

# 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**  
**Pursuant to PA 228 of 2020, due to COVID-19 Pandemic**

DATE 10/27/2020

The Clinton County Board of Commissioners met on Tuesday, October 27, 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

As the Clerk called the roll, each member identified the location in Clinton County in which they were attending the meeting from remotely. A quorum of members were in attendance.

Kam Washburn (Duplain Township, Michigan)  
David Pohl (Dallas Township, Michigan)  
Bruce DeLong (City of St. Johns, Michigan)  
Kenneth B. Mitchell (DeWitt Charter Township, Michigan)  
Robert Showers (DeWitt Charter Township, Michigan)  
Dwight Washington (City of East Lansing, Michigan)  
Adam Stacey (Bath Charter Township, Michigan)

COUNTY PERSONNEL

Craig Longnecker, Todd Campbell, Penny Goerge, Deb Sutherland, Phil Hanes, Cindy Moser, Kate Neese and Eric Harger.

VISITORS

Marcus Cheatham

AGENDA

The agenda was amended as follows:

- Correct a typo on the Agenda to reflect that the adoption of the Budget is for 2021, not 2020
- Approval of October 22, 2020 Human Resources Closed Session minutes
- Electronic Participation Procedures for attending meetings remotely

**BOARD ACTION:** Commissioner DeLong moved, seconded by Commissioner Pohl to approve the agenda as amended. Motion carried.

APPROVAL OF MINUTES

The following minutes were presented for review and approval:

- September 29, 2020 Board meeting
- October 13, 2020 Board meeting
- October 22, 2020 Human Resources Closed Session meeting

**BOARD ACTION:** Commissioner Washington moved, seconded by Commissioner Showers to approve the minutes as printed. Motion carried.

COMMUNICATIONS

No communications were received this month.

ADOPTION OF ELECTRONIC PARTICIPATION PROCEDURES

Chairperson Washburn introduced discussion regarding the Electronic Participation Procedures drafted by our legal counsel in compliance with the Open Meeting Act as amended by Public Act 228 of 2020. The Board of Commissioners have already taken steps to be compliant with the changes in the law, even though some portions of the Act do not take effect until January 1, 2021.

**BOARD ACTION:** Commissioner Stacey moved, seconded by Commissioner DeLong to adopt the Electronic Participation Procedures as provided by the County’s legal counsel. Motion carried.

ADMINISTRATOR’S REPORT

Craig Longnecker, County Administrator provided the following report:

- Todd Campbell, Deputy Administrator is finalizing the changes to the COVID-19 Preparedness and Response Plan; a meeting will take place with the Department Heads tomorrow to discuss and review modifications to the plan.

PUBLIC COMMENTS

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

ADOPTION OF RECYCLING SERVICES PLAN – PUBLIC COMMENT

Chairperson Washburn introduced discussion regarding the Clinton County Recycling Service Plan for 2021 pursuant to PA 69 of 2005. The service period of this plan commences on January 1, 2021 and ends December 31, 2021. This annual plan is between the County and local municipalities to help oversee the recycling drop off sites within the County. The plan is part of the annual budget approval process.

Chairperson Washburn called for public comments on the Plan. There were none.

**BOARD ACTION:** Commissioner Stacey moved, seconded by Commissioner Washington to adopt the Clinton County Recycling Service Plan for 2021. Motion carried.

RESOLUTION 2020-13 ADOPTING 2021 COUNTY BUDGET, GENERAL APPROPRIATIONS ACT AND MILLAGE

Chairperson Washburn introduced discussion regarding the Resolution to adopt the 2021 County Budget, General Appropriations Act and Millage. The public hearing on the budget, as required by statute, was held on October 13, 2020.

**BOARD ACTION:** Commissioner Showers moved, seconded by Commissioner Mitchell to approve the Resolution to adopt the 2021 Clinton County Budget, General Appropriations Act and Millage. Voting on the motion by roll call vote, those voting aye were Commissioners Pohl, Mitchell, Washington, Showers, DeLong, Stacey and Washburn. Seven ayes, zero nays. Motion carried. (INSERT RESOLUTION)

MID-MICHIGAN DISTRICT  
HEALTH DEPARTMENT  
MONTHLY COVID-19  
UPDATE

Marcus Cheatham, Director of the Mid-Michigan District Health Department (MMDHD) provided the following COVID-19 update for Clinton County as of October 23, 2020.

Contract tracing process:

- Case investigation
- Contact trace
- Quarantining and getting people to comply with quarantine procedures

Health Department is falling behind with contact tracing, statistics, etc. due to the increased numbers; Health Department is currently flooded with cases, as Director Cheatham warned would happen in his reports early on during the pandemic.

