

Craig Longnecker
County Administrator

Todd Campbell
Deputy Administrator



100 E. State Street, Suite 2100
St. Johns, Michigan 48879
(989) 224-5120 • Fax: (989) 224-5102

www.clinton-county.org

**WAYS AND MEANS COMMITTEE
THURSDAY, FEBRUARY 18, 2021 AT 9:00 A.M.**

**JOIN VIA TELEPHONIC CONFERENCE: Dial 1-253-215-8782 ~ MEETING ID: 991 177 466
OR VIDEO CONFERENCE: [HTTPS://US02WEB.ZOOM.US/J/991177466](https://us02web.zoom.us/j/991177466)
PURSUANT TO PA 228 of 2020, DUE TO COVID-19 PANDEMIC**

1	9:00	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	9:02	LIMITED PUBLIC COMMENTS (PLEASE PRESS *6 TO UNMUTE AND IDENTIFY YOURSELF CLEARLY BEFORE SPEAKING. PRESS *6 AFTERWARDS)
3	9:05	DRAIN COMMISSIONER: A. APPOINTMENTS TO REMONUMENTATION PEER GROUP B. APPROVAL OF REMONUMENTATION CONTRACTS C. APPOINTMENTS OF REMONUMENTATION GRANT REP AND GRANT ADMINISTRATOR
4	9:15	FAIRGROUNDS UPDATE (ADMINISTRATION)
5	9:25	WASTE MANAGEMENT – RECYCLING SITE CONTRACT WITH GRANGER (KATE NEESE)
6	9:35	CENTRAL DISPATCH PROJECT UPDATE (CHRIS COLLOM) – NO ATTACHMENT
7	9:50	PARKS AND GREEN SPACE (KYLE THORNTON): A. CLINTON LAKES UPDATE B. RESOLUTION FOR PRATT ROAD
8	10:05	AUDIT (ADMINISTRATION): A) EXTENSION OF AUDIT CONTRACT B) AUDIT ENGAGEMENT LETTER AND TERMS (ADMINISTRATION)
9	10:15	TRI-COUNTY METRO NARCOTICS SQUAD PAYMENT (ADMINISTRATION)
10	10:20	HOLIDAY LUNCHEON DISCUSSION (ADMINISTRATION)
11	10:25	PLANNING UPDATE (DOUG RILEY) - NO ATTACHMENT
12	10:35	EMERGENCY DECLARATION EXTENSION (ADMINISTRATION)
13	10:40	MARCH 2021 COMMITTEE MEETING CALENDAR (ADMINISTRATION)
14	10:45	ACCOUNTS PAYABLE INVOICES PAID TOTALS
15	10:50	COMMISSIONERS' COMMENTS
16	10:55	ADMINISTRATOR'S REPORT
17	11:00	ANY OTHER BUSINESS

****MEETING STARTS PROMPTLY AT CALL TO ORDER TIME LISTED. AGENDA ITEM TIMES MAY VARY****

****IF YOU WISH TO PROVIDE INPUT OR ASK QUESTIONS ON ANY BUSINESS THAT WILL COME BEFORE THE PUBLIC BODY AT THE MEETING, PLEASE CALL (989) 224-5120****

PACKET INFORMATION IS CURRENT AS OF POSTING DATE. **NOTE:** ADDITIONAL INFORMATION MAY BE PRESENTED ON SCHEDULED AGENDA ITEMS. AGENDA ITEMS MAY ALSO BE ADDED DUE TO BUSINESS NEEDS.

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

COMMITTEE AGENDA ITEM

3a&b

DATE OF MEETING:	ESTIMATE OF TIME NEEDED:	NUMBER OF ATTACHMENTS:	REQUESTOR:
2-18-2021	5 Minutes	0	Remonumentation Grant Administrator

BRIEFLY DESCRIBE THE ISSUE THE COMMITTEE IS BEING ASKED TO CONSIDER:

CLINTON COUNTY REMONUMENTATION;

It is time to make Peer Group appointments for the 2021 program and for the Chairman of the Board of Commissioners to complete surveying contracts. There are four original contracts/members with:

CONTRACT	PEER GROUP MEMBER
Enger Surveying-Engineering Company	Dave Clifford, PS 25837
Landmark Surveying	Mark VanRaemdonck, PS 24644
Autenrieth Land Surveys, LLC	Jeffrey K. Autenrieth, PS 31588
	John Quine, PS10704

All surveyors have performed work for Remonumentation in good order before 2021.
Forty (40) corners are planned and should be completed before August 1, 2021 for review by the Peer Group in Mid-September.

The Contracts will be provided for the Chairman prior to the Committee meeting. (They are similar for every contract we have had for Remonumentation purposes.) Signed copies will be provided to the County Clerk and Accounting.

The Remonumentation Grant for 2021 is \$ 46,567.00

REQUESTED ACTION:

Board: Please approved the contracts and appoint the stated surveyors as Peer Group Members.

Chairman of the Board, please sign the original contracts attached and return to the Grant Administrator, Phil Hanses.

ADDITIONAL INFORMATION:

Please submit to Administration at least 1 week before the meeting.

COMMITTEE AGENDA ITEM

3c

DATE OF MEETING:	ESTIMATE OF TIME NEEDED:	NUMBER OF ATTACHMENTS:	REQUESTOR:
2-18-2021	5 minutes	0	Remonumentation Grant Administrator

BRIEFLY DESCRIBE THE ISSUE THE COMMITTEE IS BEING ASKED TO CONSIDER:

Please appoint Mark Powell, PS 44298 as 2021 Remonumentation Grant Representative for Clinton County, Michigan. (This is now an annual requirement from LARA)

Please designate Phil Hanses, Clinton County Drain Commissioner as 2021 Remonumentation Grant Administrator.

Related information:

Surveyors receive \$75.00 per corner for each corner they research and \$900 per corner that is reestablished and we are not seeking any change from that amount. The 2021 program includes 44 corners planned for remonumentation.

The surveyors who serve on the Peer Group for the Remonumentation Grant have been receiving \$150.00 per meeting since 2007 (approved at October 2006 meeting) and no changes are sought.

The 2021 Survey & Remonumentation Grant is \$46,567.00.

REQUESTED ACTION:

Please appoint Mr. Powell 2021 Remonumentation Grant Representative and Mr. Hanses Remonumentation Grant Administrator.

ADDITIONAL INFORMATION:

Submit by Email

Please submit to Administration at least 1 week before the meeting.

Craig Longnecker
County Administrator

Todd J. Campbell
Deputy Administrator

CLINTON COUNTY
OFFICE OF
ADMINISTRATIVE SERVICES

www.clinton-county.org

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St. Johns, Michigan 48879
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TO: Ways and Means Committee

FROM:

Todd J. Campbell
Deputy Administrator

SUBJECT: Mid-Michigan District Health Department Request to Use Smith Hall for Weekly Vaccination Clinics

DATE: February 11, 2021

The Mid-Michigan District Health Department (MMDHD) has contacted County staff regarding their plans to transition from conducting multiple, smaller COVID-19 vaccination clinics each week to offering a single, large weekly vaccination clinic on Fridays, beginning in mid-March 2021, and scheduling every Friday through the foreseeable future. **Note:** the larger clinics are expected to vaccinate approximately 400 people each time. The MMDHD's building/parking lot is not large enough to accommodate any additional capacity and the school facilities are unavailable during the week due to in-person classes and athletics being back on-line.

Smith Hall has sufficient space and parking to accommodate the approximately 400 people/day expected to be vaccinated. County staff has met with the MMDHD on-site at Smith Hall and confirmed that facilities are adequate to fulfill the health department's needs. The Maintenance Department will coordinate cleaning/sanitation between uses and make sure the driveway, parking lot and sidewalks are plowed and salted as needed. Emergency Services will work with the health department to coordinate all other logistical and support needs.

Additionally, in the larger picture of fairgrounds use planning, once the courts are cleared to reinstate jury trials, jury selection will occur at Smith Hall on some Tuesdays and Wednesdays for the foreseeable future, possibly through the end of 2021. The set-up and take-down for jury selection to allow for vaccination clinics would be minimal. Jury selection and vaccination clinics are two examples of how Smith Hall will assist the County in providing emergency space for critical services during the pandemic; there may be more as we continue to proceed through this COVID-19 pandemic.

