

CLINTON COUNTY BOARD OF COMMISSIONERS

Chairperson
Robert Showers
Vice-Chairperson
Kenneth B. Mitchell
Members
Valerie Vail-Shirey
David W. Pohl
Bruce DeLong
John Andrews
Dwight Washington

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



Administrator/Controller
John F. Fuentes
Clerk of the Board
Debra A. Sutherland

DATE 05/30/2023 The Clinton County Board of Commissioners met on Tuesday, May 30, 2023 at 9:00 a.m. with Chairperson Robert Showers presiding.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE Chairperson Showers called for a moment of silence. The pledge of allegiance was given to the flag of the United States of America.

ROLL CALL Roll was called with a quorum of the members in attendance: Val Vail-Shirey, David Pohl, Bruce DeLong, Kenneth B. Mitchell, Robert Showers, John Andrews and Dwight Washington.

COUNTY PERSONNEL John Fuentes, Todd Campbell, Stephanie Dush, Doug Riley, Steve Wiswasser, Sean Dush, Mike Gute, Phil Hanses

VISITORS Jessica Tramontana, Brad Heffner, Andrea Ryan, Tim Hulliberger, Don Potts, Trish Martens, Kevin Garvey, Brian Lawless, Liz Braddock, Brady Guilbault, Cori Feldpausch, Dan Feldpausch, Jeff Taylor, Ron Balzor, Fredric McLaughlin, William Hicks, Alanah Woodring, David D'Onofino, Judy Bronson, Steve Willis, Tim Hulliberger, Janine Dyer, Mike Dyer, Emily Chase, JoAnn Abraham, Sandi Vanderbroek, David Vanderbroek, Laurie Briggs-Dudley, Melany Mack, Bob Mack, Randy Whitney, Laura DeYoung, Brian Payle, Cindy Straus, William Straus, David Smith, Jeremy Blatx, Bob Trezise, Josh Hundt, David Plont, Chelsea Hoppes, Patti Schafer, George Bedard, Mary Rademacher, Pam Brown, Joe Haddix, Jim Donaldson, Carol Donaldson, Theresa Hubbard, Ken Kolp, Curt Kenyon, Martha Kenyon, Erin Bowling, Karen Andrews, Fred Gifford, Linda Gifford

AGENDA The agenda was amended to remove the following item as a communication and include as an agenda item:

- Eagle Township Resolution to Rescind Resolution 03-25-2023-04

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

APPROVAL OF MINUTES The following minutes were presented for review and approval:

- April 18, 2023 Board of Commissioners Meeting Minutes
- April 26, 2023 Board of Commissioner Special Meeting Minutes

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

COMMUNICATIONS

The following communications were received:

1. Mid-Michigan District Health Department 2022 Annual Report
 - o [Online Flipbook \(heyzine.com\)](https://www.heyzine.com)
2. Houghton County Resolution Affirming Support of all Constitutional Rights, including, but not limited to, the Right of the People to keep and bear arms
3. Livingston County Resolution in support of Second Amendment of US Constitution and Michigan Constitution
4. Osceola County Resolution to Instruct our Representatives to Oppose all Firearms Control Legislation
5. Lenawee County Resolution in Opposition to Legislation Preempting Local Control - Michigan HB 4526-4528
6. Alcona County Revised School Code Resolution
7. Livingston County Resolution Sharing Veteran Services Department Enhancements with Other Michigan Counties
8. Ingham County Resolution Designating the Month of June, 2023 as LGBTQ Pride Month in Ingham County
9. Letter from Jessica Cage urging Clinton County to end relationship with LEAP
10. Preliminary State Equalization Report for 2023 Tax Year

Commissioner Andrews commented on the county resolutions regarding the Second Amendment, finding it irresponsible to disregard lawful legislation. Commissioner Andrews shared some personal experiences regarding gun control.

BOARD ACTION: Commissioner Washington moved, seconded by Commissioner Pohl to acknowledge receipt of the communications. Commissioner Andrews voted no. Motion carried.

ADMINISTRATOR/ CONTROLLER'S REPORT

John Fuentes, County Administrator/Controller advised that Attorney Mike Homier is in attendance and will discuss the resolution received from Eagle Township later in the meeting.