- Confirmed cases 894 and 110 probable cases for a total of 1010; This was at 859 last week; Cases are coming in rapidly;
- 151 new cases this week, was 79 last week and 56 the week before;
- Total people in quarantine and monitoring 1,836;
- Current active quarantine and monitoring is 200+; staff is having difficulty keeping track in real time now;
- Deaths are now 15 for Clinton County; MMDHD is seeing new deaths within the district as well;
- One new hospitalization due to COVID; don't know about previously admitted;
- Intensive Care Unit capacity in Healthcare Region 1 (Livingston, Ingham) has tightened from 82% to 88%;
- COVID cases in intensive care is 273; a week ago this was at 250 and two weeks ago 202;
- Seeing an uptick in business cases; this includes GM workers;
- A large wedding that took place is now impacting schools;
- There are more cases in health care workers as well;
- The schools are being vigorous about enforcing safety plans;
- Seeing child care cases.

This week Clinton County crossed the threshold of 150 cases per day per million at which schools are advised to go virtual. In coordination with neighboring local health departments, we are not requiring closures because we actually are seeing fewer cases in school than out of school at this time. Health Department is not seeing a huge spread in the schools, because the schools are diligently following their safety plans.

Director Cheatham's message today is that they are being flooded with cases and falling behind, but the schools are doing a good job with keeping students safe and the Health Department is doing everything they can to keep up.

DECLARATION FOR LOCAL  
STATE OF EMERGENCY

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

**BOARD ACTION:** Commissioner Stacey moved, seconded by Commissioner DeLong to extend the Declaration for 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 Washington, Showers, Stacey, Pohl, Mitchell, DeLong and Washburn. Seven ayes, zero nays. Motion carried.  
(INSERT DECLARATION)

ZONING

Commissioner Stacey presented the following zoning matter:

PC-23-20 CHANGE OF ZONE  
MAP AMENDMENT  
OR-161-20 DOUG AND  
STACEY NURENBERG  
A-2 GENERAL  
AGRICULTURE TO RR  
RURAL RESIDENTIAL  
RILEY TOWNSHIP  
APPROVED

PC-23-20 MA Petition for Change of Zone/Map Amendment OR 161-20 submitted by Doug and Stacey Nurenberg to rezone a portion of a property totaling 2.55 acres from A-2 (General Agriculture District) to RR (Rural Residential District) – Parcel ID#19-130-032-300-010-50. The property is located at 8630 W. Cutler Road, Section 32, Riley Township.

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

**BOARD ACTION:** Commissioner Stacey moved, seconded by Commissioner Pohl to concur with the recommendation of the Planning Commission to approve the Change of Zone/Map Amendment submitted by Doug and Stacey Nurenberg.

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.

PA 116 FARMLAND  
APPLICATION

The following PA 116 Farmland Application was presented:

- 2020-4 Robert L. Esch & Leon J. Esch, Lebanon Township, Section 33

**BOARD ACTION:** Commissioner DeLong moved, seconded by Commissioner Washington to approve the PA 116 Farmland Application and direct the Clerk to forward the application to the state. Motion carried.

APPROVAL OF  
COMMISSIONER'S  
EXPENSE ACCOUNTS

Commissioners' expense accounts were presented for review and approval.

**BOARD ACTION:** Commissioner Mitchell moved, seconded by Commissioner DeLong to approve the expense accounts, subject to review by the Chair and Clerk. Motion carried.

COMMITTEE REPORTS

The following are reports of Committee meetings:

PUBLIC SAFETY  
COMMITTEE MEETING

Commissioner Mitchell, Chairperson of the Public Safety Committee reported on a meeting held October 22, 2020.

ATTENDANCE AT VIRTUAL  
COMMITTEE MEETING

**Members Attending by Electronic Means:**

Ken Mitchell, Public Safety Chairperson (Watertown Charter Township, Michigan)  
Adam Stacey (Bath Charter Township, Michigan)  
Robert Showers (Dewitt Charter Township, Michigan)  
Dwight Washington (Bath Charter Township, Michigan)  
Bruce DeLong (City of St. Johns, Michigan)  
David Pohl (Dallas Township, Michigan)  
Kam Washburn, Ex-Officio Member (Duplain Township, Michigan)

**Staff Present**

Craig Longnecker  
Todd Campbell  
Penny Goerge  
Jennifer Richards  
Diane Zuker  
Deb Sutherland  
Dan Gibson

**Others Present**

Jamie Lovelace, Department of Health and Human Services (DHHS)  
Sheri Mandeville, Department of Health and Human Services (DHHS)

CALL TO ORDER/APPROVAL  
OF AGENDA

1. Chairperson Mitchell called the meeting to order at 8:30 a.m.

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

PUBLIC COMMENTS

2. Chairperson Mitchell requested limited public comments. There were no public comments.

CHILD CARE FUND  
OVERVIEW

3. Chairperson Mitchell introduced Todd Campbell, Deputy Administrator, to discuss the Child Care Fund Budget.
  - A budget summary showing the status of the child care fund was provided;
  - Deputy Administrator Campbell noted that the Child Care Fund has been stable and currently within the budget.

No action taken.

DEPARTMENT OF HEALTH  
AND HUMAN SERVICES  
CHILD CARE FUND UPDATE

4. Chairperson Mitchell introduced Jamie Lovelace and Sheri Mandeville from DHHS to discuss the Child Care Fund.
  - Mr. Lovelace provided an update on the status of the child care fund; we are currently under budget;
  - DHHS continues to put a strong focus on prevention activities and they are reaching out to families to check on their well-being and offer informational resources to be sure they are getting the exact services they need.