Note: At the November 24, 2020 Board of Commissioners (BOC) meeting, Commissioners voted to limit the use of Smith Hall and the fairgrounds by outside entities for an indefinite period. The BOC will review the use of Smith Hall and the fairgrounds on a quarterly basis.

Suggested Action: Staff recommends that the Board of Commissioners approve the request from the Mid-Michigan District Health Department to use Smith Hall to conduct weekly COVID-19 vaccine clinics (on Fridays) beginning mid-March 2021 and continuing until further notice.

COMMITTEE AGENDA ITEM

5

DATE OF MEETING:

ESTIMATE OF TIME NEEDED:

NUMBER OF ATTACHMENTS:

REQUESTOR:

2/18/21

5 Minutes

1

Kate Neese, Waste Management Coordinator

BRIEFLY DESCRIBE THE ISSUE THE COMMITTEE IS BEING ASKED TO CONSIDER:

The Department of Waste Management would like to renew its contract with our current vendor (Granger) for the recycling services provided to the three Rural Recycling Sites (Fowler, Maple Rapids and the Clinton County Sheriff's Office).

REQUESTED ACTION:

Please review and approve the attached three year contract for the Rural Recycling Sites.

ADDITIONAL INFORMATION:

We have had a good working relationship with our current contractor. Our current contract expires February 28, 2021 and the only change to the contract is the pricing/charges (listed on page 10).

Submit by Email

Please submit to Administration at least 1 week before the meeting.

RECYCLING SITE SERVICING CONTRACT

Effective this date _____, the Clinton County Board of Commissioners (“County”) enters into the following contract with Granger, a private corporation (“Vendor”).

I. PURPOSE

Clinton County, in conjunction with community partners, desires to obtain services to operate recycling sites from a Vendor that is in the business of providing such services to collect, process and market recyclable materials. Current community partners include: the townships of Lebanon and Dallas, and the villages of Fowler and Maple Rapids. The Vendor desires to provide such services to the County for the compensation provided herein.

The County reserves the right to modify site locations, the number of sites in operation, the hours of operation for each site, or configuration of sites, for any reason, including but not limited to need, the value of materials collected, budget constraints, etc.

II. SERVICE GOALS

The County’s rural recycling sites were originally made possible through a grant from the State of Michigan in 1992. Since that time the sites have evolved in a number of ways that have increased the scope of services provided, and strengthened the financing and administration of those services to ensure long-term sustainability. The cornerstone of success for provision of rural recycling services has been the development of expectations for the roles of the county and that of local partners, and a formal commitment to those roles, as has been outlined in the “Interlocal Agreements for Recycling within Clinton County,” and the “2006 Act 138 Recycling Service Plan.”

As described in the interlocal agreements and service plan, it is the role of the County to negotiate and administer service contracts, act as fiduciary agent, maintain collection and cost data and other necessary informational reports to measure and evaluate program performance, help to address operational issues, provide education on site use in particular and recycling in general, and adequately promote the service to residents of partner communities. Conversely, it is the role of partner communities to work closely with the County’s Waste Management Coordinator (WMC) to provide input in the areas described above, to help address operational issues, and to provide funds to finance the service.

In the time period covered by this contract, a number of service goals above and beyond the collection, processing and marketing of recyclables have been identified. First, challenges related to site use need to be addressed to increase the quality and value of the material collected, and to decrease or eliminate the need to landfill material due to contamination as a result of site misuse. Secondly, operational changes should be explored that will result in cost efficiencies, such as minimizing the number of pulls of partially full containers. Thirdly an increase resident participation and the volume of material collected will be pursued through a comprehensive community based social marketing campaign to identify and address barriers for participation, and provide incentives for positive behavioral change on the part of residents.

III. DEFINITIONS

“Board” refers to the Clinton County Board of Commissioners.

“WMC” refers to the County’s Waste Management Coordinator.

“SWC” refers to the Solid Waste Council established under the County’s Part 115 Plan.

“Material” refers to post-consumer recyclables generated by County citizens including post consumer newspaper, cardboard, mixed office paper, plastic containers, glass, tin and aluminum, as well as other like materials agreed to by the parties.

“Plan” refers to the approved Clinton County Solid Waste Management Plan, including updates as promulgated under Part 115 of P.A. 451 of 1994, as amended.

“Site(s)” refers to the rural drop off sites serviced under this Contract.

“Vendor” refers to the Company identified above as the party contracting herein with the County.

IV. SERVICES

The Vendor shall provide the following services:

- A. The Vendor shall assist the County in maintaining drop off recycling sites.
- B. The Vendor shall provide all containers to collect recyclable materials. The Vendor shall deliver empty containers to the sites, switch out full containers for empty ones, and process and market materials collected at the sites.
- C. The Vendor shall provide upon the WMC’s request, copies of certificates verifying licensures to transport and/or process materials collected from the sites and show that it is maintaining adequate worker’s compensation, unemployment compensation, general liability and vehicular insurance. The Vendor shall maintain required licensure and adequate insurance, as described above, at all times during the life of this Contract.
- D. The Vendor shall be liable to the County for any damages to the recycling sites and property, which occur through its inactions or actions.

V. IMPLEMENTATION

- A. **Delivery and Pick up of Containers** (Reference Attachment A for site details)

The Vendor will switch out empty containers for full containers the same day a service call is made by either the WMC's office or a site host, provided such call is made by 10:00 a.m. Monday thru Friday. Service calls made after 10:00 am on a Friday will be responded to on the following business day.

The Vendor shall deliver the same sized containers as those picked up, and will place containers appropriately to ensure the sites remain in the same configuration after collection units are serviced. The Vendor shall ensure all signage is switched from the full containers to the empty containers. The Vendor shall notify the WMC when signage is missing, as well as when operational issues occur at a site which requires attention. This may include any damage done to a site, littering of material requiring clean up, etc.

Unless agreed to otherwise in a writing signed by the WMC, the Vendor must utilize collection units for fibers and containers that are 40 yard, closed-top units with side access panels, and 40 yard open top units for corrugated cardboard, box board and Kraft bags, and a 15 yard closed & compartmentalized for glass, tin cans, and a 40 yard enclosed roll off with wire mesh wrapped frame used for the collection of mixed plastics. At some sites a 20 yard open unit for loose cardboard and bagged separated recyclables.

B. Sites

As noted above, the County reserves the right to alter site availability, location, configuration, and management. The County shall notify the Vendor in writing of any changes to the number of sites in operation, the hours of site availability, the configurations of sites, the materials collected or the management of sites, etc. The County is not guaranteeing any minimum level of service nor compensation in this Agreement.

C. Materials to be Collected

At minimum, materials to be collected through this project shall include the following. Other materials may be added based upon mutual agreement.

- Newspapers
- Magazines
- Corrugated Cardboard
- Box Board
- Kraft Paper Bags
- Office and Household Paper, including residential mail and phone books
- #1 through #7 Plastic Bottles & Containers
- Tin
- Aluminum
- Empty Steel Aerosol Cans
- Clear and Brown Glass

Exception: At the Jail site, only the following materials are collected: newspapers, magazines, office paper, tin, #1- #7 plastic containers and cardboard.

D. Processing and Marketing of Materials

All materials collected at each drop off site shall be appropriately processed by the Vendor for marketing.

Materials transported by the Vendor to the Vendor's place of processing will be quantified and material data shared with the County. Data will be based on actual container weights taken from scales, and not volume, or estimated weights based on volume.

**VI.
FINANCIAL ARRANGEMENTS**

- A. The Vendor shall receive reimbursement from the County for its transportation, container and processing costs. Rates charged to the County for these services are contained in an Attachment B of the Contract.
- B. The Vendor may annually increase its rates by 3% for hauling and processing charges. The Vendor must notify the WMC in writing prior to the end of February of any year of its increase in rates effective March 1st of that year and continuing until subsequently modified hereunder.
- C. On a monthly basis, a bill from the Vendor shall be submitted to the County for Project site costs to be paid out of the Department of Waste Management Account within thirty (30) days of the County's receipt of the bill. The County will receive a credit of 20% of the total amount due on any given bill, if a bill is received more than three months following the date of service. No bill shall be sent and no payment owed beyond six months after the service rendered. Each bill shall be itemized and identify the following for each site:
 - 1. Transportation costs
 - 2. Processing costs
 - 3. Total weight (in pounds or tons) of material collected determined by weighing pulled containers on scales
 - 4. Offset of costs by revenues generated through material sales
 - 5. Detail of charges anytime a contaminated load is land filled. Charges will be assessed as follows: \$75.00 per ton of material, for the portion of the container that must be land filled.
 - 6. Net costs submitted for reimbursement
- D. The materials rebate shall be calculated using the indexes described below. The Vendor will provide the WMC verification of market prices on a quarterly basis.

