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**WAYS AND MEANS COMMITTEE  
THURSDAY, JUNE 25, 2020 AT 9:00 A.M.**

**VIA TELEPHONIC CONFERENCE**

**Dial 1-253-215-8782 US**

**Meeting ID: 991 177 466**

**PER STATE EXECUTIVE ORDER NO. 2020-15 CONCERNING OMA AND COVID-19**

1	9:00	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	9:02	LIMITED PUBLIC COMMENTS
3	9:05	EQUALIZATION – ADOPTION OF COUNTY TAXABLE VALUES (FORM L-4046)
4	9:10	WASTE MANAGEMENT – RURAL RECYCLING UPDATE (KATE NEESE)
5	9:20	MIS - CAPITAL IMPROVEMENT REQUEST – CYBERSECURITY (CRAIG THELEN)
6	9:25	2020 REMOTE WORK UPDATE (ADMINISTRATION)
7	9:30	COVID COMPENSATION ADJUSTMENT COMMITTEE RECOMMENDATION
8	9:35	2020/2021 STAFFING ADJUSTMENTS (ADMINISTRATION)
9	9:45	EMERGENCY DECLARATION DISCUSSION
10	9:55	PUBLIC ACT 202 OF 2017 (ADMINISTRATION)
11	10:00	PLANNING UPDATE (DOUG RILEY) – NO ATTACHMENT
12	10:10	JULY 2020 COMMITTEE MEETING CALENDAR (ADMINISTRATION)
13	10:15	ACCOUNTS PAYABLE INVOICES PAID TOTALS
14	10:20	COMMISSIONERS' COMMENTS
15	10:25	ADMINISTRATOR'S REPORT
16	10:30	ANY OTHER BUSINESS
<b>**MEETING STARTS PROMPTLY AT CALL TO ORDER TIME LISTED. AGENDA ITEM TIMES MAY VARY**</b>		

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

DATE OF MEETING: 6-25-20	ESTIMATE OF TIME NEEDED: 5 min	NUMBER OF ATTACHMENTS: 1	REQUESTOR: Equalization Director
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**BRIEFLY DESCRIBE THE ISSUE THE COMMITTEE IS BEING ASKED TO CONSIDER:**

June is the time to report the Taxable Value for 2020. Form L-4046, Taxable Valuations, are attached. Please adopt these taxable and homestead/non-homestead values.

Total Taxable Value is \$3,026,833,948. This is the same as the Tentative Taxable Value presented to you in April at the adoption of County Equalization.

**REQUESTED ACTION:**

Ways and Means Committee, please approve the attached L-4046 form and send for final approval to the Board of Commissioners meeting, June 30, 2020. The Equalization Director will ensure it is sent to the State Tax Commission.

**Taxable Valuations, Clinton County**

**L-4046**

Issued under the General Property Tax Act, Section 211.27d. Filing is mandatory.

Statement of taxable valuation in the year 2020. File this form with the State Tax Commission on or before the fourth Monday in June.

<b>REAL PROPERTY Taxable Valuations as of the Fourth Monday in May. (Do not Report Assessed Valuations or Equalized Valuations on This Form.)</b>							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7) Total Real Property
Bath	3,915,937	99,049,207	1,691,678	339,799,316	0	0	444,456,138
Bengal	24,707,767	658,011	26,479	25,578,682	0	0	50,970,939
Bingham	17,638,867	23,411,987	1,566,348	73,580,525	0	0	116,197,727
Dallas	25,615,391	4,819,570	4,884	56,159,008	0	0	86,598,853
Dewitt	5,706,913	79,226,326	3,874,440	412,723,787	0	0	501,531,466
Duplain	20,641,642	1,805,149	1,113,450	40,791,003	0	0	64,351,244
Eagle	14,366,468	9,167,375	211,740	84,177,587	0	0	107,923,170
Essex	21,113,564	922,756	730,127	38,074,121	0	0	60,840,568
Greenbush	19,461,551	3,185,593	729,850	58,302,624	0	0	81,679,618
Lebanon	27,526,889	117,001	1,794	9,468,828	0	0	37,114,512
Olive	17,965,998	1,051,445	114,815	80,713,057	0	0	99,845,315
Ovid	19,526,405	1,626,555	150,716	48,117,503	0	0	69,421,179
Riley	22,150,675	330,904	0	60,224,676	0	0	82,706,255
Victor	10,834,813	550,710	585,400	122,149,695	0	0	134,120,618
Watertown	15,298,177	27,344,146	27,918,328	225,432,158	0	0	295,992,809
Westphalia	24,772,138	2,324,128	647,895	60,177,274	0	0	87,921,435
Dewitt	0	12,178,254	6,519	161,986,095	0	0	174,170,868
St Johns	0	53,722,840	12,555,070	152,141,851	0	0	218,419,761
East Lansing	0	66,505,634	0	62,501,380	0	0	129,007,014
Grand Ledge	0	39,964	0	0	0	0	39,964
Lansing	169,056	4,945,037	262,519	0	0	0	5,376,612
Ovid	252,781	4,785,597	3,341,302	15,073,792	0	0	23,453,472
<b>Total for County</b>	<b>291,665,032</b>	<b>397,768,189</b>	<b>55,533,354</b>	<b>2,127,172,962</b>	<b>0</b>	<b>0</b>	<b>2,872,139,537</b>

**Taxable Valuations, Clinton County**

**L-4046**

Issued under the General Property Tax Act, Section 211.27d. Filing is mandatory.

Statement of taxable valuation in the year 2020. File this form with the State Tax Commission on or before the fourth Monday in June.

