

CLINTON COUNTY BOARD OF COMMISSIONERS

Chairperson
Kam J. Washburn

Vice-Chairperson
Bruce DeLong

Members
David W. Pohl
Kenneth B. Mitchell
Robert Showers
Dwight Washington
Adam C. Stacey

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



Administrator
Craig Longnecker
Clerk of the Board
Diane Zuker

VIA VIDEO AND TELEPHONIC CONFERENCE
PER STATE EXECUTIVE ORDER NO. 2020-15 CONCERNING OMA & COVID-19

DATE 09/29/2020

The Clinton County Board of Commissioners met on Tuesday, September 29, 2020 at 9:00 a.m. with Chairperson Kam Washburn presiding.

- Members of the public were advised that throughout the telephonic conference meeting they will be provided an opportunity to speak on specific matters and also during public comment at the end of the meeting. Any individuals wishing to speak should identify themselves for the record before speaking.
- Roll call votes will be taken. Any formal roll call votes required on motions will be specifically identified in the minutes.

MOMENT OF SILENCE AND
PLEDGE OF ALLEGIANCE

Chairperson Washburn 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

Craig Longnecker, Todd Campbell, Deb Sutherland, Doug Riley, Penny Goerge and Phil Hanses.

VISITORS

Marcus Cheatham

AGENDA

The agenda was presented for review and approval.

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

APPROVAL OF MINUTES

The August 25, 2020 minutes were presented for review and approval.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Stacey to approve the minutes as printed. Motion carried.

COMMUNICATIONS

The following communications were received:

1. Alcona County Resolution opposing continuation of COVID Emergency Executive Orders from Lansing
2. Alcona County Resolution opposing Governors Executive Directive 2020-9 addressing racism as a Public Health Crisis
3. Bay County Resolution seeking financial assistance to states and local units of government as they continue to deal with the economic long-term effects of COVID-19
4. Leelanau County Resolution to condemn racism in Leelanau County

BOARD ACTION: Commissioner Stacey moved, seconded by Commissioner

Washington to acknowledge receipt of the communications. Motion carried.

ADMINISTRATOR'S REPORT

Craig Longnecker, County Administrator provided the following report:

- The county received over \$1 million from the CARES Act grant;
- Hazard pay was completed yesterday;
- Tyler Technology, one of the county's software providers for the Accounting Department and Register of Deeds had a ransom attack last week; IT Director, Craig Thelen took immediate action on the county's end to prevent any security issues; there has not been any breach in our internal system and we did everything we could to secure our system. On a national level, Tyler Technology provides voting software, however we do not have this voting software here in Clinton County.

MID-MICHIGAN DISTRICT HEALTH DEPARTMENT COVID-19 UPDATE

Marcus Cheatham, Director of the Mid-Michigan District Health Department (MMDHD) provided the following COVID-19 update for Clinton County:

Chairperson Washburn recognized Director Cheatham and his staff for the wonderful job they are doing with regard to COVID, particularly Registered Nurse, Becky Stoddard.

The numbers below are for the period ending Friday, September 25th. Updated numbers will be available on Tuesday.

- Since February, Clinton County has had 600 lab confirmed cases of COVID-19 and 81 probable cases for a total of 681;
- We had an additional death which brings our total to 14;
- There have been 28 cases this last week which is a downward trend from 56 cases the prior week; Under Mi Safe Start criteria, Clinton County is in risk category C or High; Facilities that have cases should consider additional mitigation methods;
- During the outbreak 1,281 people have been monitored or in quarantine; Currently we are monitoring 97 cases which is a significant increase;
- Currently there are about 208 people who are ill and 467 who have recovered; Director Cheatham reported that last month he inadvertently under reported the number who had recovered;
- One person is currently hospitalized that the Health Department is aware of;
- Libraries are opening, with 1 library employee positive for COVID;
- About a third of our cases are related to college or school outbreaks;
- Most of our cases are from situations where people deliberately flout COVID safety (family gatherings, weddings, church services) or are due to spread in families who are unable to isolate safely.
- Currently, have some new cases last week as a result of people attending a wedding;
- About 50% of the Clinton County schools do not have any cases of COVID at this time.