PUBLIC COMMENTS

Chairperson Showers called for public comments.

- Andrea Ryan, co-founder of the St. Johns Call-In Coalition provided the members with slides and notes and explained the purpose of the call-in coalition. The founding board members wanted to create positive change that involved educating on diversity, equality and inclusion topics and create events which would create a more inclusive community.

COMMUNITY DEVELOPMENT DIRECTOR DOUG RILEY RETIREMENT RECOGNITION

Chairperson Showers presented Community Development Director Doug Riley with a plaque of recognition for his service to Clinton County from 2016 – 2023.

Community Development Director Riley thanked the individuals, departments, municipalities, and agencies that he has had an opportunity to work with over the past several years.

Each of the members thanked Community Development Riley for everything he has done and commended him on his work.

LIZ BRADDOCK
MID-MICHIGAN DISTRICT
HEALTH DEPARTMENT
UPDATE

Chairperson Showers introduced Liz Braddock, Health Officer with the Mid-Michigan District Health Department to present her monthly report. Ms. Braddock noted the following:

- Weekly Bathing Beach Monitoring
 - Water Sampling at public beach locations
 - Motz Park, Clinton Lakes, Sleepy Hollow, and Park Lake
- Harmful Algal Bloom (HAB)
 - Surveillance during beach sampling events
 - Complaint based
- Mosquito Trapping: weekly
 - Michigan Wildlife Conservancy, Bath Township
 - MDNR Rose Lake, Bath Township
 - MDNR Maple Rapids, Essex Township
 - MDNR Sleepy Hollow, Victor Township
- Tick Dragging: 2 events during the season at the following sites:
 - Sleepy Hollow State Park, Victor Township
 - Motz Park, St. Johns
- Working with Michigan Department of Environmental Quality, Great Lakes and Energy (EGLE) Surface Water Sampling
 - Lost Creek, Pewamo, a 5-week event
 - Additional sampling Michigan National Guard in Grand Ledge
- Children Vaccination Rate
 - Clinton County rates are much better than statewide

Ms. Braddock introduced Brady Guilbault, Public Information Officer in Clinton County.

Questions from the members and discussion followed regarding eColi rate and agal bloom monitoring, vaccination rates and septic systems.

RESOLUTION 2023
IMPOSING SUMMER
PROPERTY TAX LEVY AND
ADOPTING COUNTY
MILLAGE RATE

Chairperson Showers introduced Administrator/Controller Fuentes to present a Resolution imposing the 2023 Summer Property Tax Levy pursuant to Public Act 357 of 2004 and Notice of Certification of County Allocated Tax Levy. Chairperson Showers noted that Clinton County has lowest millage rate of the three counties in the capital area.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Vail-Shirey to adopt the Resolution imposing the 2023 Summer Property Tax Levy and approving the County Allocated Tax Levy of 5.7189 mills and further to authorize the Chair and County Clerk to sign the L-4029 2022 Tax Rate on behalf of the County. Voting on the motion by roll call vote, those voting aye were DeLong, Andrews, Washington, Vail-Shirey, Pohl, Mitchell and Showers. Seven ayes, zero nays. Motion carried. (INSERT RESOLUTION)

SHERIFF SEAN DUSH
CLINTON COUNTY
SHERIFF'S OFFICE ANNUAL
REPORT

Chairperson Showers welcomed Sheriff Sean Dush to present the Clinton County Sheriff's Office Annual Report. Sheriff Dush highlighted the following:

- Accomplishments since May 1, 2022:
 - Streamlined system in patrol cars for preparing reports;
 - Paperless system to provide reports to Prosecutor's Office;
 - Member of the training consortium LEORTC ;
 - Enhancement of medical program;
 - Upgraded the jail radio system;
 - Development of forms and documents for new hire background processes;
 - New testing processes for Lt and Sgt positions;
 - Quartermaster area for Correctional Division for maintaining and ordering uniforms and equipment;
 - Replaced Deputy Medical Examiner Investigator program with Sparrow Hospital ME contract;
 - Redesign patrol car graphics;

- Reestablished monthly command meetings and established weekly division command meetings.
- Sheriff Dush provided traffic, traffic crash, complaint and Detective Bureau complaint statistics. He explained that criminal activity continues to rise while the difficulty to recruit and hire law enforcement officers is a continual challenge.