<b>PERSONAL PROPERTY Taxable Valuations as of the Fourth Monday in May. (Do not Report Assessed Valuations or Equalized Valuations on This Form.)</b>						
Township or City	(Col. 8) Agricultural	(Col. 9) Commercial	(Col. 10) Industrial	(Col. 11) Residential	(Col. 12) Utility	(Col. 13) Total Personal Property
Bath	0	6,407,400	489,300	0	8,832,900	15,729,600
Bengal	0	111,500	0	0	1,634,500	1,746,000
Bingham	0	2,634,100	42,900	0	6,126,500	8,803,500
Dallas	0	414,600	0	0	3,474,500	3,889,100
Dewitt	0	13,345,900	3,695,700	0	16,777,300	33,818,900
Duplain	0	321,501	0	0	3,783,599	4,105,100
Eagle	0	1,108,800	743,400	0	3,203,300	5,055,500
Essex	0	209,900	174,500	0	2,155,400	2,539,800
Greenbush	0	1,273,030	231,260	0	2,882,890	4,387,180
Lebanon	0	0	0	0	1,544,090	1,544,090
Olive	0	369,850	0	0	2,481,920	2,851,770
Ovid	0	1,255,000	0	0	7,056,950	8,311,950
Riley	0	63,800	0	0	1,208,900	1,272,700
Victor	0	13,100	0	0	7,342,811	7,355,911
Watertown	0	8,033,500	3,479,400	0	7,611,800	19,124,700
Westphalia	0	199,010	35,380	0	1,973,970	2,208,360
Dewitt	0	21,700	0	0	3,427,200	3,448,900
St Johns	0	9,211,000	792,900	0	6,886,700	16,890,600
East Lansing	0	1,684,800	0	0	1,189,400	2,874,200
Grand Ledge	0	0	0	0	0	0
Lansing	0	2,004,600	0	0	555,500	2,560,100
Ovid	0	496,050	3,505,800	0	2,174,500	6,176,450
<b>Total for County</b>	<b>0</b>	<b>49,179,141</b>	<b>13,190,540</b>	<b>0</b>	<b>92,324,730</b>	<b>154,694,411</b>

**Taxable Valuations, Clinton County**

**L-4046**

Statement of taxable valuation in the year 2020. File this form with the State Tax Commission on or before the fourth Monday in June.

**(Do not Report Assessed Valuations or Equalized Valuations on This Form.)**

Township or City	(Col. 14) Total Real and Personal Property Taxable Valuations	(Col. 15) Homeowner's Principal Residence & Qualified Agricultural & Qualified Forest Property Taxable Valuations	(Col. 16) Commercial Personal Property Taxable Valuations	(Col. 17) Industrial Personal Property Taxable Valuations	(Col. 18) Non-Homestead and Non-Qualified Agricultural and Non-Qualified Forest Personal Property Tax- able Valuations except Commercial and Industrial
Bath	460,185,738	318,468,441	6,407,400	489,300	134,820,597
Bengal	52,716,939	49,260,322	111,500	0	3,345,117
Bingham	125,001,227	87,291,854	2,634,100	42,900	35,032,373
Dallas	90,487,953	79,549,464	414,600	0	10,523,889
Dewitt	535,350,366	392,220,844	13,345,900	3,695,700	126,087,922
Duplain	68,456,344	54,738,999	321,501	0	13,395,844
Eagle	112,978,670	93,722,893	1,108,800	743,400	17,403,577
Essex	63,380,368	53,894,301	209,900	174,500	9,101,667
Greenbush	86,066,798	72,402,664	1,273,030	231,260	12,159,844
Lebanon	38,658,602	35,920,435	0	0	2,738,167
Olive	102,697,085	94,535,056	369,850	0	7,792,179
Ovid	77,733,129	64,337,070	1,255,000	0	12,141,059
Riley	83,978,955	79,202,272	63,800	0	4,712,883
Victor	141,476,529	123,773,800	13,100	0	17,689,629
Watertown	315,117,509	226,022,902	8,033,500	3,479,400	77,581,707
Westphalia	90,129,795	81,296,830	199,010	35,380	8,598,575
Dewitt	177,619,768	148,975,199	21,700	0	28,622,869
St Johns	235,310,361	129,806,653	9,211,000	792,900	95,499,808
East Lansing	131,881,214	58,533,082	1,684,800	0	71,663,332
Grand Ledge	39,964	0	0	0	39,964
Lansing	7,936,712	289,856	2,004,600	0	5,642,256
Ovid	29,629,922	11,494,625	496,050	3,505,800	14,133,447
<b>Totals for County</b>	<b>3,026,833,948</b>	<b>2,255,737,562</b>	<b>49,179,141</b>	<b>13,190,540</b>	<b>708,726,705</b>

Print or Type Name of County Equalization Director <i>Scott F. Cunningham</i>	Signature: 	Date <i>5-26-2020</i>
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# COMMITTEE AGENDA ITEM

DATE OF MEETING:	ESTIMATE OF TIME NEEDED:	NUMBER OF ATTACHMENTS:	REQUESTOR:
6/25/20	5 Mins	1	Kate Neese, DWM Coordinator

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

Please review the attached annual report for the Rural Recycling Sites.

**REQUESTED ACTION:**

Please review the information and place the report on file.

**ADDITIONAL INFORMATION:**

This information is shared with all Clinton County municipalities on an annual basis and will be made available online as well. Traditionally, an annual meeting was held to review the document but due to low turn out, we are not hosting a meeting this year. Municipalities are encouraged to contact our office with any questions or suggestions.