No action taken.

JUVENILE COURT CHILD  
CARE FUND UPDATE

5. Chairperson Mitchell introduced Jennifer Richards, Manager of Juvenile Court and Juvenile Services, and Dan Gibson, Juvenile Facilities Manager, to provide an update on behalf of the Child Care Fund.
  - Juvenile Facilities Manager Gibson provided information to the Members regarding juvenile programming and treatment for the first three quarters of 2020;
  - Truancy petitions are coming in and Mr. Gibson expects numbers to continue to increase in the fourth quarter as well;
  - Discussion took place regarding children having to adjust to remote learning as a result of the pandemic and the difficulties of tracking attendance; Juvenile Court is working with the local school districts and families with regard to truancy issues;
  - Juvenile Services Manager Richards provided a brief overview of several programs they have put in place including intensive home and community-based services, truancy intervention program and the victim/community awareness program;
  - Ms. Richards also provided a status of the various community service programs that she facilitates in her department including the Y.E.S. (Youth Empowered to Succeed) program, Teen Court, CRESA Work-based Learning Project and the Truancy Intervention Program (TIP).

No action required.

COMMISSIONERS'  
COMMENTS

6. Chairperson Mitchell requested Commissioners' comments. There were none.

ADJOURNMENT OF  
COMMITTEE MEETING

7. Chairperson Mitchell adjourned the meeting at 9:06 a.m.

**WAYS & MEANS**  
**COMMITTEE MEETING**

Commissioner Stacey, Chairperson of the Ways and Means Committee reported on a committee meeting held October 22, 2020.

ATTENDANCE A VIRTUAL  
COMMITTEE MEETING

**Members Attending by Electronic Means:**

Adam Stacey, W&M Committee Chairperson (Bath Charter Township, Michigan)  
David Pohl (Dallas Township, Michigan)  
Robert Showers (Dewitt Charter Township, Michigan)  
Dwight Washington (Bath Charter Township, Michigan)  
Bruce DeLong (City of St. Johns, Michigan)  
Ken Mitchell (Watertown Charter Township, Michigan)  
Kam Washburn, Ex-Officio Member (Duplain Township, Michigan)

**Staff Present**

Craig Longnecker	Kate Neese
Todd Campbell	Doug Riley
Penny Goerge	Tina Ward
Diane Zuker	Eric Harger
Deb Sutherland	Craig Thelen
Phil Hanses	

**Others Present**

Robert Bowman, Spicer Group  
Dominick Arcuri, Televate

CALL TO ORDER/APPROVAL  
OF AGENDA

1. Ways and Means Committee Chairperson Stacey called the meeting to order at 9:06 a.m.

**COMMITTEE ACTION:** Commissioner Showers moved, seconded by Commissioner Washington, to approve the agenda as amended. Motion carried.

- Addition to Agenda: Motorola Change Order Request – 4D

PUBLIC COMMENTS

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

DRAIN OFFICE  
FLOODPLAIN MAPPING  
PROJECT

3. Ways and Means Committee Chairperson Stacey introduced Phil Hanses, Drain Commissioner and Robert Bowman from Spicer Group to provide an update on the floodplain mapping project.
  - Spicer Group has completed phases I and II of the project to review FEMA's flood insurance rate maps per the agreement authorized by the Board last year;
  - Mr. Bowman from Spicer Group reported all of the results and went over several maps, noting that they were able to identify structures currently within the mapped floodplain that have the potential to be removed from the requirement to purchase flood insurance by going through the Letter of Map Amendment (LOMA) process;
  - Discussion took place about how to best utilize this information and facilitate an action plan moving forward; this action plan should include how the county plans to alert individuals who may be eligible and also outline the proper steps/costs necessary through the LOMA process.

No action required.

CENTRAL DISPATCH  
MICHIGAN PUBLIC SAFETY  
COMMUNICATION SYSTEM  
(MPSCS) RADIO PROJECT

4. Ways and Means Committee Chairperson Stacey introduced discussion regarding MPSCS Radio Project.

TELEVATE  
BASELINE DRIVE TEST  
RESULTS

- A. Televate – Baseline Drive Test Results: Ways and Means Committee Chairperson Stacey introduced Chris Collom, Central Dispatch Director and Mr. Dominick Arcuri, Consultant from Televate to discuss the Clinton County Public Safety Radio System Baseline Drive Test Results.
- By way of background, Clinton County currently operates a simulcast land mobile radio (LMR) system to support dispatch and emergency communications; the County is in the process of replacing the existing system with a state-of-the-art P25 system which will be integrated with the State of Michigan Public Safety Communications System (MPSCS);
  - In August 2020 the Board of Commissioners approved Central Dispatch to contract with Televate LLC to establish a baseline coverage map of the current EDAC system; the baseline drive test was completed in August and September while the trees were in full foliage;
  - Mr. Arcuri and Central Dispatch personnel evaluated the signal strength and voice quality of the EDAC system; Mr. Arcuri also evaluated the signal strength of the MPSCS towers from the bordering counties;
  - It was reported that the current county system provides robust coverage throughout the county using the existing three sites; there are areas at the extreme edges of the County where radio traffic experiences some noise and/or distortion, although communication was still satisfactory;
  - With a state-of-the-art simulcast system that will be at the three existing county sites, 95% coverage at a delivered auto quality (DAQ) level of 3.4 should be obtainable;
  - Additionally, existing MPSCS sites do have the capability to provide supplemental coverage at the edges of the county;
  - Mr. Arcuri's professional opinion is that the county should re-evaluate the coverage area in the northwest once the new system is live;
  - The County will have the opportunity at that time to evaluate the data from this report and the Motorola Signal and Drive Test to decide if additional communication enhancements are necessary.