COMMODITY	INDEX
News/Mags/Office Mix	News (6), Yellow Sheet, Chicago market
OCC/Boxboard/Brown bags	OCC (11), Yellow Sheet, Chicago
Steel Cans/Aluminum	Padnos, Lansing Purchase Price
#1 - #7 Plastic Bottles & Containers	Regional Market Purchase Price
Clear Glass	Glass Recyclers, Detroit Purchase Price
Brown Glass	Glass Recyclers, Detroit Purchase Price

**VII.
MISCELLANEOUS**

A. The WMC’s Additional Responsibilities

- The WMC shall oversee management of the sites, including the number of sites in operation, the hours of operation for each site, any modifications in site configuration, or related items such as ramps, signage, etc.
- The WMC shall oversee implementation of the contract including all activities for re-locating existing sites, developing new sites or modifying current service levels. Any changes will be noted in writing.
- The WMC shall oversee, with the Vendor, any enhancements or adjustments to the sites.
- The WMC shall oversee all activities of local volunteers involved with the sites.
- The WMC shall be responsible for the public relations, educational, growth and development aspects of the sites.

B. Vendor’s Additional Responsibilities

The Vendor shall visually inspect the recycling site when servicing, for any unknown wastes or identified prohibited wastes inclusive of hazardous wastes. The Vendor shall contact WMC upon identification of hazardous wastes.

Household Hazardous Wastes found during off-site processing of non-hazardous recyclable materials shall be set aside in a secure location. Vendor shall contact WMC for removal of the household hazardous waste material, or under approval by WMC Vendor shall arrange for transport and disposal by a third party licensed waste contractor.

Any and all evaluations, transport, treatment and disposal of hazardous waste conducted by a third party vendor, and all necessary transactions, shall be made directly between WMC and the third party. Neither party shall sign, nor cause to be signed, any hazardous waste manifest identifying the other party as the “generator” or “transporter” of such hazardous materials or waste.

C. Reporting mechanisms/Data

The Vendor shall make the following data available monthly to the WMC, as a detailed listing on billing statements, or provided in a separate report:

- Monthly material quantity reports for all types of materials collected at each site. Data should include the material type, weight (determined by weighing pulled containers on scales, not through extrapolation from volume), site, and the month/year that it was collected.

D. Contract Length and Terms of Termination

- The Contract shall be in force for three years from March 1, 2021.
- The Contractor may request two (2) one-year contract extensions if written notice of such requests are received by the County by nine (9) months prior to current expiration date. Granting requests for contract extensions shall be at the sole discretion of the County and shall not be contestable or appealed. If the County agrees to accept the Contractor's request for an extension, such extension shall be approved at least three months prior to the current expiration date.
- The Contract may be terminated by either party upon just cause upon ninety (90) days advance written notification to the other party. No such notice shall be given, by either party, unless the other party has materially breached any covenant or agreement made in this contract and has failed to cure within ten (10) days following the delivery of written notice of such a breach.

DI. Unless otherwise specified in the Agreement or subsequent amendment, the Vendor and the County agree to indemnify and to hold each other harmless from all claims, suits, damages, costs and expenses including reasonable attorney fees incurred by the other party as a result of the first party's performance under this Agreement.

DII. The parties intend an independent contractor relationship through this Agreement. Nothing herein shall be construed as creating a partnership or joint venture, and this Agreement is not intended to constitute a beneficiary contract to any third party.

DIII. This Agreement constitutes the complete expression of the parties understanding on the subjects discussed herein. All prior or contemporaneous oral or written agreements are merged herein. No amendment can be made, except approved and signed in like manner. If any provision is struck as illegal or proves unenforceable, the remaining provisions retain their effectiveness and enforceability.

DIV. This Agreement is the product of mutual discussions and no party shall be deemed the drafter of this Agreement relative to its interpretation.

DV. Neither the obligations under this Agreement nor any cause of action arising hereunder for any alleged breach may be assigned without the advance, written consent of the other party. There shall be no subrogation to the rights under this Agreement for any loss covered by insurance or otherwise paid by a third party.

J. Any notice hereunder shall be delivered to the following:

County:

Waste Management Coordinator
Clinton County Dept. Waste Mgmt.
1307 W. Townsend Rd, Suite 102
St. Johns, MI 48879

Vendor:

Granger Recycling Center Manager
Granger Recycling Center
16936 Wood Road
Lansing, MI 48906

**VIII.
SIGNATURE AND EFFECTIVE DATE**

The parties in separate counterparts may execute this Contract on separate dates and in separate locations. The effective date of this Contract shall be March 1, 2021 regardless of the date(s) on which the parties execute the Contract. By signing below, the individuals are acknowledging that the party they represent has approved this Contract and authorized their signature.

FOR CLINTON COUNTY

By: _____
Chairperson

_____ Date

Address:
Clinton County Board of Commissioners
100 East State Street
St. Johns, MI 48879

FOR GRANGER

By: _____
Chief Operating Officer

_____ Date

Address:
Granger Waste Services Division
16980 Wood Road
Lansing, MI 48906

Attachment A

The recycling sites have been operating in Clinton County since 1992. Currently there are two rural municipal sites and one institutional site. The rural sites are open to County residents on a permanent basis, 24 hours per day, seven days per week.

As noted in the Agreement, the County reserves the right to modify site operation and service requirements or close sites or change hours of operation or site configuration as needed throughout the life of the agreement for any reason, including but not limited to, need, budget constraints, etc.

Site	Location	Containers	Site Configuration
Maple Rapids	Union St., next to the Community Center	(3) 40 yard units (1) 15 yard unit	1 40 CY unit for commingled news/mags/office paper, 1 40 CY open top unit for OCC, boxboard and brown bags, 1 40 CY unit for #1-#7 commingled plastic, 1 15 CY unit for tin/aluminum commingled, clear glass, and brown glass containers.
Fowler	Behind Fowler DPW, End of North Drive	(3) 40 yard units (1) 15 yard unit	1 40 CY unit for commingled news/mags/office paper, 1 40 CY open top unit for OCC, boxboard and brown bags, 1 40 CY unit for #1-#7 commingled plastic, 1 15 CY unit for tin/aluminum commingled, clear glass, and brown glass containers.
Jail	1347 E. Townsend, St. Johns, located on the east end of building	(1) 20 yard unit	1 20 CY open top unit for tin, office paper, newspaper, magazines, #1-#7 plastic and OCC. Each material type is placed in a separate bag and commingled with loose OCC.

**ATTACHMENT B
MATERIALS COLLECTED AND PRICING**

A. Recycling streams collected by the Vendor are:

Newspapers	Magazines
Corrugated Cardboard	Box Board
Kraft Paper Bags	Phone Books
Office & Mixed Household Papers (with junk mail)	
Tin	Aluminum
Empty Aerosol Cans	Clear Glass
#1 - #7 Plastic Bottles & Containers	Brown Glass

B. Collection Method

Some materials will be collected commingled, others will be collected separately. Collection of material will be conducted as follows:

- Stream 1: newspapers, magazines, household papers (including junk mail)
- Stream 2: corrugated containers, boxboard, Kraft paper bags
- Stream 3: tin and aluminum containers
- Stream 4: #1 - #7 plastic bottles & containers
- Stream 5: clear glass containers
- Stream 6: brown glass containers

C. Transportation and Site Servicing: (See Attachment A for site locations)

There will be a one-time delivery charge of \$55.00 per container, to deliver containers to the sites once the contract commences for any newly delivered containers. This charge does not apply to containers currently set out at the sites at the time of this contract renewal. The following constitutes applicable charges for collecting and processing materials at all of the sites.