1,071 Clinton County residents were tested over the last week for COVID. MMDHD was not able to schedule a testing clinic in Clinton County last week as originally planned because they could not get assistance from the National Guard. Health Department is focusing on helping Sparrow do more testing. Once MMDHD establishes a clinic it will be combined COVID testing with flu vaccination. Anticipate the clinic will be ready in mid-October.

Gyms may now operate legally at 25% capacity. There have two cases associated with a gym and MMDHD has consulted with them on their safety practices.

Thanks to Superintendent Wayne Petroelje, for establishing weekly calls for school personnel with the Health Department, as this has allowed MMDHD to

get a better grip on community resistance to quarantining, and to have good communication with athletic directors, who remain committed to COVID safety in sports.

Director Cheatham shared a risk level chart currently being used by schools, courts and other institutions as a guide in making decisions about their operations.

Dialog occurred between the Commissioners and Director Cheatham.

People who continue to behave in risky ways are contributing to outbreaks. COVID outbreaks could be reduced with better adherence to the policies.

DECLARATION OF LOCAL STATE OF EMERGENCY

Chairperson Washburn introduced discussion regarding the Declaration for Local "State of Emergency".

BOARD ACTION: Commissioner Showers moved, seconded by Commissioner DeLong to extend the Declaration for a Local "State of Emergency" for Clinton County for a period of 30 days or until such time as the Board acts to cease or extend the state of emergency. Discussion followed. Voting on the motion by roll call vote, those voting aye were DeLong, Washington, Mitchell, Showers, Stacey, Pohl and Washburn. Seven ayes, zero nays. Motion carried. (INSERT DECLARATION)

PUBLIC COMMENTS

Chairperson Washburn called for public comments. There were no public comments.

ZONING

Doug Riley, Community Development Director presented the following zoning matter:

PC-22-20 SLU SPECIAL LAND USE DAVID BROWN AND NEMANIS FAMILY TRUST HOME BASED BUSINESS DUPLAIN TOWNSHIP

PC-22-20 SLU Application for a Special Land Use Permit submitted by David Brown and the Nemanis Family Trust for a home based business for the storage of equipment and material in a proposed 130 foot x 40 foot pole barn. The property is located at 3201 N. Meridian Road, Parcel ID#19-060-036-400-065-00, Section 36, Duplain Township.

BOARD ACTION: Commissioner Stacey moved, seconded by Commissioner Pohl to concur with the recommendation of the Planning Commission to approve the Special Land Use submitted by David Brown and the Nemanis Family Trust.

Chairperson Washburn called for comments and/or questions. There were none.

Voting on the motion by roll call vote, those voting aye were Washington, Showers, Stacey, Pohl, Mitchell, DeLong and Washburn. Seven ayes, zero nays. Motion carried.

APPROVAL OF COMMISSIONERS' EXPENSE ACCOUNTS

Commissioners' expense accounts were presented for review and approval.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Mitchell 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 & MEANS
COMMITTEE MEETING**

Commissioner Stacey, Chairperson of the Ways and Means Committee reported on a meeting held September 17, 2020.

**ATTENDANCE AT
COMMITTEE MEETING**

Members Present

Adam Stacey, W&M Committee Chairperson
David Pohl
Dwight Washington
Bruce DeLong
Ken Mitchell
Robert Showers – arrived at 9:24 a.m.
Kam Washburn, Ex-Officio Member

Staff Present

Ryan Wood
Craig Longnecker
Todd Campbell
Penny Goerge
Rob Wooten
Tina Ward
Kathi Weigold

**CALL TO ORDER/APPROVAL
OF AGENDA**

1. Ways and Means Committee Chairperson Stacey called the meeting to order at 9:00 a.m.

COMMITTEE ACTION: Commissioner Pohl moved, seconded by Commissioner Mitchell, to approve the agenda. Motion carried.