Further questions and discussion between the members and Sheriff Dush included:

- Body scanners used to detect controlled substances being brought into the jail;
- Concerns about dangerous drug use;
- Advantages of an inhouse forensic detective and technology used to solve crimes;
- Workload in the Detective Bureau;
- Challenges faced because of legislation and the MDOC;
- Need for qualified road patrol;
- Victim Support Team;
- Post COVID traffic monitoring;
- High crime in DeWitt Township and an Eagle Township mobile home community.

PA116 FARMLAND APPLICATIONS

The following PA116 Farmland Application was submitted for approval:

- 2023-1, Brian & Jayne Wieber, Westphalia Township, Section 14

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Andrews to approve the PA116 Farmland Applications and direct the Clerk to forward the applications to the state. Motion carried.

ZONING

Chairperson Showers introduced Community Development Director Doug Riley to present the following zoning matters:

PC-07-23 MA
ZONE MAP AMENDMENT
WILLIAM AND PAIGE HICKS
REZONE FROM A-2 TO A-3
8901 S. LOWELL ROAD
RILEY TOWNSHIP
SECTION 23

PC-07-23 MA (OR 185-23) An application for a Zone Map Amendment (Rezoning) submitted by William and Paige Hicks requesting to rezone approximately 10 acres from A-2 (General Agriculture) to A-3 (Agricultural/Residential Transition) located at 8901 S. Lowell Road (corner of S. Lowell and W. Lehman Roads) in Section 23 of Riley Township

BOARD ACTION: Commissioner Vail-Shirey moved, seconded by Commissioner Washington to approve the application for a Zone Map Amendment submitted by William and Paige Hicks to rezone from A-2 to A-3.

Chairperson Showers allowed for public comment on this issue:

- Don Potts, Riley Township Supervisor, spoke of his opposition of the zone map amendment. Mr. Potts added that he is speaking as a leader and representative of the township.
- William Hicks, applicant, explained that he has researched the comprehensive plan and the zoning ordinance and indicated he has followed the rules of engagement as established by the county. Mr. Hicks added that the definition of the comprehensive plan supports his application.
- Kevin Garvey, chair for DeWitt Fire & Rescue and Riley Township representative, noted he does not believe it is accurate that Mr. Hicks has explored all options for the property. Mr. Garvey expressed concern of setting a precedent and others wanting to follow in the same manner.

Voting on the motion by roll call vote, those voting aye were Andrews, Vail-Shirey, DeLong and Showers; those voting nay were Pohl, Mitchell and Washington. Four ayes, three nays. Motion carried.

OR 187-23 ZONING ORDINANCE AMENDING SECTION 4 OF THE ZONING ORDINANCE REGARDING ESTABLISHING A ONE-YEAR MORATORIUM ON THE ISSUANCE OF PERMITS, LICENSES, OR APPROVAL FOR, OR FOR ANY CONSTRUCTION OF, WIND ENERGY CONVERSION SYSTEMS, MET TOWERS AND SOLAR ENERGY FACILITIES

OR 187-23 An ordinance amending Section 4 of the Zoning Ordinance regarding establishing a one-year moratorium on the issuance of permits, licenses, or approval for, or for any construction of, wind energy conversion systems, MET towers and solar energy facilities

BOARD ACTION: Commissioner Vail-Shirey moved, seconded by Commissioner Mitchell to concur the recommendation of the Planning Commission and approve the amendment of Section 4 of the Zoning Ordinance regarding establishing a one-year moratorium on the issuance of permits, licenses, or approval for, or for any construction of, wind energy conversion systems, MET towers and solar energy facilities.

Commissioner Andrews commended Commissioner Vail-Shirey on her work and agreed this is important. He added he hopes for a balanced committee.

Chairperson Showers remarked that this may take less than a year. He wanted it to be known that the members are not opposed to solar arrays. Chairperson Showers added that there currently are no solar applications in the planning office and this moratorium only applies to the large energy projects not individuals.

Voting on the motion by roll call vote, those voting aye were Pohl, DeLong, Vail-Shirey, Washington, Mitchell and Showers. Andrews voted no. Six ayes, one nay. Motion carried.