Submit by Email

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

**Clinton County Rural Recycling Advisory Council  
Rural Recycling Program Annual Activity Report  
June 2020**

*Prepared by Kate Neese, Waste Management Coordinator  
Clinton County Department of Waste Management*

This report has been prepared to update members of the Clinton County Rural Recycling Advisory Council (RRAC) of activities related to the Rural Recycling Program. This information is public and will be shared with all municipalities.

**Overview**

The Clinton County Rural Recycling Program provides recycling services to residents living to the northwest, west and southwest tiers of the county. It was initiated by grant funding in the early 1990's. The county agreed to pay service fees and grants were used for equipment and other capital expenditures. What was once thought would be a low-cost endeavor grew substantially. Service costs escalated because of the volatility in recycling markets, changing trends in material collection, and also because residents participation increased steadily over the years. From 1992 thru 2005 the Department of Waste Management expended \$568,732 in revenues to support the services. A select group of communities agreed to work with the county to provide funding starting with the 2006 service year. RRAC members currently include: Dallas Township, Lebanon Township, Village of Fowler and the Village of Maple Rapids. To generate revenue to fund individual cost shares, Community partners use general funds and/or the Act 69 of 2005 funding mechanism, which allows an annual surcharge on winter taxes.

Due to increased costs and failing market prices, the Community partners raised the household contribution by 25% to \$15 per year in 2010. This increased their combined 2010 cost share from \$36,448 to \$46,235. In March of 2012, the Eagle Township site closed and as of this date, no new location has been established. The DWM continues to keep in contact with Eagle Township in an effort to offer support for a new site. In May of 2014, the Pewamo/Westphalia site closed during construction at the school. The Village of Westphalia and Westphalia Township are now working collaboratively to provide their residents a once a month recycling collection program. The DWM provided some assistance with infrastructure and will continue to promote this, and all other recycling programs within the County.

The value of recyclables has decreased over the past year which corresponds to an increase in service costs. As of the 2020 calendar year, commodity prices have decreased such that the sale of collected materials is funding about 17% of all the expenses associated with offering the services (this time last year, it was at 25%). It is estimated that the county will need to make a contribution of approximately \$49,000.00 for the 2020 service period based on current commodity values. Assuming commodity prices maintain at this level or better, and community partners maintain their existing cost share amounts, and use of the services does not fluctuate significantly, the county's cost share in 2021 should be about the same.

The Clinton County Board of Commissioners will meet in the near future to discuss continued financial support of the Rural Recycling Program. Staff will recommend that for the 2020 and 2021 service years the Department continue to be liable for program expenses over and above that funded by local communities, contingent upon each partner maintaining the current cost share level. Staff will continue to monitor program costs. If projected expenses fall out of range of what can be funded by Department revenues, the county and community partners will re-evaluate the budget. Table 1 provides an overview of proposed cost share commitments by community for 2021 based on 2020 household figures.

Table 1. 2021 Proposed Community Cost Share Commitments		
Partners Utilizing Act 69 of 2005		
Contributors	# HH	Cost Share
Dallas Township	417	\$6,255
Village of Fowler	494	\$7,410
Lebanon Township	251	\$3,765
Sub-Total	1,162	\$17,430
General Fund Partners		
Contributors	# HH	Cost Share
Village of Maple Rapids	246	\$3,690
Sub-Total	246	\$3,690
<i>Grand Total</i>	<i>1,408</i>	<i>\$21,120</i>

### Service Contract Details

The Clinton County Department of Waste Management (DWM) administers the recycling service contract on behalf of community partners. The service provider is Granger Recycling Center and Granger Container Service. Two recycling sites are operated in Maple Rapids and Fowler. A three-year service contract was renewed with Granger starting March 1, 2017. In June 2019, the County and Granger agreed to extend the service contract through February 28, 2021. Each year Granger is entitled to an annual rate increase of 3% or equal to the Consumer Price Index, whichever is less. A credit is provided for the sale of the material collected which off-sets collection, processing and transportation costs. Granger provides a quarterly report with independent verification of prices paid for recycled commodities, which are discussed further on in this report. Current service costs include a hauling charge each time a container is full and needs to be emptied (\$173.90), container rental fees (ranging from \$80.37 to \$129.46 depending on container type), processing fees charged for each ton of material recycled (\$84.09 per ton), as well as a landfill fee for instances when items are illegally dumped (\$84.09 per ton).

Table 2. 2019 Collection Data by Site (pounds)						
Site	Plastic	Tin/Alum	Glass	OCC	Papers	Total
Maple Rapids	31,860	9,200	28,760	87,620	49,660	207,100
Fowler	67,500	16,380	59,420	236,520	89,040	468,860
	<b>99,360</b>	<b>25,580</b>	<b>88,180</b>	<b>324,140</b>	<b>138,700</b>	<b>675,960</b>



## 2019 Collection and Cost Data

Last year 675,960 pounds of material was recycled, an overview is provided in Table 2 above, roughly a 9% decrease from 2018 (most notably, there was a decrease in mixed paper). Fowler collected the majority of material as compared to the other site at 69% of the total. Maple Rapids collected 31%. Attachment A provides detailed information for each site for the 2019 service period.

Table 3 identifies how much material has been collected through the Rural Recycling Program since its inception. It should be noted that volume fluctuations occur from year to year, but the trend is moving upward. Fluctuations could be a result of residents recycling at other sites such as Granger's drop-off center in DeWitt Township or the St. Johns Lions Club Recycling Center, or it could be tied to the economy. During economic downturns residents consume less material goods and that impacts both the amount of material generated, and ultimately the amount of material recycled or landfilled.

Table 4 breaks down the recyclables collected. Cardboard overtook paper as the highest volume recyclable collected at our sites.