PUBLIC COMMENTS

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

**2021 RECOMMENDED
BUDGET DISCUSSION**

3. Ways and Means Committee Chairperson Stacey introduced discussion regarding the recommended 2021 Budget that is available for review on the Clinton County website.

Introduction: Administrator Wood briefly discussed the current state of the economy; he believes the County will need to be more conservative as we move forward but that the County is in a nice spot as a result of solid planning.

Investment Policy: Tina Ward, County Treasurer, provided a brief overview regarding Clinton County’s investment policy:

- The County’s investment policy closely follows Public Act 20 of 1943 (as amended) and is available for viewing on the county website;
- Safety of principal is the foremost objective of the investment program of the County of Clinton; investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio;
- Discussion followed regarding liquidity; the Treasurer structures the portfolio so that securities mature concurrent with specific cash flow needs to meet anticipated demands;
- Treasurer Ward briefly discussed investment types; it was noted that the return on investment is of secondary importance compared to the safety and liquidity objectives as stated above;
- Investment funds are diversified by investment types to eliminate the risk of loss resulting from over-concentration in a specific maturity, financial institution or class of securities;
- Treasurer Ward distributed charts that break down the County’s investments by investment type and financial institution as of August 31, 2020; she emphasized that we monitor our financial institutions and their bank rating information on a quarterly basis to ensure the principal amount remains secure and that they continue to be a viable option;
- A chart was distributed summarizing the average investment interest per year from 2013 to now;
- Clinton County is positioned well due to years of planning and the conservative nature we have always had;
- Brief discussion followed regarding the Michigan Supreme Court’s

recent ruling in *Rafaelli, LLC v Oakland County*, Docket No. 156849 (July 17, 2020) which presents a substantial change to the manner in which Michigan municipalities must deal with surplus proceeds from tax-foreclosed properties; since Clinton County is one of the few counties that have chosen to allow the State to handle the foreclosure and public auction process, this legislation should not have a huge impact on Clinton County.

Financial Review. Craig Longnecker, Deputy Administrator provided a financial review for Clinton County.

- Deputy Administrator Longnecker briefly discussed the taxable value projection; after growing at an average of 2.7% per year from 2015 to 2020, taxable value is projected to average 2% per year from 2020 to 2024; this assumes inflation will remain low and that an economic slowdown will temper the real estate market;
- A financial forecast was presented to the Board of Commissioners; this projection uses the following assumptions:
 - A 2.4% tax revenue increase is expected for 2021; inflation is projected at 1% with uncapping and new construction making up the difference; tax revenue is expected to slow from 2022-2024 averaging 2% per year due to the uncertain course of the pandemic and subsequent effect on the economy;
 - Federal & State revenue is projected to be flat as economic pressure on the state budget makes it difficult to resume the previous level of revenue sharing payments;
 - Charges for Services are projected to slowly increase as District Court activity picks up, however jail revenue is not expected to return;
 - Personnel expenditures are estimated to increase 2.5% per year;
 - Appropriations are projected to slowly increase as revenue recovers and the appropriation to the capital improvement fund is increased; the \$2.4 million amount for pension payments remains built into the structure of the budget;
- Discussion took place regarding unassigned fund balance projections which are projected to slowly decline;
- Deputy Administrator Longnecker discussed target funding for OPEB; the retiree health care trust fund is stable; even though no annual contribution is currently required a 2% annual charge to payroll is recommended;
- Discussion followed regarding annual pension contributions; projected payments of \$2.4 million from 2020 to 2024 are recommended to maintain projected funding in the target range of 90%-110%; this will draw down the General Fund (GF) assigned pension reserve balance;
- Deputy Administrator Longnecker discussed upcoming public safety projects which make up over 90% of the major improvements; these projects include jail renovations-booking, maintenance expansion for sheriff vehicles and jail renovations-training facility;
- In summary, due to the unknown course of the pandemic, much uncertainty remains; given 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 programming will be very difficult.