PC-11-23 MA ZONE MAP AMENDMENT NURENBERG FARMS LLC, ON BEHALF OF PROPERTY OWNER LUKE MARTIN TO REZONE FROM A-2 TO RR WESTPHALIA TOWNSHIP SECTION 5

PC-11-23 MA (OR 186-23) An application for a Zone Map Amendment (Rezoning) submitted by Nurenberg Farms LLC, on behalf of property owner Luke Martin, requesting approval to rezone approximately 3.04 acres from A-2 (General Agriculture) to RR (Rural Residential) located at 14675 W. Hanses Road in Section 5 of Westphalia Township

BOARD ACTION: Commissioner Vail-Shirey moved, seconded by Commissioner Pohl to concur the recommendation of the Planning Commission, and approve the application for a Zone Map Amendment submitted by Nurenberg Farms LLC, on behalf of property owner, Luke Martin. Voting on the motion by roll call vote, those voting aye were Washington, Vail-Shirey, DeLong, Andrews, Mitchell, Pohl and Showers. Seven ayes, zero nays. Motion carried.

PC-13-23 SLU SPECIAL LAND USE PERMIT BY UNITED POWERSPORTS OUTLET TO OPERATE A POWERSPORTS DEALERSHIP GREENBUSH TOWNSHIP SECTION 8

PC-13-23 SLU An application for a Special Land Use Permit submitted by United Powersports Outlet (Madison Rasch) requesting approval to operate a powersports dealership for selling pre-owned units such as ATVs, golf carts, utility trailers, lawn mowers, etc. at the location of 7131 N. US-27 in Section 8 of Greenbush Township

BOARD ACTION: Commissioner Vail-Shirey moved, seconded by Commissioner Washington to concur the recommendation of the Planning Commission and approve the application for a Special Land Use Permit submitted by United Powersports Outlet (Madison Rasch). Voting on the motion by roll call vote, those voting aye were Mitchell, Pohl, Vail-Shirey, DeLong, Andrews, Washington and Showers. Seven ayes, zero nays. Motion carried.

EAGLE TOWNSHIP RESOLUTION TO RESCIND RESOLUTION 03-25-2023-04 REQUEST

Administrator/Controller Fuentes read an Eagle Township Board Resolution to Rescind Resolution 03-25-2023-04, approved on May 18, 2023. Chairperson Showers introduced Mike Homier, attorney with Foster, Swift, Collins & Smith to advise on responding to Eagle Township regarding this resolution.

- Attorney Mike Homier, Foster, Swift, Collins & Smith provided the background of a contract between Giffels Webster and Clinton County. Chairperson Showers and the other members discussed with Mr. Homier the options, obligations, and consequences of moving forward with the study.
- Discussion included:
 - Clinton County's legal responsibilities in continuing with the contract;
 - The processes/steps of the Giffels Webster study;
 - Planning and Zoning services provided by Clinton County at the request of the municipalities serviced;
 - The process of a municipality establishing its own Planning Commission and the current status of the process in Eagle Township;
 - The implementation of zoning ordinances and interim township zoning ordinances;
 - The value of continuing the process if Eagle Township is establishing their own planning commission;
 - Clinton County does not want to be seen as taking a position, in favor of or opposed to a megasite;
 - The benefits of Eagle Township adopting an interim zoning ordinance;
 - The monetary responsibility and whether the contract is assignable;
 - The reputation of Giffels Webster;
 - Delays in continuing the study and the potential for fee adjustments;
 - The Planning Enabling Act requirements;
 - The confidence in and accuracy of the study;
 - The question of bias by Giffels Webster;
 - The ability to terminate the contract with Giffels Webster.

Mr. Homier recommended completing the study. He stressed that when Giffels Webster prepares their report, it is only a study and there is no obligation to act on it. Mr. Homier added that it would also eliminate the question of the agreement with Eagle Township and any potential liability.

Chairperson Showers noted that Clinton County has a public image and does not want to be seen as a body endorsing or not endorsing development and added that the county's responsibility is managerial, not political.