Haul Charge for Containers	\$175.00
Processing Fee	\$86.00 / Ton
Material Rebate	100% - Based on market pricing
Landfill contaminated materials	\$75.00 / Ton of material disposed

D. Equipment:

The Vendor will provide containers as specified in Attachment A, or as mutually agreed upon, at all sites. The County requires that when full containers are switched out for empty containers, the new containers must be the same size as the full container, with similar configurations, and openings to units in the same place. Additionally, the Vendor must be responsible for proper signage, painting and maintenance of collection units. Container rental rates will be charged as follows:

40 yard closed top roll-off	\$100.00 per container per month
20 and 40 yard open top roll-off	\$80.00 per container per month
15 yard closed top roll-off	\$80.00 per container per month

Chair

Tim Machowicz, Citizen Rep.

Vice-Chair

Chuck Nelson, Citizen Rep.

Secretary

Phil Hanses, Drain Commissioner



Clinton County Parks and Greenspace Commission

Members

Dwight Washington, BOC Rep.
 Dave Pohl, BOC Rep.
 Kevin Holt, CCRC Rep.
 Roni Christmas, Plan Comm. Rep.
 James Graham, Citizen Reps.
 Pat Jackson, Citizen Reps.
 Natalie Elkins, Citizen Reps.

Staff

Kyle Thornton, Coordinator
 Parks and Green Space

1327 E. Townsend Rd • St. Johns, MI 48879
 www.clinton-county.org

Phone: 989.224.5128 • Fax: 989.224-5102
 Email: parks@clinton-county.org

TO: Ways and Means Committee

FROM:



Kyle Thornton
 Parks and Greenspace Coordinator

SUBJECT: Updates on the status of the 2021 Michigan Natural Resources Trust Fund Grant (MNRTF) and the 2019 Land and Water Conservation Grant (LWCF).

DATE: February 10, 2021

Updates of the 2021 Michigan Natural Resources Trust Fund (MNRTF) grant – the acquisition of the property at 7575 W. Pratt Road for future development of a County park and the 2019 Land and Water Conservation Fund (LWCF) grant – Clinton Lakes County Park improvements.

The MNRTF grant for acquisition of the Pratt Road property is on track to be submitted Mid-March of 2021.

Additionally, while the County has been recommended for the LWCF grant from the Michigan Department of Natural Resources for Clinton Lakes Park improvements, we are still awaiting the final review from the National Parks Service; the review is taking much longer due to the pandemic. Meanwhile, the final designs of the park improvements are being completed by Spicer Group. The Parks & Greenspace Commission (PGSC) reviewed the plans at their February 5th meeting. The PGSC will consider, at their March 5th meeting, recommending that the Board of Commissioners approve the final design at their March 30th meeting. The intention is to have the final design approved and ready to bid out once the MDNR gives the green light to proceed with the 2019 LWCF grant project.

Lastly, included for your review, is the resolution for the submission of the 2021 MNRTF Grant. The resolution will be presented to the Board of Commissioners at their February 23, 2021 meeting.

Suggested Action:

- Approval of the attached Resolution at the February 23, 2021 Board of Commissioners Meeting.

CLINTON COUNTY BOARD OF COMMISSIONERS

Chairperson

Kam Washburn

Vice-Chairperson

Bruce DeLong

Members

David Pohl

Ken Mitchell

Robert Showers

Adam Stacey

Dwight Washington

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



Administrator
Craig Longnecker
Clerk of the Board
Diane Zuker

**RESOLUTION 2021 -
AUTHORIZING SUBMISSION OF A MICHIGAN NATURAL RESOURCES TRUST FUND
ACQUISITION GRANT APPLICATION**

WHEREAS, the Clinton County Parks and Green Space Commission has prepared a Michigan Natural Resources Trust Fund Grant application titled "Pratt Road Property Acquisition" to cost-share the purchase of 67.32 acres located in Riley Township; and

WHEREAS, following purchase, Clinton County will develop and manage the property as a regional outdoor recreation area; and

WHEREAS, the proposed application is supported by the *Clinton County Park, Recreation and Open Space Plan: 2020 — 2024*; and

WHEREAS, the Clinton County Parks and Green Space Commission has requested Clinton County Board of Commissioner's approval of the aforementioned grant application.

THEREFORE, BE IT RESOLVED, the Clinton County Board of Commissioners does hereby authorize the submission of a Michigan Natural Resources Trust Fund Grant Application for the amount of \$439,900.

BE IT FURTHER RESOLVED, upon approval of the grant application, the Clinton County Board of Commissioners commits to make available its financial obligation amount of \$439,900 representing 50% of a total \$879,800 project cost, during fiscal year 2022.

STATE OF MICHIGAN

COUNTY OF CLINTON

I, DIANE ZUKER, Clerk of the County of Clinton do hereby certify that the foregoing resolution was duly adopted by the Clinton County Board of Commissioners at the regular meeting held February 23 2021 and is on file in the records of this office.

Diane Zuker, Clinton County Clerk

Craig Longnecker
County Administrator

Todd J. Campbell
Deputy Administrator

CLINTON COUNTY
OFFICE OF
ADMINISTRATIVE SERVICES

www.clinton-county.org

100 E. State Street, Suite 2100
St. Johns, Michigan 48879
(989) 224-5120 • Fax: (989) 224-5102

TO: Ways and Means Committee

FROM: 
Craig Longnecker
Clinton County Administrator

SUBJECT: Extension of Audit Contract

DATE: February 1, 2020

Attached please find a proposal from Rehmann regarding their offer to extend audit services. The audit fee for the period ending December 31, 2019 was \$30,600.

Management is highly supportive of accepting the proposal as offered. Through the years Rehmann has assisted the County with adapting to changes in accounting standards and regulations. The most significant change has been GASB 68 – Accounting and Financial Reporting for Pensions. This standard established requirements for governments to report a “net pension liability” for the unfunded portion of its pension plan.

Rehmann is a large firm with a wealth of experience in local government that has provided needed assistance to the county in a variety of other ways in recent years. Also, Rehmann is able to rotate auditing staff to address concerns as needed.

Suggested Action:

Recommend approval of the proposal for the extension of audit services from Rehmann dated January 25, 2021.

January 25, 2021

Mr. Craig Longnecker
Clinton County Administrator
100 E. State Street, Suite 2100
St. John, MI 48879

RE: Extension of Audit Contract

Dear Craig:

Our audit of the December 31, 2019 financial statements of Clinton County was the final year of the contract awarded for the years ended December 31, 2015 through 2019. We have enjoyed our relationship with the County over the past years and look forward to continue providing professional services to the County.

We are pleased to offer the County a five-year extension for audit services for the years 2020-2024. The fees for these fiscal years, would be as follows:

2020	\$ 31,400
2021	32,500
2022	33,400
2023	34,500
2024	35,650

The fees quoted above are based on current effective professional standards and may be subjected to change orders if changes in professional standards or reporting requirements make our initial estimate of hours to complete the audit unrealistic. If any such changes occur, we will discuss the reasons with you and arrive at a new fee arrangement prior to incurring any additional charges. If the County requires more than one federal program to be audited in accordance with the Uniform Guidance in any of the above years, there would be an additional fee will be negotiated for that fiscal year and will depend on the complexities of the major programs.

We appreciate the opportunity to continue to be of service to the County. If you have any questions, please let us know. If you agree with the terms of our proposal as described in this letter, please sign below and return this document to us.

Sincerely,



Doug Deeter, CPA
Principal

Mr. Craig Longnecker
Clinton County Administrator
January 25, 2021
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ACCEPTANCE:

This letter correctly sets forth the understanding of Clinton County.

Craig Longnecker
Clinton County Administrator

Craig Longnecker
County Administrator

Todd Campbell
Deputy Administrator

CLINTON COUNTY
OFFICE OF
ADMINISTRATIVE SERVICES

www.clinton-county.org

100 E. State Street, Suite 2100
St. Johns, Michigan 48879
(989) 224-5120 • Fax: (989) 224-5102

TO: Ways and Means Committee

FROM: 
Craig Longnecker
Clinton County Administrator

SUBJECT: Audit Engagement Letter and Terms

DATE: February 1, 2021

Attached please find the audit engagement letter for the year ending December 31, 2020 as submitted by the firm Rehmann Robson. In recent years Government Auditing Standards (as amended) have required that the auditor communicate, during the planning stage of an audit, certain information to the Board of Commissioners.