No action required.

PUBLIC SAFETY  
COMMUNICATIONS  
SUBSCRIBER LEASE  
AGREEMENT WITH LOCAL  
UNITS

- B. Public Safety Communications Subscriber Lease Agreement with Local Units: Ways and Means Committee Chairperson Stacey introduced Chris Collom, Central Dispatch Director to discuss the Clinton County Public Safety Communications Subscriber Lease Agreement with local units.
- Director Collom provided a brief update regarding the \$8 million radio project; the project is still on schedule to go live at the end of 2021;
  - Approximately \$6.7 million is budgeted for the radio equipment and infrastructure; to date we have invested approximately \$3 million; the next installment will occur when the Subscriber equipment is ordered;
  - Ms. Collom briefly discussed the Motorola equipment that is being purchased and discussed service warranties;
  - Central Dispatch is requesting the Board of Commissioners to review and approve the Public Safety Communications Subscriber Lease Agreement which outlines the financial, legal and operational responsibilities of the County and the participating local units of government;
  - The financial terms require a one-time lease payment of 10% from the participating local units of government; the match percentage is consistent with the radio grant that the fire departments received a few years ago;
  - The County will also pay the initial, one-time, MPSCS fees for every radio identified in the County; Departments wishing to add radios to the MPSCS after the initial install will be responsible for any ongoing associated fees;
  - Overall the County will be investing roughly \$1.6 million dollars into the subscriber equipment with the local units of government collectively investing \$150,000;
  - The lease agreement has been approved by the county's legal counsel

and Director Collom is requesting approval to move forward with presenting the Lease Agreement to the local units of government.

**COMMITTEE RECOMMENDATION:** Commissioner Mitchell moved, seconded by Commissioner DeLong, to **recommend** approving the Public Safety Communications Subscriber Lease Agreement for subscriber units to be used on the Clinton County Communications System and the Michigan Public Safety Communications System. Motion carried.

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

MICHIGAN PUBLIC SAFETY  
COMMUNICATIONS SYSTEM  
SUBSCRIBER AGREEMENT  
WITH STATE OF MICHIGAN

- C. MPSCS Member Subscriber Agreement with State of Michigan: Ways and Means Committee Chairperson Stacey introduced Chris Collom, Central Dispatch Director to discuss the MPSCS member subscriber agreement with the State of Michigan.
- In July, Director Collom outlined the five agreements that are required to join the Michigan Public Safety Communications System (MPSCS); the Integration Part 1 Agreement has been fully executed and the Member Subscriber Agreement is ready to be signed (the remaining three agreements will be presented for signature throughout the progression of the project);
  - The Member Subscriber Agreement must be signed by every public safety agency wishing to be granted access to the MPSCS: it outlines the user expectations and rules and regulations of being on the system;
  - It was noted that this agreement will trigger the next major requirement of joining the MPSCS;
  - Central Dispatch will coordinate with all of the public safety agencies, the bordering counties and the MPSCS to design radio profiles for all of the portables and mobiles in the County;
  - This agreement has been approved by the county's legal counsel and Director Collom is requesting approval to sign the agreement for Clinton County Central Dispatch and to facilitate the execution of the agreement with all of the county agencies joining the MPSCS.

**COMMITTEE RECOMMENDATION:** Commissioner Pohl moved, seconded by Commissioner Washington, to **recommend** authorizing Director Collom to sign the Michigan Public Safety Communications Member Subscriber Agreement for Clinton County Central Dispatch and to facilitate the execution of the agreement with all of the county agencies joining the MPSCS. Motion carried.

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

MOTOROLA CHANGE  
ORDER REQUEST

- D. Motorola Change Order Request: Ways and Means Committee Chairperson Stacey introduced discussion regarding a possible change order with Motorola Solutions.
- Motorola Solutions has requested approval to complete a structural analysis on the Southwest Tower; the analysis is important as it will determine if the structure and base are built to sustain the additional microwave antennas and radio equipment;
  - Motorola's structural engineers are currently reviewing Clinton County' documents from when the tower was built and there is a small possibility that they may find the data that they need; however, in the event that they don't find the data they require, Director Collom is seeking approval of a change order to the original Motorola agreement;
  - Staff were aware this may occur at the time of the contract, however until the Motorola Engineers had an opportunity to complete a thorough inspection it was not known if the additional structural analysis would be



- required;
- Motorola has advised the cost will not exceed \$20,000.