Chairperson Showers allowed for public comments on the matter:

- Laurie Briggs-Dudley, Eagle Township Clerk, commented that she believes the survey conducted by Giffels Webster was biased. She noted that step 4 is to draft an amendment the Master Plan and questioned if there is an obligation to proceed. Lastly, Ms. Briggs-Dudley requested communications be provided to the township clerk and the supervisor if the contract is to proceed.
- Chelsea Hoppes, 15048 S. Tallman Road, Eagle Township, expressed concern that if the study is completed it will be difficult to stop, without Eagle Township having their own zoning.
- George Bedard, 12950 State Road, Eagle Township, added that the importance of the study can be seen by LEAP. He noted the belief that we should not be on step 4 of the study and added the citizens have not been consulted or informed.

- Cori Feldpausch, 11780 W. State Road, Eagle Township, stated that when the process began, there was fear in the residents and not only the idea of a megasite but also a result of mistrust in the township supervisor. Ms. Feldpausch expressed the belief that this study was designed to be an amendment change and not just a study. She requested the ability to continue to try the process to decide what is best for Eagle Township.
- Troy Stroud, 12320 S. Bauer Road, Eagle Township, asked the members to cancel the study and voiced his belief that the study results will be biased based on the survey questions. He requested the study be cancelled.
- Martha Kenyan, 13801 S. Hinman Road, Eagle, Michigan, encouraged the members to look at the survey questions conducted by Giffels Webster and stated that the study was biased.
- Steve Willis, 4789 Drumheller Road, Bath Township, spoke of a lack of transparency and honesty, and urged the members to send this back to the township.
- Patti Schafer, 10388 W. Herbison Road, Eagle Township, referenced Eagle Township's meeting minutes from November 10, 2022 where the township board took action to approve the Giffels Webster contract. She questioned the desires of "the majority" of the residents of Eagle Township and expressed interest in a referendum to the majority of the people. Ms. Schafer acknowledged nervousness about what will happen moving forward but must trust the process. She spoke of the dissention among the Eagle Township board and her interest in working with MSU rather than against them.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Washington to receive the Eagle Township Resolution and advise Giffels Webster to complete the study at the request of Eagle Township. Voting on the motion by roll call vote, those voting aye were Mitchell, Pohl, Washington, DeLong, Andrews and Showers. Vail-Shirey voted no. Six ayes, one nay. Motion carried.

A short recess was taken at 12:04 p.m. The meeting resumed at 12:10 p.m.

**APPROVAL OF
COMMISSIONERS'
EXPENSE ACCOUNTS**

Commissioners' expense accounts were presented for review and approval.

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

COMMITTEE REPORTS

The following are reports of Committee meetings:

**INFRASTRUCTURE
COMMITTEE MEETING**

Commissioner Mitchell, Chairperson of the Infrastructure Committee, reported on a meeting held May 11, 2023.

**ATTENDANCE AT
COMMITTEE MEETING**

Members Present

Ken Mitchell, Infrastructure Committee Chairperson
Bruce DeLong
Robert Showers

Staff Present

John Fuentes
Todd Campbell
Rob Wooten
Penny Goerge
Cindy Moser

Others Present

Jeremy Blatt, Representative Slotkin's Office
Mike Kenney, Skillman
Mike Dyer

**CALL TO ORDER/APPROVAL
OF AGENDA**

1. Infrastructure Committee Chairperson Mitchell called the meeting to order at 9:00 a.m. Commissioner DeLong moved, seconded by Commissioner Showers, to approve the agenda. Motion carried.