This communication includes their responsibilities in a financial statement audit. It also includes their responsibilities for testing and reporting on the compliance with laws and regulations and internal control over financial reporting.

Please note that Auditors will be on site for a period of two weeks beginning Monday, March 8th through Friday, March 19th.

Suggested Action:

Move to accept the audit engagement letter from the firm Rehmann Robson for the year ending December 31, 2020.



January 28, 2021

Mr. Craig Longnecker
County Administrator
Clinton County
100 East State Street
Suite 2100
St. Johns, MI 48879

Enclosed is the engagement letter for **Clinton County** for the year ended December 31, 2020. *Government Auditing Standards* (as amended) require that we communicate, during the planning stage of an audit, certain information to the County Commissioners. This information includes the auditors' responsibilities in a financial statement audit, including our responsibilities for testing and reporting on compliance with laws and regulations and internal control over financial reporting. The engagement letter includes the items which must be communicated to the County Commissioners.

Therefore, please make copies of the attached engagement letter and forward the copies to the County Commissioners.

Please sign and return the enclosed copy of the attached engagement letter to us at your earliest convenience.

Sincerely,

A handwritten signature in black ink that reads "Rehmann Robson LLC". The signature is written in a cursive style.

Enclosures

Rehmann is an independent member of Nexia International.





January 28, 2021

Members of the Board of Commissioners
Clinton County
100 East State Street
Suite 2100
St. Johns, MI 48879

We are pleased to confirm our understanding of the services we are to provide the **Clinton County** (the "County") for the year ended December 31, 2020.

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the County as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion nor provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedules Required by GASB 68 – Pension Plan
3. Schedules Required by GASB 74 and 75 – OPEB Plan

We have also been engaged to report on supplementary information other than RSI, such as combining and individual fund financial statements, that accompanies the County's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining and individual fund financial statements
2. Schedule of expenditures of federal awards

Rehmann is an independent member of Nexia International.



Members of the Board of Commissioners
Clinton County
January 28, 2021
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Audit Objectives

The objective of our audit is the expression of opinions as to whether the County's financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. Our audit of the County's financial statements does not relieve management or those charged with governance of their responsibilities. The objective also includes reporting on -

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and with the Uniform Guidance in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We will issue a written report upon completion of our audit of the County's financial statements. Our report will be addressed to the County Commissioners of the County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs to our audit report. If our opinions on the financial statements or the Single Audit compliance opinion are other than unmodified, we will discuss the reasons with management in advance. If circumstances occur and come to our attention related to the condition of the County's records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, or we become aware that information provided by the County is incorrect, incomplete, inconsistent, misleading, contains material omissions, or is otherwise unsatisfactory which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Members of the Board of Commissioners
Clinton County
January 28, 2021
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The concept of materiality is inherent in the work of an independent auditor. An independent auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote. For this purpose, materiality has been defined as “the magnitude of an omission or misstatement of accounting and financial reporting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement.”

Audit Procedures and Our Responsibilities—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the County or to acts by management or employees acting on behalf of the County. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention including such matters related to components. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, including those related to components, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We may request written representations from the County’s attorneys as part of the engagement, and they may bill the County for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from management about the financial statements and related matters.

We have advised the County of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets) notwithstanding our obligations per the Single Audit Amendments of 1996 and the Uniform Guidance. We can, as a separate engagement, perform extended procedures specifically designed to potentially detect defalcations. Management acknowledges that the County has not engaged us to do so and does not wish us to do so at this time.

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Clinton County
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Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of the Uniform Guidance. As part of the audit, we will assist with preparation of the County's financial statements, schedule of expenditures of federal awards, and related notes, as well as the data collection form. Management will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and the data collection form, and that management has reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Management agrees to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of these or other nonattest services performed by our Firm; and understand and accept responsibility for the results of such services.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management functions or responsibilities.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the County and its business environment, including internal control over financial reporting sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures that are appropriate in the circumstances. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control, or to identify significant deficiencies or material weaknesses in internal control, or to express an opinion on the effectiveness of internal control over financial reporting. Accordingly, we will express no such opinion. However, during the audit, we will communicate to the appropriate level of management and those charged with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards* and the Uniform Guidance including such matters related to components. These matters refer to significant matters related to the financial statement audit that are, in our professional judgment, relevant to the responsibilities of those charged with governance in overseeing the County's financial reporting process. When applicable, we are responsible for communicating certain matters required by laws or regulations, or by additional requirements that may be applicable to this engagement. Auditing standards generally accepted in the United States of America do not require the independent auditor to design or perform procedures for

Members of the Board of Commissioners
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the purpose of identifying other matters to communicate with those charged with governance. Management is responsible for assessing the implications of and correcting any internal control-related matters brought to the County's attention by us.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the County's compliance with provisions of applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the County's major programs. The purpose of those procedures will be to express an opinion on the County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Management Responsibilities

Management is solely and completely responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and internal control over compliance, and for ongoing monitoring activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. Management is also responsible for the selection and application of accounting principles including those related to components; for the preparation and fair presentation of the financial statements in conformity with an acceptable financial reporting framework, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Management is responsible for determining, and has determined, that the applicable and appropriate financial reporting framework to be used in the preparation of the County's financial statements is accounting principles generally accepted in the United States of America (GAAP).

Management is also solely and completely responsible for making all financial records and related information available to us, and for ensuring that financial information is reliable and properly recorded. Management is also responsible for providing us with (1) access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request from management for the purpose of the audit, and (3) unrestricted access to persons within the County from whom we determine it necessary to obtain audit evidence.

For the purposes of this letter, related parties mean members of the governing body; board members; administrative officials; immediate families of administrative officials, board members, and members of the governing body; and any companies affiliated with or owned by such individuals.

Management's responsibilities also include identifying significant vendor relationships in which the vendor has the responsibility for program compliance and for the accuracy and completeness of that information.

Members of the Board of Commissioners
Clinton County
January 28, 2021
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Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

We understand that management will provide us with such information required for our audit, including a reasonably adjusted trial balance, and that management is responsible for the accuracy and completeness of that information. Assistance provided by our Firm in the preparation of a reasonably adjusted trial balance is considered an additional billable service.

We will advise management and the Board about appropriate accounting principles and their application and may assist in the preparation of the County's financial statements, but the ultimate responsibility for the financial statements remains with management with oversight by those charged with governance. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to the County's financial statements. Management is responsible for reviewing the entries, understanding the nature of any proposed entries and the impact they have on the financial statements, and the implications of such entries on the County's internal control over financial reporting. Further, the County is responsible for designating a qualified management-level individual to be responsible and accountable for overseeing these nonattest services.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud, suspected fraud or illegal acts affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the County complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the conclusion of fieldwork.

Management is responsible for preparation of the schedule of expenditures of federal awards in conformity with the Uniform Guidance. Management agrees to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we reported on the schedule of expenditures of federal awards. Management also agrees to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Management's responsibilities include acknowledging to us in the representation letter that (a) management is responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (b) that management believes the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Members of the Board of Commissioners
 Clinton County
 January 28, 2021
 Page 7

Management is also responsible for the preparation of the other supplementary information, which we have been engaged to report on, that is presented fairly in relation to the basic financial statements. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that (a) management is responsible for presentation of the supplementary information in accordance with GAAP; (b) that management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as management's planned corrective actions, for the report, and for the timing and format for providing that information.

During the course of our engagement, we will request information and explanations from management regarding the County's operations, internal control over financial reporting, various matters concerning fraud risk, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written management representation letter.

We are not hosts for any County information. Management is expected to retain all financial and non-financial information that management uploads to a portal (document sharing site), and management is responsible for downloading and retaining in a timely manner anything we upload. Portals are meant as a method only of transferring and sharing data, and are not intended for the storage of County information, which may be deleted at any time. Management is expected to maintain control over the County's accounting systems to include the licensing of applications and the hosting of said applications and data. We do not provide electronic security or back-up services for any of the County's data or records. Giving us access to the County's accounting system does not make us hosts of information contained within.