Proposed 2021 Budget. Ways and Means Committee Chairperson Stacey introduced Craig Longnecker, Deputy Administrator to present the 2021 proposed budget.

- Administrator Wood and Deputy Administrator Longnecker highlighted the following information pertaining to the recommended 2021 Budget:
 - The recommended general fund budget is projected to decrease 5% from the current revised budget; however, when comparing the original 2020 budget of \$24.5 million to the recommended 2021 budget of \$22.7 million the decrease is 7%;
 - This is primarily due to a reduction in charges for services revenue due to the pandemic and anticipated reductions in state revenue sharing;
 - The voter approved 911 millage and subsequent bond issue secures 911 funding for both operational expenditures and capital upgrades, relieving the burden of subsidizing the 911 fund with general fund dollars; this, along with a less ambitious capital plan, allows for a general fund appropriation reduction of \$1.2 million to the public improvement fund and covers the majority of the revenue loss;
 - The 2021 recommended budget includes a general fund appropriation to the public improvement fund of \$300,000, with an additional \$500,000 coming from the delinquent tax fund for a total contribution of \$800,000; while not ideal, due to the delay of major capital projects, this amount should be sufficient to cover capital replacement needs;
 - The total budget for all funds is \$51.8 million;
 - The proposed operating millage for the July 2021 tax levy is recommended at the maximum allowable rate of 5.7691 mills; Headlee rollback provisions may, however, require a slight reduction to the recommended rate;
 - Discussion took place regarding revenues:
 - Property tax revenue – overall property tax revenue is projected to increase by 2.4% over 2020 and is budgeted at \$17 million for 2021;
 - The state and federal category is the next major source of revenue and is projected to provide 9% of total general fund revenue; this source is down \$616,000 and could decline further depending on how the state handles future revenue sharing payments to local governments;
 - State revenue sharing is the largest revenue in this category and is currently budgeted at \$700,000; this estimate represents a 50% reduction from prior year payments;
 - Currently, the state is replacing revenue sharing with federal CARES Act payments; the future of federal and state funding is uncertain at this time;
 - The balance of state and federal revenue is primarily comprised of several grant awards with offsetting expenditures; examples of grant programs include the Swift & Sure Probation Program, Crime Victim Support, Emergency Management, and Secondary Road Patrol, among others;
 - The next major revenue category is “charges for services” which is now projected to provide approximately 6% of the County’s general fund revenue;
 - Prior to the pandemic this category provided 11%; this category has been reduced by \$794,000 from the current revised budget and \$1.3 million from the original 2020 budget;
 - The reduction of \$1.3 million primarily consists of a decrease in district court revenue of \$649,000 and a reduction in jail housing revenue of \$550,000;
 - District Court revenue is projected down due to lower