Material	Pounds	% of Total
OCC	324,140	48%
Paper	138,700	20%
Plastic	99,360	15%
Glass	88,180	13%
Tin/Alum	25,580	4%
<b>Total</b>	<b>675,960</b>	

Table 5 below provides a comparison of costs to operate the sites for the last three years. Taking into account the community contributions, the DWM expended \$3,203.11 in 2017 for the two sites. In 2018, the department expended \$22,670. And in 2019, the department expended \$42,030 for the two sites.

Year	Pounds
1992	198,907
1993	427,092
1994	439,988
1995	452,312
1996	449,307
1997	450,019
1998	498,948
1999	505,283
2000	740,470
2001	1,219,678
2002	896,513
2003	978,686
2004	1,130,981
2005	1,241,596
2006	1,229,651
2007	1,087,000
2008	1,347,590
2009	1,258,061
2010	1,387,800
2011	1,535,080
2012	1,088,640
2013	898,040
2014	861,320
2015	684,948
2016	668,300
2017	660,980
2018	743,560
2019	675,960
<b>Total</b>	<b>23,756,710</b>

SITE	2019			2018			2017		
	Total	Rebate	Total	Total	Rebate	Total	Total	Rebate	Total
Maple Rapids	\$27,046.02	(\$5,314.63)	\$21,731.39	\$30,722.23	(\$7,837.74)	\$22,884.49	\$25,575.82	(\$9,629.51)	\$15,946.31
Fowler	\$51,699.15	(\$10,805.18)	\$40,893.97	\$52,913.02	(\$32,637.06)	\$20,275.96	\$47,213.33	(\$39,556.53)	\$7,656.80
Total	\$78,745.17	(\$16,119.81)	\$62,625.36	\$83,635.25	(\$40,474.80)	\$43,160.45	\$72,789.15	(\$49,186.04)	\$23,603.11

### Status of Recycled Commodity Market Values, Projected Site Costs

In 2019, recycled commodity prices once again dropped significantly, and in some cases lost value completely. In Clinton County material rebates are applied as a credit to service costs so when rebates are low, communities must pay more to maintain the services. In 2019, the average material rebates off-set 20% of the total operational costs (2018 saw 48%, 2017 saw 65%, and 2016 saw 32%). In 2019 the Rural Recycling Program partners generated \$20,595 in revenue, and the remaining cost of \$42,030 was paid for through the Department of Waste Management's budget. The Clinton County Sheriff Department recycling figures are also tracked through this program and added an additional \$704.08 in expenses and an additional 14,120 pounds of recyclables. The jail began recycling all other recyclables, except for cardboard, through the cart collection system in 2018. The cart collection for the jail costs \$42.00 per month (504.00 annually) and adds about 9,600 pounds of recyclables to their program. These numbers are now tracked through the internal county recycling programs budget line.

Table 6 on the following page provides specific data on prices paid for collected materials. As of the end of April of this year, material rebates have accounted for \$4,813 in credits, or about 17% of the total costs for January through April, which was \$27,897. For the purpose of budgeting it should be reasonable to assume an average 17% material rebate credit for 2020 based on current market values. This would put program expenses at about \$70,000 for 2020 after material rebates. At the existing cost share rate of \$15 per household, \$21,120 in revenues will be generated for 2020. This leaves the county liable to make up a difference of about \$49,000.00 assuming additional partners do not join in funding, or existing partners do not increase their funding cost share. In the event that revenue generated from community contributions exceeds net program costs, funds will be set aside in a designated account. These revenues would be applied to the next year's services, and could possibly reduce the future annual household fee. For informational purposes, detailed data on the prices paid to each month for each commodity from January 2018 to the present date is included in Table 6 on the next page.

**Table 6. Rural Recycling Sites Per Ton Commodity Prices Paid January 2018 to March 2020**

	Plastic	Tin/Alum	Glass	OCC	Paper
Jan-18	\$90	\$136	\$20	\$90	\$75
Feb-18	\$90	\$136	\$20	\$85	\$75
Mar-18	\$90	\$152	\$20	\$80	\$75
Apr-18	\$90	\$160	\$20	\$70	\$80
May-18	\$90	\$152	\$20	\$40	\$80
Jun-18	\$90	\$152	\$20	\$40	\$80
Jul-18	\$90	\$152	\$20	\$40	\$75
Aug-18	\$90	\$136	\$20	\$40	\$75
Sep-18	\$90	\$120	\$20	\$40	\$75
Oct-18	\$90	\$128	\$20	\$60	\$80
Nov-18	\$90	\$180	\$20	\$65	\$80
Dec-18	\$90	\$180	\$20	\$65	\$80
Jan-19	\$75	\$150	\$20	\$65	\$80
Feb-19	\$75	\$150	\$20	\$55	\$80
Mar-19	\$75	\$170	\$20	\$50	\$80
Apr-19	\$75	\$145	\$20	\$40	\$76
May-19	\$75	\$115	\$20	\$30	\$76
Jun-19	\$75	\$77	\$20	\$20	\$76
Jul-19	\$75	\$67	\$20	\$20	\$68
Aug-19	\$75	\$87	\$20	\$20	\$60
Sep-19	\$75	\$57	\$20	\$20	\$56
Oct-19	\$75	\$27	\$20	\$20	\$56
Nov-19	\$75	\$60	\$20	\$20	\$56
Dec-19	\$75	\$80	\$20	\$20	\$56
Jan-20	\$75	\$105	\$20	\$20	\$56
Feb-20	\$75	\$85	\$20	\$25	\$52
Mar-20	\$75	\$55	\$20	\$40	\$52

### Education and Outreach

The Department offers a wide range of education and outreach programs to promote and foster conservation values.