**COMMITTEE RECOMMENDATION:** Commissioner Washington moved, seconded by Commissioner Pohl, to **recommend** approving a change order with Motorola Solutions to complete a structural analysis on the southwest tower not to exceed \$20,000. Motion carried.

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

TREASURER ITEMS:

RESOLUTION 2020-14  
AMENDING THE COUNTY'S  
INVESTMENT POLICY

5. Treasurer:

- A. Resolution to Amend Investment Policy: Ways and Means Committee Chairperson Stacey introduced Tina Ward, County Treasurer, to discuss a resolution to amend the County's investment policy.
- Treasurer Ward informed the members that a federally-insured cash investment option has become available for Michigan Public Entities;
  - Michigan Insured Cash Holdings (MICH) is a completely liquid account that is fully FDIC insured;
  - This product is similar in nature to CDARS in which Clinton County currently invests; the difference being CDARS have a specific maturity, while this product allows same day access; both products are completely FDIC insured by spreading funds across multiple financial institutions;
  - Utilizing this cash investment option will allow further diversification of funds along with safety of principal; in order to invest funds, the current Investment Policy would require additional clarification under VII. Authorized Investments (B).

**COMMITTEE RECOMMENDATION:** Commissioner Showers moved, seconded by Commissioner Mitchell, to **recommend** adopting a resolution authorizing an amendment to the county's investment policy. Motion carried.

**BOARD ACTION:** Commissioner Stacey moved, seconded by Commissioner Showers to concur with the committee recommendation. Voting on the motion by roll call vote, those voting aye were Motion carried.  
(INSERT RESOLUTION)

MEMORANDUM OF  
UNDERSTANDING  
BETWEEN MICHIGAN  
DEPARTMENT OF  
TREASURER AND CLINTON  
COUNTY

- B. Memorandum of Understanding (MOU) between the Michigan Department of Treasury and Clinton County: Ways and Means Committee Chairperson Stacey introduced Tina Ward, County Treasurer, to discuss a MOU between the Michigan Department of Treasury and Clinton County.
- Treasurer Ward advised that the purpose of the MOU between the Michigan Department of Treasury, in its capacity as FGU (Foreclosing Governmental Unit) for the State of Michigan, and the Clinton County Treasurer is to identify the rights and responsibilities of the parties following the Michigan Supreme Court's recent decision in *Rafaeli LLC v. Oakland County* in anticipation of legislative process changes;
  - *Rafaeli* addressed proceeds from tax foreclosed property sales and, generally speaking, held that to the extent any parcel sold at auction for more than the amount owed (the minimum bid) former owners of such parcels could make a claim for the excess proceeds from that property's sale;
  - Because of pending and potential future litigation involving such excess proceeds, this MOU is intended to establish a cooperative system of working together equitably for funding and relative responsibility between the Treasury and the County for repayments or refunds, along with interest and any other court ordered awards on legitimate claims as

determined by a court of competent jurisdiction, which the parties agree should proportionally reflect the excess proceeds the Treasury and the Clinton County each received and retained;

- The County's legal counsel has reviewed and approved this MOU.

**COMMITTEE RECOMMENDATION:** Commissioner DeLong moved, seconded by Commissioner Pohl, to **recommend** approval of the Memorandum of Understanding between the Michigan Department of Treasury and Clinton County as presented. Motion carried.

Chairperson Washburn noted that there is a legislative change expected on this matter, there the Board will not concur with the recommendation of the Ways and Means Committee on this matter today. The Board will revisit this matter in the future.

#### COUNTY CLERK ELECTION UPDATE

6. Ways and Means Committee Chairperson Stacey introduced Diane Zuker, County Clerk/ROD, to provide an update on the election process.
  - Clerk/ROD Zuker provided a brief overview of the election process emphasizing that everything related to this upcoming election has been a moving target and changes are happening every day;
  - Discussion took place regarding security of polling places, ballot drop boxes/surveillance cameras and the ballots;
  - The members were provided with the most current data on the number of absent voter applications and ballots processed;
  - Discussion took place regarding the requirements of New Public Act (177 of 2020) which took effective on October 6, 2020;
  - The members were advised that there is a group stationing Challengers in our polling locations and we expect Poll Watchers as well;
  - There are five (5) specialized election trainings scheduled for next week and a conference call is scheduled with local clerks for last minute details/election preparation;
  - Discussion followed regarding the Michigan Court of Appeals reversing the State Court of Claims decision in Michigan Alliance for Retired Americans vs. Benson; as a result of this reversal, Michigan Election Law rules are still in place;
  - Clerk/ROD Zuker stressed that the Clerk's Office Election team goes above and beyond to pull an election together; they work all hours of the day with minimal rest to assist local clerks in preparation for the election; additionally, other county clerk employees field increased volumes of election related calls during normal business hours in the weeks and days leading up to the election.

No action required.

