided an update on behalf of Bingham Township.

ADJOURNMENT OF COMMITTEE MEETING

16. Human Resources Committee Chairperson DeLong adjourned the meeting at 5:20 p.m.

COMMITTEE OF THE WHOLE MEETING

Chairperson Showers reported on a Committee of the Whole meeting held March 22, 2019.

ATTENDANCE AT COMMITTEE MEETING

Members Present

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

Staff Present

Ryan Wood
Craig Longnecker
Penny Goerge
Scott Cunningham

Public Present

Lewis G. Bender, Ph.D.
Marne Daggett, Regional Manager - MERS
Leon Hank, CFO - MERS

CALL TO ORDER

1. Chairperson Showers called the meeting to order at 9:03 a.m.

PUBLIC COMMENTS

2. Chairperson Showers requested limited public comments. There were none.

INTRODUCTION OF
FACILITATOR LEW BENDER

3. Administrator Wood introduced Lew Bender, PhD., to facilitate our meeting. Mr. Bender is an experienced facilitator who has worked with a number of counties in Michigan.
- Mr. Bender introduced himself to the members and provided a brief presentation on effective communication.
- No action taken.

TAX LIMITATIONS

4. Administrator Wood introduced Scott Cunningham from Michigan Equalization Services to discuss tax limitations.
- Mr. Cunningham provided a brief overview and answered questions regarding property tax, local government finance and property taxation;
 - The members briefly discussed the inflation rate multiplier for use in 2019 capped value formula and the "Headlee" Millage Reduction Fraction (MRF) formula;
 - Discussion followed regarding the impacts that Proposal A and the Headlee Tax Limitation have on Clinton County;
 - The members received handouts outlining the Downtown Development Authorities and Local Development Finance Authorities located within Clinton County and the dollars being captured.
- No action taken.

MUNICIPAL EMPLOYEES
RETIREMENT SYSTEM
ACTUARIAL CHANGES
FUND VOLATILITY

5. Administrator Wood introduced Marne Daggett, Regional Manager, and Leon Hank, CFO from MERS to provide a brief overview and answer questions regarding Clinton County's retirement plan.
- Ms. Daggett briefly discussed the responsibilities of the MERS Retirement Board; this board is responsible for administration of the system with fiduciary responsibility for the investment of assets and oversight;
 - The members briefly discussed how the County's defined benefit plans work;
 - Discussion followed regarding the MERS experience study and upcoming changes to actuarial assumptions;
 - The members reviewed the actuarial report requested by the County;
 - Discussion followed regarding Public Act 202.
- No action taken.

CLINTON COUNTY
FINANCIAL OUTLOOK

6. Administrator Wood and Deputy Administrator Longnecker provided a presentation on Clinton County's financial outlook.
- The members reviewed the general fund budgets over the past ten years; it was noted that technology investments over the past decade have allowed the county to operate more efficiently;
 - The members reviewed health care premiums for the past ten years; the average rate of increase is 2.69%;
 - Discussion took place regarding OPEB funding; the Post-Retirement Health Care Fund is stable with a current funding level of 143%; a reasonable target for OBEB funding is 100% - 120%;
 - Deputy Administrator Longnecker provided a brief presentation regarding pension funding; the members were advised that annual contributions are projected to increase due to a lower investment rate assumption;
 - It was noted that the current primary government debt is zero;
 - A financial forecast was provided and Deputy Administrator Longnecker emphasized that major revenues and expenditures are projected to grow at similar rates leaving a slim margin for additional programs; many of the adjustments that have been made over the last decade to reduce expenditures in the face of stagnant revenue are no longer available;
 - It was further noted that pension funding will continue to be challenging due to the uncertainty of market returns and adjustments

to actuarial assumptions, health care cost is also an ongoing concern and statutory revenue sharing remains vulnerable to state budget cuts;

- Furthermore, there are additional cost concerns due to the indigent defense program, Raise the Age legislation and expanding court services such as pretrial and specialty courts;
- The members reviewed upcoming public improvement fund projects with a special emphasis on public safety and infrastructure; Administration was asked to develop funding options;
- Administrator Wood spoke of staffing concerns; generally speaking the County could lose nearly 20 key positions in the next five years due to retirements;
- In summary, due to the nature of local government financing in the State of Michigan, revenue growth is limited; meeting pension obligations and capital improvement needs will continue to be challenging; and finding room in the budget for new programs will be difficult.

No action taken.

COMMISSIONERS' COMMENTS

7. Facilitator Bender requested Commissioners' comments.
- The Members offered their closing thoughts.

No action taken.

ADJOURNMENT OF COMMITTEE MEETING

8. Chairperson Showers declared the meeting adjourned at 3:05 p.m.

END OF COMMITTEE REPORTS

CLOSED SESSION TO DISCUSSION COAM COLLECTIVE BARGAINING

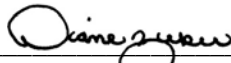
Chairperson Showers called for a motion to proceed to closed session.

BOARD ACTION: Commissioner DeLong moved, supported by Commissioner Washburn to proceed to closed session to discuss Command Officers Association of Michigan (COAM) Collective Bargaining. Motion carried unanimously.

BOARD ACTION: Commissioner Washburn moved, supported by Commissioner Pohl to proceed to open session. Motion carried unanimously.

ADJOURNMENT

With no further business to come before the Board, Chairperson Showers declared the meeting adjourned at 10:32 a.m.



Diane Zuker, Clerk of the Board

NOTE: These minutes are subject to approval on April 30, 2019.