PUBLIC COMMENTS

CAPITAL IMPROVEMENT
PROJECTS
SCHEDULE/REVIEW
CAPITAL IMPROVEMENT
PLAN

2. Infrastructure Committee Chairperson Mitchell requested limited public comments. There were none.

3. Infrastructure Committee Chairperson Mitchell introduced discussion regarding the capital improvement projects schedule / capital improvement plan.
 - Administration has worked with Facilities and Project Management Director Wooten to update the capital improvement projects schedule/capital improvement plan based on established priorities from the Board of Commissioners;
 - Discussion took place regarding the following projects:
 - ***New Public Safety Facility:***
 - Since this project will require some level of a millage (based on construction estimates), the schedule needs to be adjusted to provide a more realistic and favorable timeline;
 - Discussion took place regarding the election cycle, and the members discussed that a millage vote be considered in 2026 to have construction begin in 2027 with anticipated completion in 2028;
 - Discussion followed regarding the jail study performed by Hobbs + Black and Commissioner Showers asked Administration to provide a comparison of other jail projects.
 - ***Current Public Safety Facility:***
 - In terms of delaying pursuit of a funding solution for a new public safety facility, there are several equipment replacement projects and repairs that need to be addressed at the existing Sheriff's Office and Jail; the County will need to recognize these short-term investments to maintain operations, as well as maintain safety and security;
 - Discussion took place regarding the possibility of utilizing the portions of the current public safety facility when a new facility is completed to replace Greenhaven, to be able to provide some programming and juvenile detention needs; an evaluation of this should be made in the near future as the Greenhaven replacement project remains as an identified priority in the Plan.
 - ***Courthouse Entry Remodel:***
 - Current discussion about security enhancements may require changing the entry of the Courthouse or changing the location of the Security station; this project is listed under 2026.
 - ***Maintenance Facility Expansion:***
 - The members reviewed the proposed Maintenance Facility expansion; currently this building is being utilized to its total capacity and an addition is recommended to enhance operational efficiencies and add additional bays to store vehicle and equipment for the Drain Commissioner, Sheriff's Office, and Emergency Management groups;
 - Administrator/Controller Fuentes noted this is a good long-term solution to provide protection for all our equipment investments.
 - ***Existing Projects***
 - Some of the remaining projects were updated based on cost and timing, but there are no modifications for discussion based on priorities that have been identified.
 - Discussion followed regarding funding for these projects; it was noted these projects will require significant utilization of the public improvement fund.

COMMISSIONERS' COMMENTS

4. Infrastructure Committee Chairperson Mitchell requested Commissioners' comments. There were none.

ADJOURNMENT OF COMMITTEE MEETING

5. Infrastructure Committee Chairperson Mitchell adjourned the meeting at 9:49 a.m.

WAYS AND MEANS COMMITTEE MEETING

Commissioner DeLong, Chairperson of the Ways and Means Committee, reported on a meeting held May 18, 2023.

ATTENDANCE AT COMMITTEE MEETING

Members Present:

Bruce DeLong, W&M Committee Chairperson
David Pohl
Dwight Washington
John Andrews
Val Vail-Shirey
Ken Mitchell
Robert Showers, Ex-Officio Member

Staff Present:

John Fuentes
Todd Campbell
Cindy Moser
Doug Riley
Rob Wooten
Penny Goerge

Others Present:

Cori Feldpausch, Eagle Township
Janine Dyer
Mike Ellis, LSJ
Laurie Briggs Dudley
Steve Willis
Patti Schafer
David Smith
John Jackson, McKenna
Jaclyn Hutchison, LEAP
Bob Trezise, LEAP
Mike Homier, Foster Swift

CALL TO ORDER/APPROVAL OF AGENDA

1. Ways and Means Committee Chairperson DeLong called the meeting to order at 9:00 a.m. Commissioner Mitchell moved, seconded by Commissioner Vail-Shirey, to approve the agenda as amended. Motion carried.

Addition to Agenda: Planning Commission: Utility Scale Solar and Wind Advisory Committee -Authorization for Supportive Resources – 8A

PUBLIC COMMENTS

2. Ways and Means Committee Chairperson DeLong requested limited public comments.

- Cori Feldpausch, resident of Eagle Township, indicated she was speaking on behalf of Eagle Township Trustee Dennis Strahle who was unable to attend, to “acknowledge that he appreciates the time, attention, and changes that were made to the LEAP contract.” Ms. Feldpausch also asked for clarification relative to the annual report provided by Lansing Economic Area Partnership (LEAP) during the April 18th Board of Commissioners meeting; discussion followed, and it was clarified Clinton County is not contributing any funds from their LEAP contract to any work on the Michigan Manufacturing Innovation Campus (Eagle Township); the draft minutes will be corrected to accurately reflect the information reported by LEAP.

AMERICAN RESCUE PLAN
ACT OF 2021 (ARPA)

3.