Presentations for K-12 classes and community organizations are available free of charge. The Department saw 980 students for the year 2019 (2018 saw 1,131). This includes 32 presentations at local schools and summer camps. 2020 will likely see a decrease in participants due to the COVID-19 pandemic and subsequent cancellation of events and schools.

The Department also offers outreach services to educate residents and businesses on ways to reduce, reuse, recycle, compost, and properly dispose of problem waste materials. Future initiatives are always being developed.

**2019 TOTAL EXPENSES**

	<b>Fowler</b>	<b>Maple Rapids</b>	<b>Jail</b>	<b>All Rural Sites</b>
<b>Total Annual Expenses</b>	\$51,699.15	\$27,046.02	\$3,141.51	\$81,886.68
<b>Total Annual Rebates</b>	(\$10,805.18)	(\$5,314.63)	(\$250.50)	(\$16,370.31)
<b>Total Annual Cost</b>	<b>\$40,893.97</b>	<b>\$21,731.39</b>	<b>\$704.08</b>	<b>\$63,329.44</b>

**2019**

<b>Total Costs Less Commodity Rebates</b>		<b>\$63,329.44</b>
<b>Community Contributions</b>	\$	<b>(20,595.00)</b>
<b>Department of Waste Managemt Responsibility</b>	\$	<b>42,734.44</b>

**2018**

<b>Total Costs Less Commodity Rebates</b>	\$	<b>44,748.76</b>
<b>Community Contributions</b>	\$	<b>(20,490.00)</b>
<b>Department of Waste Managemt Responsibility</b>	\$	<b>24,258.76</b>

**2017**

<b>Total Costs Less Commodity Rebates</b>	\$	<b>25,391.80</b>
<b>Community Contributions</b>	\$	<b>(20,400.00)</b>
<b>Department of Waste Managemt Responsibility</b>	\$	<b>4,991.80</b>

**2016**

<b>Total Costs Less Commodity Rebates</b>	\$	<b>45,914.30</b>
<b>Community Contributions</b>	\$	<b>(20,265.00)</b>
<b>Department of Waste Managemt Responsibility</b>	\$	<b>25,649.30</b>

**2019 TOTAL WEIGHT COLLECTED**

	Fowler	Maple Rapids	Jail	All Rural Sites
Contaminated (pounds)	-	9,540	-	9,540
Glass (pounds)	59,420	28,760	-	88,180
Mixed paper (pounds)	89,040	49,660	-	138,700
Cardboard (pounds)	236,520	87,620	14,120	338,260
Mixed Plastic (pounds)	67,500	31,860	-	99,360
Tin (pounds)	16,380	9,200	-	25,580
Monthly Total (pounds)	468,860	207,100	14,120	690,080

2018	499,320	244,240	24,600	768,160
2017	463,660	197,320	18,940	679,920
2016	459,820	208,480	11,956	680,256
2015	477,180	207,768	23,380	708,328

Craig Thelen  
MIS Director

Neil Burt  
System Support Technician

Kathleen Weigold  
Sr. System Support Technician



Erin Wyrick  
GIS Coordinator

**TO:** Ways and Means Committee

**FROM:** Craig M. Thelen

**SUBJECT:** Cybersecurity

**DATE:** June 25, 2020

In accordance with the 2020 General Appropriations Resolution that each major capital improvement detailed in the capital improvements section of the 2020 Budget shall be subject to final review by the Ways and Means Committee prior to project commencement, I present for your approval, the release of funds to be used for cybersecurity.

We would like to purchase a cybersecurity product called Dark Trace. This product watches all of the traffic on Clinton County's network. It will collect data traffic and patterns and then alert MIS if there is something it hasn't seen before. It can also be programmed for multiple things such as recording traffic, blocking the traffic and/or sending alert emails to MIS for authorization.

Example: An employee tries to logon to the VPN at 1:00 a.m. Since the program hasn't seen this type of traffic before, it would then take action. Also, if an employee tries to access another department's server, it would take action since this hasn't been done before.

**Suggested Action:**

Authorize up to \$15,000 for the purchase of the cybersecurity product, Dark Trace, as outlined in the capital improvement section of the 2020 Budget.

Ryan L. Wood  
County Administrator

Craig Longnecker  
Deputy Administrator



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

[www.clinton-county.org](http://www.clinton-county.org)

To: Ways and Means Committee  
From: Craig Longnecker  
Date: June 17, 2020  
Subject: Remote Work Effort

On March 16<sup>th</sup> the Clinton County Board of Commissioners held a special board meeting to respond to the COVID-19 crisis. At that time 21% of courthouse employees were capable of remote work. Thanks to the investment in technology and the extraordinary effort of the county IT team 69% of courthouse employees are now capable of remote work. This effort has allowed departments to establish remote work rotation plans that enable proper social distancing within offices keeping employees and the public safe.

The table below has summary data from a spreadsheet that tracks the maximum remote hours possible per established rotation plans and the actual remote hours worked. Initial hours were established through departmental dialog with IT, future hours will be tracked by payroll coding of remote hours worked. This tracking mechanism will allow IT to plan for the support and maintenance of ongoing remote work efforts.

Department	% of Employees Capable of Remote Work	Maximum Remote Hours as a % of Total Hours	Actual Remote Hours as a % of Total Hours
Emergency Management	100%	100%	74%
Circuit Court	75%	75%	33%
Community Development	100%	67%	51%
Waste Management	80%	64%	32%
Probate Court	100%	63%	25%
Friend of the Court	95%	54%	54%
Equalization	100%	53%	33%
Administration	100%	50%	50%
Accounting	100%	50%	46%
IT	100%	50%	50%
Juvenile Court	100%	50%	35%
District Court	93%	48%	45%
Drain	100%	35%	35%
Clerk/ROD	30%	25%	25%
Indigent Defense	67%	25%	17%
Maintenance	33%	10%	3%
Central Dispatch	20%	10%	7%
Prosecutor	18%	1%	1%
Treasurer	50%	1%	0%

IT Director Thelen will be present at the meeting to describe the various technology enhancements that enabled departments to ramp up the ability to work remotely.