#### EQUALIZATION COUNTY DESIGNATED ASSESSOR UPDATE

7. Ways and Means Committee Chairperson Stacey introduced Eric Harger, Equalization Director, to provide an update on the appointment of a County Designated Assessor.
  - As discussed at the August 20, 2020 meeting; Michigan statute PA 660 now requires the appointment of an individual to serve as the County "designated assessor" within each county;
  - The appointment must be approved by means of an inter-local agreement between the County Board of Commissioners and majority of the local units within the county;
  - The appointment is also subject to the final approval of the Michigan State Tax Commission (STC);
  - The members received a draft copy of the proposed inter-local agreement for review and comment;
  - Legal counsel has reviewed the original draft and it has been updated to include several items required by the State Tax Commission;
  - After acceptance and approval by the Board of Commissioners, the Equalization Director would like authorization to proceed with

distribution to local assessing units to be considered at their respective November Board meetings for approval and signing.

**COMMITTEE RECOMMENDATION:** Commissioner Washington moved, seconded by Commissioner Pohl, to **recommend** authorizing the Clinton County Inter-local Agreement for County Designated Assessor for the period of January 1, 2021 through December 31, 2026 and authorize the Equalization Director to distribute to local assessing units for approval and signing. Motion carried.

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

MANAGEMENT  
INFORMATION SYSTEM  
ITEMS:

8. Management Information Systems (MIS):

CAPITAL IMPROVEMENT  
REQUEST  
CONTRACT IMAGING  
FUNDS

- A. Capital Improvement Request – Contract Imaging Funds: Ways and Means Committee Chairperson Stacey introduced Craig Thelen, MIS Director to discuss a capital improvement request for contract imaging funds.
- Progress continues to be made within the Clerk’s Office with backing up court records; however Director Thelen expects this may go on for several more years; files/documents continue to come in to the office at a faster pace than they can be archived;
  - It was noted that the Sheriff’s Office would also like to take advantage of contract imaging and that these funds are used for other small projects within the county as well.

**COMMITTEE ACTION:** Commissioner Pohl moved, seconded by Commissioner Mitchell, to approve up to \$25,000 for the process of microfilming and imaging of departmental records, as outlined and approved in the capital improvements section of the 2020 budget. Motion carried.

TECHNOLOGY UPDATE

- B. Technology Update: Ways and Means Committee Chairperson Stacey introduced MIS Director Thelen to provide a brief update on the technology and cyber security.
- MIS Director Thelen provided an update on technology and cyber security in the Courthouse emphasizing that this is an ongoing issue;
  - MIS Director Thelen also informed the members that aerial photos should be ready by the end of the year.

No action taken.

WASTE MANAGEMENT  
ANNUAL RECYCLING  
SERVICE PLAN 2021

9. Ways and Means Committee Chairperson Stacey introduced Kate Neese, Waste Management Coordinator, to present the 2021 recycling service plan for Clinton County.
- Waste Management Coordinator Neese presented the annual service plan that is in accordance with Public Act 69 of 2005 (formerly Act 138 of 1989) which describes the methods whereby the county and local units will meet the recycling goals and, also, establishes a “per household” fee necessary to implement the Act 138 Plan within the participating local units for that year.

**COMMITTEE RECOMMENDATION:** Commissioner Washington moved, seconded by Commissioner Pohl, to **recommend** approving the Recycling Service Plan for Clinton County 2021. Motion carried.  
(See page 2 of Board minutes for Board Action)

COOPERATIVE EXTENSION  
ANNUAL AGREEMENT FOR  
EXTENSION SERVICES

10. Ways and Means Committee Chairperson Stacey introduced discussion regarding an annual agreement for extension services provided by Michigan State University for FY 2021.

PROVIDED BY MSU

- The total cost of \$212,810 for the 2021 annual agreement has been included in the 2021 MSU Extension budget; this amount maintains the current base annual assessment, but eliminates the additional services of a part-time Parenting Program Instructor; reducing the budget by \$33,000.

**COMMITTEE RECOMMENDATION:** Commissioner Pohl moved, seconded by Commissioner Mitchell, to **recommend** approving the 2021 Agreement for Extension Services provided by Michigan State University. Motion carried.

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

2020 BUDGET RESOLUTION

11. Ways and Means Committee Chairperson Stacey introduced discussion regarding the proposed 2021 Budget Resolution.

- The members were provided with a draft copy of the proposed Resolution to adopt the 2021 Clinton County Budget, General Appropriations Act and Millage.

**COMMITTEE RECOMMENDATION:** Commissioner DeLong moved, seconded by Commissioner Showers, to **recommend** approving the Resolution to Adopt the 2021 Clinton County Budget, General Appropriations Act and Millage. Motion carried. (See page 2 of minutes for adoption of Resolution)

QUARTERLY BUDGET ADJUSTMENTS

12. Ways and Means Committee Chairperson Stacey introduced Administrator Longnecker to discuss the third quarter budget summary/adjustments.