- traffic activity and a subsequent reduction of traffic citations and is set at \$692,000; the revival of this revenue source depends on the course of the pandemic;
 - In 2015 jail housing revenue brought in just over \$1.5 million; jail housing revenue is set at -0- for 2021; this revenue source had been declining due to an increase in the local population and is not anticipated to provide revenue in the future;
 - Register of Deeds revenue is budgeted at \$470,000; this revenue source trends with real estate activity and is projected lower due to the uncertain future of the housing market;
 - Total charges for services revenue is set at \$1.5 million for 2021;
 - In summary, the revenue categories of property taxes, federal and state, and charges for services will account for 90% of general fund revenues in 2021; each of these categories contain variables that necessitate conservative revenue estimates; the revenue targets presented should be considered realistic, yet conservative.
- Discussion followed regarding expenditures:
 - A total of \$22.7 million is budgeted for expenditures from the general fund;
 - General staffing is set to decrease 3.00 full time-equivalents (FTE) and now totals 149.65; Notable changes include a reduction of 1 FTE in District Court through layoff; one vacant corrections officer position is not recommended to be included in the 2021 budget as well as a vacant .5 FTE in the Treasurer's office; reorganization of Community Development will result in a .5 FTE reduction; the total FTE on the 2020 position allocation list is down 2.7 now totaling 198.95 FTE;
 - Wages and salaries for non-union personnel are scheduled for a 1% increase in 2021; this modest amount may not be attainable if revenue sharing is eliminated and federal replacement funding is not available; bargaining units under contract will receive the contractually determined amount; two union groups will be seeking a new agreement with a January 1, 2021 effective date;
 - Annual health insurance premium increases have typically been below 3%; the aggregate cost moved from 15% in 2019/2020 to 11% for 2020/2021 below the cap mandated by the State of Michigan; an allowance of 3% has been included for increases in the new plan year;
 - Deputy Administrator Longnecker briefly commented on specific departments and their activities;
- Discussion took place regarding pandemic implications:
 - As noted earlier, expenditures for 2021 have been reduced significantly to account for the reduction in charges for services revenue and future state revenue sharing payments to local governments;
 - The lasting impact of this pandemic on the operations of county government is yet to be determined, but it is highly likely the revenues mentioned above will continue to be significantly impacted for quite some time;
 - Continuity planning efforts and response to the pandemic, including strategic investments in technology, have positioned the county well; the ability to shift to remote work, provide on-line services to residents and conduct court business remotely have reduced traffic in the courthouse and

- played a significant role in keeping employees and the public safe;
- o This success has required a great deal of effort in the areas of technology, facilities and emergency management; given the future uncertainty of the pandemic, including the length of time to resolution, there is legitimate concern regarding the capacity to sustain these crucial efforts; as we move forward and get more clarity regarding the outcome of the pandemic, further staffing adjustments may be necessary.
- Administrator Wood was asked to reflect on his past 21+ years as the County Administrator and briefly discuss the improvements and progress that he has seen during his tenure:
 - o Administrator Wood discussed the consolidation of the Administrator/Controller role and the designation of a Finance Director; it was noted that Cindy Moser has done an admirable job in this role;
 - o He also spoke about the successful consolidation of the Clerk/Register of Deeds;
 - o He feels the County has a good grip on future costs and spoke favorably about the quality facilities, technology and equipment;
 - o Capital planning has been refined through the years and projections have improved greatly;
 - o It was noted that the County has been very fortunate through the years with jail revenue and district court activity;
 - o Lastly, the County has a good handle on pension and OPEB funding;
- Discussion took place regarding ordinary capital improvements that include routine replacement of operational equipment and maintenance or modest upgrades of existing facilities; a total of \$628,000 was requested and \$636,000 is budgeted; the ordinary capital improvements budgeted in the public improvement fund total \$456,000; the MIS fund is budgeted at \$164,000 and another \$17,000 is budgeted as other;
- Deputy Administrator Longnecker discussed the Major Capital Improvements Budget (available on Clinton County website);
 - o Discussion took place regarding the various projects outlined in the proposed budget;
 - o Projects listed for 2021 total \$5.9 million;
 - o Despite being listed in the 2021 Capital Improvement Plan (CIP), the budget adoption resolution requires that each project receive specific authorization from the Ways and Means Committee (except vehicle replacement) prior to implementation;
 - o It was emphasized that the Capital Improvement Plan (CIP) represents both a planning and a budgeting document.

CORONAVIRUS RELIEF
LOCAL GOVERNMENT
GRANT (CRLGG)
AGREEMENT APPROVAL

4. Ways and Means Committee Chairperson Stacey introduced discussion regarding the Coronavirus Relief Local Government Grant.
 - Deputy Administrator Longnecker provided an update regarding the status of four different grants the County has applied for that all relate to the pandemic; it was noted that there has been a great deal of effort and time put forth in applying for these grants;
 - The amount we received for the Coronavirus Relief Local Government Grant on August 31st came to \$507,585; all units receiving payments for this grant need to submit a signed agreement to Treasury by September 23, 2020.

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Mitchell, to **recommend** authorizing the Coronavirus Relief Local Government Grant Agreement along with necessary

signatures to execute said agreement. Motion carried.