*Suggested Action: Review only, no action required.*

7

Ryan L. Wood  
County Administrator

Craig Longnecker  
Deputy Administrator



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www.clinton-county.org

**COVID COMPENSATION ADJUSTMENT COMMITTEE**  
**Tuesday, June 16, 2020**  
**VIA TELEPHONIC CONFERENCE**  
**PER STATE EXECUTIVE ORDER NO. 2020-15 CONCERNING OMA AND COVID-19**

**Members Present**

Bruce DeLong, Committee Chairperson  
Ken Mitchell  
Adam Stacey  
Kam Washburn, Ex-Officio Member

**Staff Present**

Ryan Wood  
Penny Goerge  
Craig Longnecker

**Items of Business**

1. **Call to Order:** Committee Chairperson DeLong called the meeting to order at 8:03 a.m. Commissioner Stacey moved, supported by Commissioner Mitchell, to approve the agenda. Motion carried.
2. **Limited Public Comments:** Committee Chairperson DeLong requested limited public comments. There were none.
3. **Pandemic Compensation Discussion:** Committee Chairperson DeLong introduced discussion regarding recognition for county employees as it relates to the overall work changes and requirements that have come about as a result of the COVID-19 pandemic.
  - Administrator Wood provided background information to the Members with regard to the Families First Coronavirus Response Act (FFCRA) that was signed into law on March 18, 2020 and became effective on April 1, 2020:
    - The FFCRA created two relevant categories of paid leave related to the outbreak of COVID-19: Expanded "Emergency Family and Medical Leave" and "Emergency Paid Sick Leave"; the FFCRA and its implementing regulations authorized employers to exempt/exclude certain employees from these leave provisions, including "emergency responders," in recognition of the indispensable role these employees play for our communities during this crisis;
    - To ensure we would provide sufficient staffing to provide critical and essential services, all Sheriff's Office, Emergency (EOC) and Central Dispatch Personnel received notice that they are identified as exempt emergency responders employees and therefore exempt from eligibility for Emergency Family and Medical Leave and Emergency Paid Sick Leave;
    - Concurrently, the same personnel received notice that due to heightened risks of COVID-19 exposure for those FFCRA defined "emergency responders" who are diligently serving the County during the COVID-19 pandemic, the county was implementing a uniform policy of minimum staffing for the Sheriff's Department, EOC and 911 Central Dispatch; this allowed for limited public contact and exposure for our law-enforcement personnel and limited contact and exposure amongst colleagues in the close quarters of 911 Central Dispatch;
    - Therefore, each employee was to be scheduled one paid administrative leave day per pay period providing they remained at home and were available to work, reported to work as directed if another employee called in sick, and/or reported within one hour of being contacted; this policy ensured that we could provide quality emergency response services to the residents of Clinton County while doing our part to reduce the spread of COVID-19 and reduce the stress accompanied by service in these critical emergency responder roles;
  - Administrator Wood advised the committee that the County will be lifting this designation soon and he is certain that the Emergency Operations Staff were not able to take their designated administrative leave day; Administrator Wood also highlighted the fact that there are three



information technology staff who deserve recognition as they worked around the clock while ramping up the remote ability for county employees;

- Thus, it is suggested that identified staff be acknowledged for their efforts by way of additional leave time providing that it doesn't necessitate the need for overtime, is utilized within a certain timeframe and has no cash value upon separation of employment;
- The members briefly reviewed the qualification parameters for granting such leave time and also discussed the appropriate amount of leave time that should be granted to qualifying employees;
- Administrator Wood advised the members that any action taken at the board level will not take immediate effect with the union groups as they are required under the collective bargaining arrangement to negotiate the terms of the agreement.

**Commissioner Mitchell moved, seconded by Commissioner Stacey, to recommend authorizing Administration the authority to grant 72 hours of administrative leave time to qualifying employees (providing it does not necessitate the need for overtime) to be used over a period of five (5) years with no cash value upon separation of employment. Motion carried.**

4. **Commissioners' Comments:** Committee Chairperson DeLong requested Commissioners' comments.
  - Chairperson Washburn expressed his appreciation to the Committee for providing this needed recognition to our employees as it relates to the overall work changes and requirements that have come about as a result of the COVID-19 pandemic.
5. **Motion to Adjourn:** Committee Chairperson DeLong adjourned the meeting at 8:31 a.m.

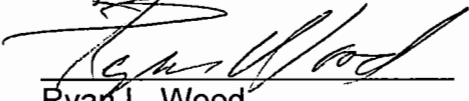
Ryan L. Wood  
County Administrator

Craig Longnecker  
Deputy Administrator



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

TO: Ways & Means Committee

FROM:   
Ryan L. Wood  
County Administrator

SUBJECT: 2020/2021 Staffing Adjustments

DATE: June 19, 2020

As previously reported the County is experiencing significant revenue reductions. Current projections indicate a reduction of \$1.8 million in 2020 and \$2.4 million in 2021.

Over the past few weeks administration has been working on the 2021 budget. Preliminary indications are that the revenue loss can be largely accounted for by reducing the annual general fund appropriation to the public improvement fund, reducing the general fund contingency and line item cuts throughout the budget. It is imperative, however, that appropriations to the public improvement fund remain at a level to ensure that the equipment replacement needs of the County are met.