Fees

The not-to-exceed fee for the audit of the financial statements will be \$31,400. If the County has more than two major programs tested in the single audit, a fee of \$3,000 will be charged for each additional program. Our invoices for these fees are due and payable as follows:

March 15, 2021	\$ 16,000
April 30, 2021	10,000
May 31, 2021	<u>5,400</u>
Total	<u>\$ 31,400</u>

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This fee is based on the assumption that unexpected circumstances will not be encountered during the audit. This fee is based on anticipated cooperation from the County's personnel, continued readiness and proactive assistance on their part in providing us with complete and accurate information (whether financial or nonfinancial in nature) considered necessary by us to form an appropriate opinion, and the assumption that unexpected circumstances will not be encountered during the audit. Such circumstances include, but are not necessarily limited to significant addition or deletion of funds, component units or related entities and first-time application of significant new professional accounting or auditing pronouncements. In addition, the fee above assumes management will analyze and maintain appropriate support for significant valuation assertions embodied in the financial statements including the valuation of investment securities, the actuarial methods and assumptions used to calculate the net pension and other postemployment benefits liabilities, impairment of capital assets including those held for sale, the valuation of inventories and land held for resale, allowances for uncollectible receivables, and the estimate for incurred-but-not-reported self insurance claims. If significant additional time is necessary, we will discuss the related circumstances with management and arrive at a new fee estimate, which may or may not occur before we incur the additional time. In these circumstances, we may also issue a change order form (an attached example is provided.)

Engagement Administration, and Other

Management shall discuss any independence matters with Rehmann that, in management's judgment, could bear upon Rehmann's independence.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with management the electronic submission and certification. If applicable, we will provide copies of our reports for the County to include with the reporting package the County will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Rehmann and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a cognizant or grantor agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify management of any such request. If requested, access to such audit documentation will be provided under the supervision of Rehmann personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency, oversight agency for audit, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

Members of the Board of Commissioners
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Our audit engagement and our responsibility as auditors ends on delivery of our audit report to the County Commissioners at the Regular or Special Board meeting. Any follow-up services that might be required will be part of a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we provide the County with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our 2020 peer review report accompanies this letter.

This engagement letter, including the attached Rehmann Audit Engagement Letter Terms and Conditions which are incorporated herein by reference as if set forth within the body of this engagement letter in their entirety, reflect the entire understanding between us relating to the audit services covered by this agreement. This agreement may not be amended or varied except by a written document signed by both parties. It replaces and supersedes any previous proposals, correspondence, and understandings, whether written or oral. The agreements of the County and Rehmann contained in this document shall survive the completion or termination of this engagement. If any term hereof is found unenforceable or invalid, this shall not affect the other terms hereof, all of which shall continue in effect as if the stricken term had not been included.

We appreciate the opportunity to be of service to the County and believe the arrangements outlined above and in the attached Rehmann Audit Engagement Letter Terms and Conditions accurately summarize the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement, please sign the enclosed copy of this document and return it to us.



Doug Deeter, CPA
Principal
Executive responsible for supervising the engagement and signing our report

ACKNOWLEDGED AND ACCEPTED:

This letter correctly sets forth the understanding of **Clinton County**.

Officer Signature

Craig Longnecker

Printed Name

Title

Date

Rehmann Audit Engagement Letter Terms and Conditions

ADDITIONAL SERVICES - The County may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with management regarding the scope of the additional services and the estimated separate fees. We also may issue a change order form (an attached example is provided), or a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our attest services will continue to be governed by the terms of this engagement letter.

CODE OF CONDUCT - Management is responsible for identifying any violations by employees of the County's code of conduct.

CHANGES IN STANDARDS, LAWS AND REGULATIONS - We perform services for the County based on present professional standards, laws and regulations. While we may on occasion be able to communicate with management with respect to changes in professional standards, laws and regulations, as a general principle we cannot undertake with clients to advise them of every change that may occur. The County can always obtain reassurance in this regard by contacting us for an updated review of the County's situation.

MANAGEMENT'S REPRESENTATIONS - The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false, misleading, incomplete, inconsistent, or omitted representations could cause us to expend unnecessary efforts or could cause material error or a fraud to go undetected by our procedures. In view of the foregoing, the County agrees that we shall not be responsible for any material misstatements in the County's financial statements that we may fail to detect as a result of false, inaccurate, incomplete, inconsistent, or misleading representations that are made to us by management. In addition, the County further agrees to indemnify and hold us harmless for any liability and all reasonable costs, including legal fees, that we may incur as a result of the services performed under this engagement in the event there are false or misleading representations made to us by any member of the County's management.

CLIENT ASSISTANCE - We understand that the County's employees will prepare all cash, accounts receivable, and other confirmations we request and will locate and refile any documents selected by us for testing. In addition, management will provide us with copies of all minutes and other documents that we believe may have a bearing on our evaluation of the County's financial affairs.

WORK SPACE - The County shall provide reasonable work space for Rehmann personnel at audit work sites, as well as occasional clerical support services.

TIMELY DECISIONS AND APPROVALS - The County understands that Rehmann's performance is dependent on the County's timely and effective satisfaction of its own activities and responsibilities in connection with this engagement, as well as timely decisions and approvals by County personnel.

ACCURACY AND COMPLETENESS OF INFORMATION - Management agrees to ensure that all information provided to us is accurate, complete, and consistent in all material respects, contains no material omissions and is updated on a prompt and continuous basis. In addition, management will also be responsible for obtaining all third-party consents, if any, required to enable Rehmann to access and use any third-party products necessary to our performance.

EMAIL - The County acknowledges that (a) Rehmann, the County and others, if any, participating in this engagement may correspond or convey documentation via Internet e-mail unless the County expressly requests otherwise, (b) no party has control over the performance, reliability, availability, or security of Internet e-mail, and (c) Rehmann shall not be liable for any loss, damage, expense, harm or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any Internet e-mail due to any reason beyond Rehmann's reasonable control.

OFFERS OF EMPLOYMENT - Professional standards require us to be independent with respect to the County in the performance of our services.

Any discussions that management has with personnel of our Firm regarding employment could pose a threat to our independence. Therefore, we request that management inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

Neither party shall, during the term of this engagement letter and for one (1) year after its termination, solicit for hire as an employee, consultant or otherwise any of the other party's personnel without such other party's express written consent. If the County desires to offer employment to a Rehmann associate and the associate is hired in any capacity by the County, a market-driven compensation placement fee may apply.

ADDITIONAL FEES AND BILLING POLICIES - It must be understood that the nature of our engagement requires us to exercise our independent professional judgment with respect to various auditing, accounting and related issues. In reaching our conclusions, we must retain the right to judge the nature and scope of the work required in order to conform to professional standards, as well as the work we deem necessary to enable us to reach the conclusions and form the opinions required of us. If our judgment as to the scope of the work required causes us to reassess our estimate of fees for this engagement, we will so advise the County. We reserve the right to refrain from performing additional work (and thereby incurring additional time charges) unless and until the County has confirmed its understanding of, and agreement to, any additional estimated charges.

Our fee estimate is based upon our discussions with management, in which management has disclosed no unusual problems or issues which would require us to conduct an audit of unusual scope or otherwise expend time and effort in excess of that normally anticipated in an engagement of this type. The estimate also assumes that we will have the full cooperation of County personnel, as required, and that there is a reasonable continuity of County personnel familiar with the matters to which our engagement relates. In addition, our fee is based on the experience level of our personnel, at their respective standard hourly rates, performing certain audit procedures at certain timeframes. If we are caused to vary from that planning formula, additional fees will need to be charged to allow for more experienced personnel performing the work, reallocation of our client priority, overtime, etc. Further, management will provide us with the schedules and records that we request (which ordinarily are detailed in a request list in advance of our fieldwork) and that all such schedules and records will be provided to us timely in accordance with the scheduled fieldwork dates, to be mutually agreed upon. If the requested schedules and records are not provided to us in accordance with the scheduled dates and we are unable to continue our work, we will attempt to resume our work as soon as the schedules and records are provided to us and our professionals assigned to the engagement again become available.