BOARD ACTION: Commissioner Showers moved, seconded by Commissioner Mitchell to concur with the committee recommendation. Brief discussion followed. Motion carried.

ADMINISTRATOR’S UPDATE

5. Ways and Means Committee Chairperson Stacey introduced Craig Longnecker, Deputy Administrator, to provide the Administrator’s Update.
 - Deputy Administrator, Todd Campbell, is working diligently on updating the COVID-19 Preparedness and Response Plan; the updated plan will be sent out next week;
 - Deputy Administrator Longnecker provided an update on behalf of the Deferred Comp Trust Fund Committee:
 - This week the Trust Committee authorized the assignment of Clinton County’s Plante Moran Advisory Agreement to CAPTRUST Financial Advisors;
 - The Plan will continue to be serviced in the same capacity by members of the same team formerly within PMFA;
 - There will be no changes to fees, investment choices or the day to day experience we are familiar with now;
 - The Trust Committee has performed their due diligence and feels this transition will provide more resources and benefit our employees overall.

COMMISSIONERS’ COMMENTS

6. Ways and Means Committee Chairperson Stacey requested Commissioners’ comments.
 - Commissioner Washburn provided an update on behalf of the Capitol Region Airport Authority;
 - Commissioner Pohl provided an update on behalf of the Parks and Green Space Commission;
 - Commissioner Showers provided an update on behalf of the Capitol Council of Governments (CAPCOG);
 - Commissioner Washington provided an update on behalf of the Department of Health and Human Services.

ADJOURNMENT OF COMMITTEE MEETING

7. Ways and Means Committee Chairperson Stacey declared the meeting adjourned at 11:29 a.m.

WAYS & MEANS COMMITTEE MEETING

Commissioner Stacey, Chairperson of the Ways and Means Committee reported on a meeting held September 24, 2020.

ATTENDANCE AT COMMITTEE MEETING

Members Present

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

Staff Present

Craig Longnecker
Todd Campbell
Penny Goerge
Kate Neese
Doug Riley

Others Present

Gail Watkins

CALL TO ORDER/APPROVAL OF AGENDA

1. Ways and Means Committee Chairperson Stacey called the meeting to order at 9:00 a.m.

COMMITTEE ACTION: Commissioner Showers moved, seconded by Commissioner Pohl, to approve the agenda. Motion carried.

PUBLIC COMMENTS

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

WASTE MANAGEMENT
RECYCLING OPTIONS
REPORT

3. Ways and Means Committee Chairperson Stacey introduced Kate Neese, Waste Management Coordinator, to provide an annual report on the activities related to the rural recycling program.
- Discussion took place regarding how much material has been collected through the rural recycling program since its inception;
 - The department offers a wide range of outreach services to educate residents and businesses on ways to reduce, reuse, recycle, compost, and properly dispose of problem waste materials; future initiatives are always being developed.

COMMITTEE RECOMMENDATION: Commissioner Pohl, moved, seconded by Commissioner Washington, to **recommend** accepting the annual report for the Clinton County Rural Recycling Program and place on file. Motion carried.

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

CLINTON TRANSIT UPDATE

4. Ways and Means Committee Chairperson Stacey introduced Gail Watkins to provide an update on behalf of the Clinton Area Transit System Board.
- Mr. Watkins provided an administrative overview of the Clinton Area Transit System;
 - An update was provided regarding the millage proposal that was passed on the August 4th ballot;
 - Discussion took place regarding the pandemic's impact on ridership; as a result of a reduction in service, termination letters have gone out to 13 employees; nine of those were back-up drivers;
 - Mr. Watkins briefly discussed Clinton Area Transit's reorganization plan to become a preferred employer in Clinton County; as a result of this reorganization, job descriptions and wage/salary schedules have been created and an employment handbook is being implemented;
 - Discussion took place regarding the importance of regional collaboration and public outreach opportunities;
 - Mr. Watkins briefed the members on his discussions with the Tri-County Regional Planning Commission regarding capital grant money for a training facility.