Other cost savings are anticipated by eliminating one currently vacant position from the budget, reduction of overtime and the reorganization of offices upon anticipated retirements. Unfortunately, even with these adjustments more cuts will be necessary and the only viable option is personnel.

Administration will continue to closely monitor the budget, evaluate service demands and search for operational efficiencies, but limited personnel reductions (3-5 FTE's) are inevitable.

**Suggested Action:**

Authorize the County Administrator to initiate personnel layoffs as needed.

# CLINTON COUNTY BOARD OF COMMISSIONERS

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



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

**Administrator**  
Ryan L. Wood  
**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 June 30, 2020 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: closure of all 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, health care, public safety, and government operations in accordance with the most recent Executive Orders.

**DRAFT**

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 for 30 days or until such time as the Board acts to cease or extend the state of emergency.

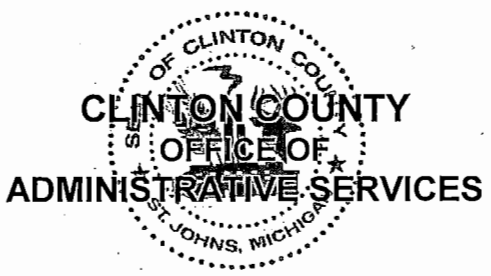
Authorized by:

Kam Washburn  
Clinton County Board of Commissioners  
Chairperson

CC: Diane Zuker - Clinton County Clerk

Ryan L. Wood  
County Administrator

Craig Longnecker  
Deputy Administrator



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www.clinton-county.org

To: Ways and Means Committee  
From: Craig Longnecker  
Date: June 8, 2020  
Subject: Public Act 202 of 2017

Attached please find copies of the "Public Act 202 of 2017" pension and OPEB reports that have been submitted to the Michigan Department of Treasury. The Act also requires management to submit the reports to the governing body.

Please note the reported numbers are derived from the most recent audit which was received by the Board last month. As noted by the auditor during the presentation, the reported audit numbers are based on rules established by the Governmental Accounting Standards Board (GASB).

In addition, funding levels and required contributions are determined separately through an annual actuarial process for the pension and once every two years for OPEB. The numbers from the actuarial process are examined closely by management as they have the most implications for county finances.

In any event, as noted in the attached reports, Clinton County plans are well funded. Both pension and OPEB exceed the funding triggers and are well within the contribution fractions. Therefore, no underfunded status is triggered.

*Suggested Action: Move to acknowledge receipt of the required Public Act 2020 reports submitted to the Michigan Department of Treasury.*

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Enter Local Unit Name	Clinton County	Instructions: For a list of detailed instructions on how to complete and submit this form, visit <a href="http://michigan.gov/LocalRetirementReporting">michigan.gov/LocalRetirementReporting</a> .
Enter Six-Digit Municode	190000	
Unit Type	County	
Fiscal Year End Month	December	
Fiscal Year (four-digit year only, e.g. 2019)	2019	Questions: For questions, please email <a href="mailto:LocalRetirementReporting@michigan.gov">LocalRetirementReporting@michigan.gov</a> . Return this original Excel file. Do not submit a scanned image or PDF.
Contact Name (Chief Administrative Officer)	Ryan Wood	
Title if not CAO	County Administrator	
CAO (or designee) Email Address	<a href="mailto:woodr@clinton-county.org">woodr@clinton-county.org</a>	
Contact Telephone Number	(989) 224-5120	
Pension System Name (not division) 1	MERS	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2		
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary unit (County, Township, City, Village)?	Calculated	YES	YES	YES	YES	YES
2	Provide the name of your retirement pension system	Calculated from above	MERS				
<b>3</b>	<b>Financial Information</b>						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	62,190,204				
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	60,205,141				
6	Funded ratio	Calculated	103.3%				
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	481,932				
8	Governmental Fund Revenues	Most Recent Audit Report	31,120,856				
9	All systems combined ADC/Governmental fund revenues	Calculated	1.5%				
<b>10</b>	<b>Membership</b>						
11	Indicate number of active members	Most Recent Actuarial Funding Valuation	108				
12	Indicate number of inactive members	Most Recent Actuarial Funding Valuation	35				
13	Indicate number of retirees and beneficiaries	Most Recent Actuarial Funding Valuation	174				
<b>14</b>	<b>Investment Performance</b>						
15	Enter actual rate of return - prior 1-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	-3.64%				
16	Enter actual rate of return - prior 5-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	4.94%				
17	Enter actual rate of return - prior 10-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	8.25%				
<b>18</b>	<b>Actuarial Assumptions</b>						
19	Actuarial assumed rate of investment return	Most Recent Actuarial Funding Valuation	7.75%				
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	Level Percent				
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	10				
22	Is each division within the system closed to new employees?	Most Recent Actuarial Funding Valuation	Yes				
<b>23</b>	<b>Uniform Assumptions</b>						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Most Recent Actuarial Funding Valuation	60,922,447				
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Most Recent Actuarial Funding Valuation	64,885,493				
26	Funded ratio using uniform assumptions	Calculated	93.9%				
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Most Recent Actuarial Funding Valuation	1,315,848				
28	All systems combined ADC/Governmental fund revenues	Calculated	4.2%				
<b>29</b>	<b>Pension Trigger Summary</b>						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	<b>Primary unit triggers:</b> Less than 60% funded <b>AND</b> greater than 10% ADC/Governmental fund revenues. <b>Non-Primary unit triggers:</b> Less than 60% funded	NO	NO	NO	NO	NO