As a result of well-publicized events, global economic convergence, and the continued evolution of the accounting profession, accounting and auditing standard setters and regulators are continually evaluating the need for changes that may affect the County. Such changes may result in changes in financial reporting and expanding the nature, timing and scope of activities we are required to perform to provide the services discussed in this letter. Proposed changes and shortened deadlines could result in a reduction of the level of assistance and preparedness the County is able to provide. We expect that our clients may continue to look to us to assist them with these changes. To the extent any changes require us to increase the time required to provide the services described in this letter or to complete new tasks required by such changes, we reserve the right to adjust our fees appropriately. We will endeavor to advise the County of anticipated changes to our fees on a timely basis.

In accordance with our Firm policies, work may be suspended if the County's account becomes 30 days or more overdue and will not be resumed until the account is paid in full or we have a definitive payment agreement approved by our Firm administrator in Saginaw, Michigan. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. The County will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Rehmann Audit Engagement Letter Terms and Conditions

Our terms and conditions impose a late charge of 1.5% per month, which is an annual percentage rate of 18%. Balances not paid within 30 days of the receipt of invoice are past due and a late charge of 1.5% will be applied to the entire past due amount.

Rehmann charges a 3% convenience fee on credit card payments.

CLAIMS - Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, the County agrees that, notwithstanding the statute of limitations of any particular State or U.S. Territory, any claim based on the audit engagement must be filed within 12 months after performance of our service, unless management has previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

TERMINATION OF SERVICES - We reserve the right to suspend or terminate services for reasonable cause such as failure to pay our invoices on a timely basis or failure to provide adequate information in response to our inquiries necessary for successful performance of our audit services. Our engagement will be deemed to be completed upon written notification of termination, even if we have not completed the audit and issued our signed auditors' report. The County is obligated to compensate us for the time expended to that point and to reimburse us for all out-of-pocket expenditures through the date of termination.

We acknowledge the County's right to terminate our services at any time, and the County acknowledges our right to withdraw at any time, including, but not limited to, for example, instances where, in our judgment, (a) the conditions in the first paragraph of the Audit Objectives section of this letter exist, (b) our independence has been impaired, (c) we can no longer rely on the integrity of management, (d) management (or the Board of Commissioners, if applicable) fails to reasonably support our efforts to perform the engagement in accordance with what we believe is necessary to comply with professional standards, or (e) a lack of professionalism exhibited by management appears to demonstrate a lack of respect for our personnel such as that evidenced in inappropriate or threatening language/emails, subject in either case to our right to payment for charges incurred to the date of termination or our resignation.

In the event that we determine to resign, and the County seeks damages allegedly resulting from such resignation, our maximum liability to the County in the event we are held liable because of such resignation shall be limited to the fees actually paid to us for current year audit work performed up to the date of resignation.

INITIAL ISSUANCE OF OUR AUDIT REPORT ON FINANCIAL STATEMENTS - If the County intends to publish or otherwise reproduce our audit report on the financial statements and/or make reference to our Firm name, such as for inclusion in an annual report (such as, for example, in a CAFR), prospectus, official statement, or similar disclosure document, including incorporation by reference thereto, the County agrees to provide us with a copy of the final reproduced document for our review and approval before it is distributed, circulated or submitted. Additional fees for issuance or inclusion of our audit report and/or any other reference to our Firm in such other document, will be based on our standard hourly rates.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on the County's Internet Web site, the County understands that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

SUBSEQUENT REPRODUCTION OF OUR AUDIT REPORT ON FINANCIAL STATEMENTS - If the County decides to include, publish or otherwise reproduce our audit report on the financial statements at a date subsequent to our original report issuance, such as for inclusion in a Preliminary or Official Statement, an exempt offering in connection with a sale of bonds or notes, or other securities, or in a similar exempt offering or other disclosure document such as a prospectus, official statement, etc. (hereinafter referred to as the "document"), our Firm is presumed not to be associated with such document, and we have no obligation to perform any procedures with respect to such document. In these circumstances, the County agrees to include in such document a statement that Rehmann has

not been engaged to perform and has not performed, since the date of our audit report being reproduced, any procedures on the financial statements contained in such document or on any unaudited financial or other information contained in the document, or on the document itself. If, however, management or the County's agent (such as an underwriter, bond counsel, placement agent, financial advisor, broker-dealer, etc.) requests our involvement, thereby causing us to be engaged to or otherwise prepare a written acknowledgement (sometimes referred to as a "consent" or "agree to include") letter prior to including our audit report in such a document, or requests or engages us to assist in preparing or reviewing financial or other information contained in such document, or participate in related oral due diligence meetings or offering discussions, our Firm then becomes associated with the document. In this event, in accordance with professional standards, we will be required to perform certain subsequent events-based or other limited procedures with respect to this or other unaudited information contained in the document shortly before the initial and any subsequent distribution, circulation, or submission. Fees for reissuance or inclusion of our audit report in such a document will be based on our standard hourly rates. If the County wishes to make reference in such a document to our Firm's role in connection with the purpose and dissemination of the document, the caption "Independent Auditors" may be used to title or label that section of the document. In accordance with professional standards, the caption "Experts" should not be used, nor should our Firm be referred to as "Experts" anywhere in the document.

INFORMAL ADVICE - As part of our engagement we may provide advice on operating, internal control over financial reporting and other matters that come to our attention. Informal advice is not considered to be a consulting service unless we have entered into a separate engagement.

THIRD PARTY PROCEEDINGS - As a result of our prior or future services to the County, we might be requested or subpoenaed to provide information or documents to management, a court, a trier of fact, or a third party in a legal, investigative, administrative, mediation, or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be billable to the County as a separate engagement. We shall be entitled to compensation for our time at our standard or special hourly rates and reasonable reimbursement for our expenses (including our legal fees) in complying with this request. For all such requests, we will observe the confidentiality requirements of our profession and will notify management promptly of the request. This paragraph will survive the termination of this agreement for any reason, and will be binding upon successors to the County.

PEER REVIEW - Our Firm, as well as other major accounting firms, participates in a "peer review" program covering our audit and accounting practices. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for the County may be selected by the other firm for their review. If it is, the other firm is bound by professional standards to keep all information confidential. If management objects to having the work we perform for the County reviewed by our peer reviewer, please notify us in writing.

PROMOTIONAL MATERIALS - The County consents to Rehmann's use of your County name and a factual description of the services to be performed by Rehmann under this agreement in Rehmann's advertising and promotional materials and other proposal opportunities.

MEDIATION - If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to binding arbitration or litigation. Costs of any mediation proceeding shall be shared equally by all parties.

GOVERNING LAW - This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to the principles of conflicts of law thereof.



EXAMPLE CHANGE ORDER

Client: **Clinton County** (the "County")

Date:

Project Description (and estimated completion date, if appropriate):

Estimated Additional Fees: \$ _____

We believe it is our responsibility to exceed the County's expectations. This Change Order is being prepared because performance by us of the above project and/or additional service efforts was not anticipated in our original Agreement dated January 28, 2021. The estimated fees for the above project have been mutually agreed upon by the County and Rehmann. It is our goal to ensure that the County is never surprised by the price for any Rehmann service and, therefore, we have adopted the Change Order Policy. The estimated additional amount above is due and payable upon completion of the project described.

If management agrees with the above project description and the estimated fee amount, please authorize and date the Change Order below. A copy is enclosed for the County's records. Thank you for letting us serve the County.

Agreed to and accepted:

Officer Signature

Printed Name

Title

Date



CliftonLarsonAllen LLP
CLAconnect.com

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

September 15, 2020

To the Principals of Rehmann Robson LLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Rehmann Robson LLC (the Firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* (including compliance audits under the Single Audit Act), audits of employee benefit plans, an audit performed under the Federal Deposit Insurance Corporation Improvement Act (FDICIA), and an examination of a service organization (SOC 1 engagement).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

To the Principals of Rehmann Robson LLC
and the National Peer Review Committee
Page 2

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rehmann Robson LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2020, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Rehmann Robson LLC has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen LLP

Craig Longnecker
County Administrator

Todd Campbell
Deputy Administrator

CLINTON COUNTY
OFFICE OF
ADMINISTRATIVE SERVICES

www.clinton-county.org

100 E. State Street, Suite 2100
St. Johns, Michigan 48879
(989) 224-5120 • Fax: (989) 224-5102

TO: Ways and Means Committee

FROM:


Craig Longnecker
Clinton County Administrator

SUBJECT: Tri-County Metro Payment

DATE: February 9, 2021

Attached you will find a request from the Tri-County Metro Narcotics Squad for Clinton County's share of the FY19-20 offset payment which totals \$22,785.41. Since there are times when forfeitures have provided enough revenue to cover the cost of this operation, Clinton County does not include this expenditure in the adopted operational budget. However, there is an allowance made by committing \$75,000 for Tri-County Metro expenditures in the fund balance of the general fund.