No action required.

ROAD COMMISSION
UPDATE

5. Ways and Means Committee Chairperson Stacey introduced Gail Watkins to provide an update on current activities of the Clinton County Road Commission.
- Mr. Watkins provided a brief overview and answered questions regarding the Clinton County Road Commission;
 - It was noted that the Clinton County Road Commission's OPEB is currently funded at 120%; this has required a lot of effort on the part of the employees which is greatly appreciated;
 - With regard to pension, the Road Commission has received the results of their 2019 Annual Actuarial Valuation report and the funding ratio is currently at 69%; they continue to increase their contributions with the goal of increasing this percentage;
 - Mr. Watkins discussed the benefits of leasing equipment in lieu of purchasing equipment in order to reduce expenditures and save on repair costs;
 - Discussion followed regarding the various revenue sources and funding streams;
 - Discussion took place regarding current projects and potential future

projects;

- In summary, Mr. Watkins emphasized that the Road Commission's budget is in good shape and the roads are as well.

No action required.

JUVENILE DETENTION BED RENTAL AGREEMENT WITH OTTAWA COUNTY

6. Ways and Means Committee Chairperson Stacey introduced discussion regarding the renewal of the bed rental agreement at the Ottawa County Juvenile Detention Center.
 - The County currently has a bed rental agreement with the Ottawa County Juvenile Detention Center for the purpose of renting secure detention and treatment beds for delinquent juveniles within its jurisdiction on an "as needed" basis;
 - The Board is being asked to authorize the renewal of this agreement for a three (3) year period effective October 1, 2020.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, seconded by Commissioner Showers, to **recommend** authorizing the renewal of the bed rental agreement with Ottawa County Juvenile Detention Center for a three (3) year period effective October 1, 2020. Motion carried.

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

DECLARATION FOR A LOCAL "STATE OF EMERGENCY"

7. Ways and Means Committee Chairperson Stacey introduced discussion regarding the continuation of the County's emergency declaration.

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Mitchell, to **recommend** authorizing the extension of the Declaration for a Local "State of Emergency" for Clinton County for a period of 30 days. Motion carried. (See page 3 of minutes for Board Action)

PLANNING UPDATE

8. Ways and Means Committee Chairperson Stacey introduced Doug Riley, Community Development Director, to provide a planning update.
 - PC-22-20 SLU – Application for a Special Land Use Permit (Public Hearing); Planning Commission recommends approval.
 - Director Riley briefly discussed the update to the Comprehensive Plan and Zoning Ordinance; a majority of this work will be completed internally (instead of contracted out) and they have already begun work on the mapping;
 - Discussion took place regarding permit activity;
 - Director Riley provided updates and answered questions regarding the status of the larger building projects taking place in the County.

No action taken.

OCTOBER CALENDAR

9. Ways and Means Committee Chairperson Stacey introduced discussion regarding the October 2020 Open Meetings and Events Calendar.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Pohl, to **recommend** the approval of the October 2020 Open Meetings and Events Calendar. Motion carried.

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

ACCOUNTS PAYABLE
INVOICE PAID

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

COMMITTEE ACTION: Commissioner Washington moved, seconded by Commissioner Pohl, to approve the invoices paid from August 8 to September 3, 2020 in the amount of \$872,956.09. Motion carried.

COMMISSIONERS'
COMMENTS

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

ADMINISTRATOR'S REPORT

12. Ways and Means Committee Chairperson Stacey requested comments from Administrator Longnecker.

- Administrator Longnecker notified the members that Administration/Accounting continues to spend a significant amount of time responding to COVID-19 related issues at the Courthouse; staff has worked diligently on updating procedures and following state and federal grant requirements to receive our CARES ACT funds;
- The County recently received the actuarial report for the Clinton County Post-Retirement Health Care Plan Trust Fund and we are funded at 127%; this number is higher than anticipated as we recently changed the assumptions to include 5-year smoothing;
- The central dispatch radio project will be on the Ways and Means Committee agenda next month; it was noted that we are still on schedule to complete this project at the end of 2021;
- Planning is underway for replacing the mechanical systems and electronic controls systems for all five elevators in the Courthouse; logistics planning will be essential for this project as each elevator will be out of service for a month.