**Requirements (For your information, the following are requirements of P.A. 202 of 2017)**  
 Local units must post the current year report on their website or in a public place  
 The local unit of government must electronically submit the form to its governing body  
 Local units must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.  
 Local units must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local unit of government acknowledges that this report is complete and accurate in all known respects

**The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) Health Care (OPEB) Report**

Enter Local Unit Name	Clinton County	Instructions: For a list of detailed instructions on how to complete and submit this form, visit <a href="http://michigan.gov/LocalRetirementReporting">michigan.gov/LocalRetirementReporting</a> .
Enter Six-Digit Municode	190000	
Unit Type	County	
Fiscal Year End Month	December	
Fiscal Year (four-digit year only, e.g. 2019)	2019	Questions: For questions, please email <a href="mailto:LocalRetirementReporting@michigan.gov">LocalRetirementReporting@michigan.gov</a> . Return this original Excel file. Do not submit a scanned image or PDF.
Contact Name (Chief Administrative Officer)	Ryan Wood	
Title if not CAO	County Administrator	
CAO (or designee) Email Address	woodr@clinton-county.org	
Contact Telephone Number	(989) 224-5120	
OPEB System Name (not division) 1	Retiree Health Care Plan	If your OPEB system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
OPEB System Name (not division) 2		
OPEB System Name (not division) 3		
OPEB System Name (not division) 4		
OPEB System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary unit (County, Township, City, Village)?	Calculated	YES	YES	YES	YES	YES
2	Provide the name of your retirement health care system	Calculated from above	Retiree Health Care Plan				
<b>3</b>	<b>Financial Information</b>						
4	Enter retirement health care system's assets (system fiduciary net position ending)	Most Recent Audit Report	14,622,814				
5	Enter retirement health care system's liabilities (total OPEB liability)	Most Recent Audit Report	9,961,475				
6	Funded ratio	Calculated	146.8%				
7	Actuarially determined contribution (ADC)	Most Recent Audit Report	-				
7a	Do the financial statements include an ADC calculated in compliance with <a href="#">Numbered Letter 2018-3?</a>	Most Recent Audit Report	YES				
8	Governmental Fund Revenues	Most Recent Audit Report	31,120,856				
9	All systems combined ADC/Governmental fund revenues	Calculated	0.0%				
<b>10</b>	<b>Membership</b>						
11	Indicate number of active members	Most Recent Actuarial Funding Valuation	198				
12	Indicate number of inactive members	Most Recent Actuarial Funding Valuation	6				
13	Indicate number of retirees and beneficiaries	Most Recent Actuarial Funding Valuation	63				
14	Provide the amount of premiums paid on behalf of the retirees	Most Recent Audit Report or Accounting Records	429,715				
<b>15</b>	<b>Investment Performance</b>						
16	Enter actual rate of return - prior 1-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	17.40%				
17	Enter actual rate of return - prior 5-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	5.90%				
18	Enter actual rate of return - prior 10-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	7.00%				
<b>19</b>	<b>Actuarial Assumptions</b>						
20	Assumed Rate of Investment Return	Most Recent Actuarial Funding Valuation	6.50%				
21	Enter discount rate	Most Recent Actuarial Funding Valuation	6.50%				
22	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	Level Percent				
23	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	24				
24	Is each division within the system closed to new employees?	Most Recent Actuarial Funding Valuation	No				
25	Health care inflation assumption for the next year	Most Recent Actuarial Funding Valuation	9.00%				
26	Health care inflation assumption - Long-Term Trend Rate	Most Recent Actuarial Funding Valuation	3.75%				
<b>27</b>	<b>Uniform Assumptions</b>						
28	Enter retirement health care system's actuarial value of assets using uniform assumptions	Most Recent Actuarial Funding Valuation	12,944,110				
29	Enter retirement health care system's actuarial accrued liabilities using uniform assumptions	Most Recent Actuarial Funding Valuation	9,529,723				
30	Funded ratio using uniform assumptions	Calculated	135.8%				
31	Actuarially Determined Contribution (ADC) using uniform assumptions	Most Recent Actuarial Funding Valuation	43,279				
32	All systems combined ADC/Governmental fund revenues	Calculated	0.1%				
<b>33</b>	<b>Summary Report</b>						
34	Did the local government pay the retiree insurance premiums for the year?	Accounting Records	YES				
35	Did the local government pay the normal cost for employees hired after June 30, 2018?	Accounting Records	YES				
36	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	<b>Primary unit triggers:</b> Less than 40% funded AND greater than 12% ARC/Governmental fund revenues. <b>Non-Primary unit triggers:</b> Less than 40% funded	NO	NO	NO	NO	NO

**Requirements (For your information, the following are requirements of P.A. 202 of 2017)**

Local units must post the current year report on their website or in a public place.

The local unit of government must electronically submit the form to its governing body.

Local units must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.

Local units must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local unit of government acknowledges that this report is complete and accurate in all known respects.

# Clinton County Open Meetings and Events Calendar July 2020

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

## TOTALS MEMO

DATE: June 25, 2020

TO: Penny, Ryan, Craig, Cindy and Ways &amp; Means Committee

FROM: Jenny, Accounting

The following are total dollars for invoices received from May 9th through June 5th 2020 and paid.

GENERAL FUND	\$495,565.55
--------------	--------------

OTHER FUNDS	\$355,510.03
-------------	--------------

TOTAL	<b>\$851,075.58</b>
-------	---------------------

Totals comprised of the following check run dates:

5/28/2020 \$ 334,392.23

6/11/2020 \$ 552,908.08

less Custodial funds (36,224.73)

TOTAL	<b>\$ 851,075.58</b>
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***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".