- There are no recommended adjustments as of the end of the third quarter;
- It was noted that adjustments made throughout the year have reduced the original budget from \$24.5 million to \$23.6 million, a reduction of just over \$900,000;
- On the revenue side the charges for services category was reduced by \$900,000 due primarily to reductions in District Court and Jail revenue;
- An \$800,000 appropriation reduction from the general fund to the public improvement fund represented the majority of expenditure adjustments made to account for the reduction in revenue;
- Since these adjustments were made the county has been awarded federal grants totaling approximately \$1 million; in addition there will be a positive variance in tax revenue;
- A net overall positive variance in the revised general fund budget should allow for a complete restoration of the general fund appropriation to the public improvement fund;
- This scenario is much improved from previous projections; while there is still much uncertainty regarding the future, being in a strong financial position allowed the county to take a measured approach to a volatile situation.

No action required.

DECLARATION FOR A LOCAL STATE OF EMERGENCY

13. 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

14. Ways and Means Committee Chairperson Stacey introduced Doug Riley, Community Development Director, to provide a planning update.

- PC-23-20 MA – Petition for Change of Zone/Map Amendment OR

161-20 (Public Hearing); Planning Commission recommends approval.

No action taken.

NOVEMBER COMMITTEE MEETING CALENDAR

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

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

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

ACCOUNTS PAYABLE INVOICE PAID

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

**COMMITTEE ACTION:** Commissioner DeLong moved, seconded by Commissioner Washington, to approve the invoices paid from September 4 through October 2, 2020 in the amount of \$979,843.63. Motion carried.

COMMISSIONERS' COMMENTS

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

ADMINISTRATOR'S COMMENTS

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

- Administration 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 guidelines and requirements;
- It was further noted that dealing with all of the aspects of this new "covid layer" has put additional stress on our departments; any additional special projects should be limited for now and we should be cautious with how much stress we put on our personnel as we move forward.

No action required.

ADJOURNMENT OF COMMITTEE MEETING

19. Ways and Means Committee Chairperson Stacey adjourned the meeting at 11:09 a.m.

**HUMAN RESOURCES COMMITTEE MEETING**

Commissioner Pohl, Chairperson of the Human Resources Committee reported on a meeting held October 22, 2020.

ATTENDANCE AT VIRTUAL COMMITTEE MEETING

**Members Attending by Electronic Means:**

David Pohl, HR Committee Chairperson (Dallas Township, Michigan)  
Adam Stacey (Bath Charter Township, Michigan)  
Robert Showers (Dewitt Charter Township, Michigan)  
Dwight Washington (Bath Charter Township, Michigan)  
Bruce DeLong (City of St. Johns, Michigan)  
Ken Mitchell (Watertown Charter Township, Michigan)  
Kam Washburn, Ex-Officio Member (Duplain Township, Michigan)

**Staff Present**

Craig Longnecker  
Todd Campbell  
Penny Goerge  
Diane Zuker  
Deb Sutherland

CALL TO ORDER/APPROVAL OF AGENDA

1. Human Resources Committee Chairperson Pohl called the meeting to order at 11:09 a.m.

**COMMITTEE ACTION:** Commissioner Showers moved, seconded by

Commissioner Stacey, to approve the agenda as amended. Motion carried.

- Addition to Agenda: CLOSED SESSION: Collective Bargaining – 3A

PUBLIC COMMENTS

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

COMMITTEE/COMMISSION APPOINTMENTS

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

REAPPOINTMENT OF GAIL WATKINS TO THE CLINTON COUNTY ROAD COMMISSION

**COMMITTEE RECOMMENDATION:** Commissioner Showers moved, seconded by Commissioner Mitchell, to **recommend** reappointing Gail Watkins to the Clinton County Road Commission for a six (6) year term expiring December 31, 2026. Motion carried.

**BOARD ACTION:** Commissioner Pohl moved, seconded by Commissioner Showers to concur with the committee recommendation to reappoint Gail Watkins to the Clinton County Road Commission. Chairperson Washburn called for further nominations. None were offered. Motion carried.

REAPPOINTMENT OF JAMES RADEMACHER, LEON SCHNEIDER AND CLINT SCHAFER TO CONSTRUCTION APPEAL BOARD

**COMMITTEE RECOMMENDATION:** Commissioner DeLong moved, seconded by Commissioner Stacey, to **recommend** reappointing James Rademacher, Leon Schneider and Clint Schafer to the Construction Appeal Board for a two (2) year term expiring December 31, 2022. Motion carried.

**BOARD ACTION:** Commissioner Pohl moved, seconded by Commissioner DeLong to concur with the committee recommendation to reappoint James Rademacher, Leon Schneider and Clint Schafer to the Construction Appeals Board. Chairperson Washburn called for further nominations. None were offered. Motion carried.

APPOINTMENT OF CRAIG LONGNECKER TO THE BUILDING AUTHORITY

**COMMITTEE RECOMMENDATION:** Commissioner Mitchell moved, seconded by Commissioner DeLong, to **recommend** appointing Craig Longnecker to the Building Authority effective immediately to fill the remainder of a three (3) year term expiring December 31, 2020 and to also reappoint him for another three (3) year term expiring December 31, 2023. Motion carried.