ADJOURNMENT OF
COMMITTEE MEETING

13. Ways and Means Committee Chairperson Stacey adjourned the meeting at 10:10 a.m.

**HUMAN RESOURCES
COMMITTEE MEETING**

Commissioner Pohl, Chairperson of the Human Resources Committee reported on a meeting held September 24, 2020.

ATTENDANCE AT
COMMITTEE MEETING

Members Present

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

Staff Present

Craig Longnecker
Penny Goerge
Todd Campbell

CALL TO ORDER/APPROVAL
OF AGENDA

1. Human Resources Committee Chairperson Pohl called the meeting to order at 10:10 a.m.

COMMITTEE ACTION: Commissioner Showers moved, seconded by Commissioner Mitchell, to approve the agenda. Motion carried.

PUBLIC COMMENTS

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

COMMITTEE/COMMISSION APPOINTMENTS

APPOINTMENT OF STAN HELMS TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD

ADMINISTRATOR'S COMMENTS

COMMISSIONERS' COMMENTS

ADJOURNMENT OF COMMITTEE MEETING

END OF COMMITTEE REPORTS

COMMISSIONERS' COMMENTS

3. Human Resources Committee Chairperson Pohl introduced discussion regarding appointments to various Committees and Commissions.

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Mitchell, to **recommend** reappointing Stan Helms to the Department of Health and Human Services Board for a three (3) year term expiring October 31, 2023. Motion carried.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Showers to concur with the committee recommendation to reappoint Stan Helms to the Department of Health and Human Services Board. Chairperson Washburn called for further nominations. None were offered. Motion carried.

4. Human Resources Committee Chairperson Pohl requested Administrator's comments. There were none.

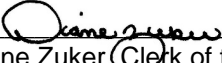
5. Human Resources Committee Chairperson Pohl requested Commissioners' comments.
- Chairperson Washburn:
 - Reported to the members regarding the activities of the Lansing Economic Area Partnership (LEAP),
 - Discussed the Emergency Operations Center (EOC) meetings;
 - Provided an update on behalf of the Capital Region Airport Authority;
 - Commissioner DeLong provided an update on behalf of the Mid-Michigan District Health Department;
 - Commissioner Washington reported on behalf of the Mid-Michigan District Health Department and briefly discussed the status of developing a sustainability resolution/plan for Clinton County;
 - Commissioner Showers provided an update on behalf of the Capitol Council of Governments;
 - Commissioner Stacey notified the members that he anticipates an update from Spicer Group at the next Ways and Means Committee meeting regarding floodplain mapping; he has also invited Diane Zuker, Clerk/Register of Deeds to provide an update on elections;
 - Commissioner Mitchell briefly discussed the Lansing Economic Area Partnership (LEAP) and provided an update on the activities of the Tri-County Office on Aging;
 - Commissioner Pohl reported on behalf of the Parks and Green Space Commission.

6. Human Resources Committee Chairperson Pohl adjourned the meeting at 10:34 a.m.

- Chairperson Washburn called for Commissioners' comments.
- Chairperson Washburn expressed his appreciation for the monthly report by Health Director Cheatham each month, as it is vitally important to keep on top of this pandemic; this is very convoluted for the Health Department and has been a challenge for everyone to make sense of it all; there is a need to have guidance more focused on each community; the health department will continue to provide guidance and education, but not specific direction on operational decisions made by schools, businesses, etc.

ADJOURNMENT

BOARD ACTION: With no further business to come before the Board, Commissioner Pohl moved, seconded by Commissioner Showers to adjourn the meeting at 10:07 a.m.



Diane Zuker, Clerk of the Board

NOTE: These minutes are subject to approval on October 27, 2020.