According to the fund balance classification policy, "a majority vote of the members elect is required to approve a commitment and a majority vote of the members elect is required to remove a commitment".

Suggested Action:

Please approve a decrease of committed funds in the amount of \$22,785.41 from the general fund committed fund balance for the Tri-County Metro Narcotics Squad in order to make the FY 19-20 offset payment.



Tri-County Metro Narcotics Squad

7119 N. Canal Rd., Lansing MI 48913
(517)394-5588 Office (517)394-3225 Fax

October 2, 2020

Ms. Penny Goerge, Clinton County Administrator
Ms. Connie Sobie, Eaton County Controller
Mr. Jared Cypher, Ingham County Deputy Controller

Received
OCT 12 2020
Clinton County
Administration

Dear Controllers,

I would like to thank each of you and the Board of Commissioners from Clinton, Eaton and Ingham counties for your continued support of the Tri-County Metro Narcotics Squad. The financial assistance provided by each county partner helps the team provide a valuable service to our communities. While investigation of drug trafficking is our primary mission, the Metro Squad also assists local agencies with large-scale and complex casework where surveillance or other undercover operations are needed. We value our partnerships and seek to prevent and interrupt a variety of criminal incidents that occur within the tri-county area. Public safety and working to improve the quality of life for the citizens we serve is one of our top priorities.

Adjusting to changes with Michigan’s new forfeiture laws as well as the overall reduction of asset forfeiture in narcotics investigations statewide have resulted in dramatic decreases in seized funds previously used to support the team. As section commander, I have directed our staff to identify efficiencies within the budget to reduce expenditures which have financial impacts to our county partners. Despite closely monitoring our finances in cooperation with our City of Lansing fiduciary, we will require a budget offset this fiscal year to support team operations. With impacts to team budgets resulting from the COVID-19 pandemic we were not able to avoid this supplemental request. As you may recall, Tri-County Metro did not request any funds from our county partners last year.

For the fiscal year ending September 30, 2020, Tri-County Metro’s revenues under expenditures totaled \$140,217.88. This constitutes the offset request divided among our county partners for this year. The FY 19-20 operational funding due from each county (offset funding request) is based upon the percentage of overall population, as determined by 2010 U.S. Census data. Each county is being credited for any available forfeiture funds available to offset the overall request. As a result, the following supplemental funding is requested:

FY 2019-2020 TCM FUNDING OFFSET: \$140,217.88

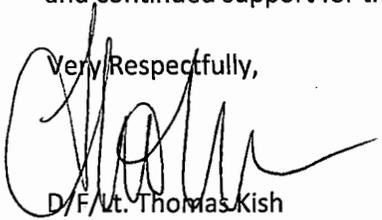
CLINTON COUNTY OFFSET DUE:	16.25%	\$22,785.41
EATON COUNTY OFFSET DUE:	23.22%	\$32,558.59
INGHAM COUNTY OFFSET DUE:	60.53%	\$84,873.88

Offset payments may be directed to:

City of Lansing
Attention: Mr. Wymon Curry
8th Floor - City Hall
124 W. Michigan Avenue
Lansing, MI 48933

Please contact me if you have any questions or require additional information. Thank you in advance for your assistance and continued support for the Tri-County Metro Narcotics Squad.

Very Respectfully,



D/F. Lt. Thomas Kish
Commander
Tri-County Metro Narcotics
First District Task Force Section
Michigan State Police

COMMITTEE AGENDA ITEM

DATE OF MEETING: 2/18/21	ESTIMATE OF TIME NEEDED: 5 min.	NUMBER OF ATTACHMENTS: 0	REQUESTOR: Penny Goerge - Administration
<p>BRIEFLY DESCRIBE THE ISSUE THE COMMITTEE IS BEING ASKED TO CONSIDER:</p> <p>The 2021 Clinton County Holiday/Employee Appreciation Luncheon was tentatively scheduled to take place on Friday, December 17th; however, Administration was told that this date is not available. The employees of Agro-Liquid are having their own employee luncheon on this day. This requires us to find a new date or venue.</p> <p>If the Board decides they wish to keep the same venue, it is suggested that we move the party to Thursday, December 16th. It should be noted, however, that Agro-Liquid has hired their own chef to cater all meals at the facility now and that we are required to utilize them. They come highly recommended and their prices are very reasonable.</p> <p>In order to make preparations for the event, authorization is suggested for a budget not to exceed \$3,500 to cover the cost of catering and decorations for approximately 150-200 staff (including retirees).</p>			
<p>REQUESTED ACTION:</p> <p>Authorize funding of up to \$3,500 for a Holiday/Employee Appreciation Luncheon at Agro-Liquid on Thursday, December 16, 2021 and close the Courthouse from 11:30 a.m. to 1:00 p.m. for employees to attend.</p>			
<p>ADDITIONAL INFORMATION:</p>			

Please submit to Administration at least 1 week before the meeting.

CLINTON COUNTY BOARD OF COMMISSIONERS

Chairperson
Kam Washburn
Vice-Chairperson
Bruce DeLong

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

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



Administrator
Craig Longnecker
Clerk of the Board
Diane Zuker

Declaration for a Local “State of Emergency”

To: Commanding Officer – Emergency Management and Homeland Security Division, MSP
District 1 Emergency Management and Homeland Security Division Coordinator

On **February 23, 2021** the County of Clinton continues to face the ongoing threat of the global Covid-19 Pandemic and related impacts. As a result of this situation, the following conditions exist: online learning for several K-12 schools and limitations on large assemblages and events, temporary restrictions on entry into specific health care and juvenile justice facilities, and significant changes to public health, healthcare, public safety, and government operations in accordance with all emergency orders, including, but not limited to, the October 9, 2020 emergency order issued by the State of Michigan Department of Health and Human Services per MCL 333.2253.”

Therefore, as Chairperson of the Clinton County Board of Commissioners, in accordance with Section 10 of 1976 PA 390, as amended, I hereby declare that a "state of emergency" exists within our jurisdiction, that the response and recovery elements of our emergency operations plan have been activated, and that local resources are being utilized to the fullest possible extent. With consent of the full Board of Commissioners, and due to the prolonged nature of pandemic public health incidents, this state of emergency shall remain in effect through **March 31, 2021** or until such time as the Board acts to cease or extend the state of emergency.

Authorized by:

Kam Washburn
Clinton County Board of Commissioners Chairperson

cc: Diane Zuker - Clinton County Clerk

Clinton County Open Meetings and Events Calendar March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 8:30 am Parks & Green Space Comm 5:00 pm 1st Cutoff	6
7	8	9	10	11 6:00 pm Planning Commission	12	13
14	15	16 6:00 pm Zoning Board of Appeals	17 	18	19 5:00 pm 2nd Cutoff	20
21	22	23	24	25 9:00 am W&M and HR Committee Meetings	26	27
28	29	30 9:00 am Board of Com- missioners	31			

TOTALS MEMO

DATE: February 18, 2021

TO: Penny, Craig, Todd, Cindy, and Ways & Means Committee

FROM: Jenny, Accounting

The following are total dollars for invoices received from January 9th through February 5th 2021 and paid.

GENERAL FUND	\$313,097.86
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OTHER FUNDS	\$450,527.03
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TOTAL **\$763,624.89**

Totals comprised of the following check run dates:

1/28/2021	\$	385,187.64
2/11/2021	\$	418,636.12

less Custodial funds (40,198.87)

TOTAL **\$ 763,624.89**

Motion: Approve paid Payables for the period listed above.

Note: A listing of the payables for the referenced period has been sent electronically. Ways & Means will be asked to sign the "Accounts Payable Invoices Paid Report".