**BOARD ACTION:** Commissioner Pohl moved, seconded by Commissioner Mitchell to concur with the committee recommendation to appoint Craig Longnecker to the Building Authority. Chairperson Washburn called for further nominations. None were offered. Motion carried.

REAPPOINTMENT OF JODY SMITH, PETE APOSTOL AND DAN SKORICH TO CLINTON AREA TRANSIT SYSTEM BOARD

**COMMITTEE RECOMMENDATION:** Commissioner Stacey moved, seconded by Commissioner DeLong, to **recommend** reappointing Jody Smith, Pete Apostol and Dan Skorich to the Clinton Area Transit System Board for a three (3) year term expiring December 31, 2023. Motion carried.

**BOARD ACTION:** Commissioner Pohl moved, seconded by Commissioner Washington to concur with the committee recommendation to reappoint Jody Smith, Pete Apostol and Dan Skorich to the Clinton Area Transit System Board. Chairperson Washburn called for further nominations. None were offered. Motion carried.

REAPPOINTMENT OF  
ROGER LERG,  
MARK SIMON AND  
JUSTIN PADGETT TO  
ZONING BOARD OF  
APPEALS

**COMMITTEE RECOMMENDATION:** Commissioner Stacey moved, seconded by Commissioner Showers, to **recommend** reappointing Roger Lerg, Mark Simon and Justin Padgett to the Zoning Board of Appeals 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 Roger Lerg, Mark Simon and Justin Padgett to the Zoning Board of Appeals. Chairperson Washburn called for further nominations. None were offered. Motion carried.

REAPPOINTMENT OF  
NATALIE ELKINS AND  
JAMES GRAHAM  
TO PARKS AND GREEN  
SPACE COMMISSION

**COMMITTEE RECOMMENDATION:** Commissioner Showers moved, seconded by Commissioner Washington, to **recommend** reappointing Natalie Elkins and James Graham to the Parks and Green Space Commission for a three (3) year term expiring January 1, 2024. Motion carried.

**BOARD ACTION:** Commissioner Pohl moved, seconded by Commissioner Washington to concur with the committee recommendation to reappoint Natalie Elkins and James Graham to the Parks and Green Space Commission. Chairperson Washburn called for further nominations. None were offered. Motion carried.

APPOINTMENT OF  
DENNIS STRAHLE  
TO CENTRAL DISPATCH  
ADMINISTRATIVE POLICY  
BOARD

**COMMITTEE RECOMMENDATION:** Commissioner DeLong moved, seconded by Commissioner Washington, to **recommend** appointing Dennis Strahle as a Citizen Representative on the Central Dispatch Administrative Policy Board for the remainder of a three (3) year term expiring December 31, 2022. Motion carried.

**BOARD ACTION:** Commissioner Pohl moved, seconded by Commissioner DeLong to concur with the committee recommendation to appoint Dennis Strahle to the Central Dispatch Administrative Policy Board. Chairperson Washburn called for further nominations. None were offered. Motion carried.

CLOSED SESSION TO  
DISCUSS COLLECTIVE  
BARGAINING

3A. Human Resources Committee Chairperson Pohl requested a motion to proceed to closed session for the purpose of discussing collective bargaining.

**COMMITTEE ACTION:** Commissioner Showers moved, seconded by Commissioner Mitchell, to proceed to closed session for the purpose of discussing collective bargaining. Voting on the motion by roll call vote, those voting aye were Pohl, Washington, Showers, Mitchell, Stacey and DeLong. Six ayes, zero nays. Motion carried.

**COMMITTEE ACTION:** Commissioner Showers moved, seconded by Commissioner Stacey, to return to open session. Voting on the motion by roll call vote, those voting aye were Pohl, Washington, Showers, Mitchell, Stacey and DeLong. Six ayes, zero nays. Motion carried.

ADMINISTRATOR'S REPORT

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

COMMISSIONERS' COMMENTS

- 5. Human Resources Committee Chairperson Pohl requested Commissioners' comments.
  - Chairperson Washburn:
    - Briefly discussed the status of economic development projects in Clinton County;
    - Provided an update on behalf of the "Relaunch Greater Lansing Task Force";
    - Discussed the importance of expanded internet capabilities;
  - Commissioner Showers discussed the 2020 Census and the possibility of increased tax revenue over the next ten years;
  - Commissioner Pohl provided an update on behalf of Community Mental Health.

ADJOURNMENT OF COMMITTEE MEETING

- 6. Human Resources Committee Chairperson Pohl adjourned the meeting at 12:08 p.m.

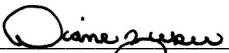
END OF COMMITTEE REPORTS

COMMISSIONERS' COMMENTS

- Chairperson Washburn called for Commissioners' comments.
- Commissioner Washburn thanked all those involved in pulling the virtual meetings together, it is a testament of how we can meet successfully by other means than in person from various area.

ADJOURNMENT

**BOARD ACTION:** With no further business to come before the Board, Commissioner Pohl moved, seconded by Commissioner Showers to adjourn the meeting at 10:01 a.m.

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

NOTE: These minutes are subject to approval on November 24, 2020.