CLINTON COUNTY SMALL
BUSINESS RELIEF GRANT
PROGRAM REPORT

- A. Chairperson DeLong introduced Bob Trezise from Lansing Economic Area Partnership (LEAP) to discuss the quarterly report submitted by LEAP for the Clinton County Small Business Relief Program.
- As part of the technical assistance funds program, contracted consultants with the Michigan Small Business Development Center at LCC (MI-SBDC) continue to be available to provide services to target businesses;
 - During the first quarter of 2023, six restaurant businesses received a restaurant resurrection grant in the range of \$20,000 to \$30,000 for a total distribution amount of \$150,000; these grants were awarded to eligible restaurants in Clinton County that previously engaged with one of the SBDC's restaurant consultants in 2022 and were identified by the consultant expert as a business in need of grant funding; all appropriate due diligence was conducted prior to receiving funds;
 - LEAP remains committed to working the hours necessary to deliver on the full scope of work attached to the Clinton County Small Business Relief Grant Program.
 - Mr. Trezise thanked the Board for their strong financial oversight and designating ARPA dollars toward this program; he further emphasized the strong impact this program has made for small business owners, both professionally and personally.

No action required.

BROADBAND UPDATE

- B. Ways and Means Committee Chairperson DeLong introduced discussion regarding the county's broadband efforts.
- Administrator/Controller Fuentes notified the members the Michigan High-Speed Internet (MIHI) Office is behind their original schedule; they are expecting to make announcements on grant awards during the first week of June.

No action required.

LANSING ECONOMIC AREA
PARTNERSHIP (LEAP)
REVISED AGREEMENT

4. Ways and Means Committee Chairperson DeLong introduced discussion regarding a revised agreement with LEAP.
- Clinton County entered a contract with Lansing Economic Area Partnership (LEAP) for economic development services in December 2022 to be performed by an additional employee at LEAP;
 - Now that the position is filled, it is recommended the scope of services be amended to reflect the services that are actually being provided, specifically eliminating references to any involvement by the contractually funded position in the Innovation Campus (mega site) effort;
 - Once approved, this agreement voids and replaces the prior agreement between the parties that was signed and authorized in December 2022.

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, seconded by Commissioner Andrews, to **recommend** approving the amended Clinton County LEAP contract as presented. Motion carried.

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

FACILITY AND FLEET SERVICES – CAPITAL IMPROVEMENT PROJECTS – GREENHAVEN HVAC STUDY

5. Ways and Means Committee Chairperson DeLong introduced discussion regarding the HVAC system at Greenhaven.
- As part of the 2016 Greenhaven remodel project, the boilers and hydronic heating system were removed and replaced with a Variable Refrigerant Flow (VRF) HVAC system; this system was selected in part due to its ability to supply both heating and cooling while fitting within the physical space constraints of the existing facility;
 - The members were advised the system has struggled to provide adequate heating during the winter months since the initial installation;
 - County staff have worked in coordination with the project engineer, several contractors involved with the initial installation, and manufacturer’s representatives to make countless adjustments and system improvements every year since; these actions have improved system operations, but the system is still unable to provide adequate heating during the coldest winter months;
 - The system has also experienced multiple complete system failures resulting in the facility being unusable for more than a week while extensive repairs are completed;
 - It is proposed the County hire an engineer who has not been involved with this project to conduct a complete review of the current system design and propose the best long-term solution.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, seconded by Commissioner Washington, to **recommend** approving up to \$10,000 for Greenhaven HVAC system study. Motion carried.

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

CAPITAL IMPROVEMENT PROJECTS SCHEDULE/REVIEW CAPITAL IMPROVEMENT PLAN

6. Ways and Means Committee Chairperson DeLong introduced discussion regarding the capital improvement projects schedule/ capital improvement plan.
- On behalf of the Infrastructure Committee, Administrator/Controller Fuentes presented a recommended capital improvement projects schedule/capital improvement plan based on established priorities from the Board of Commissioners;
 - Discussion took place regarding the following projects:
 - **New Public Safety Facility:**
 - Since this project will require some level of a millage (based on construction estimates), the schedule was adjusted to provide a more realistic and favorable timeline;
 - Discussion took place regarding the election cycle, and the members discussed that a millage vote would likely be considered in 2026 to have construction begin in 2027 with anticipated completion in 2028;
 - Commissioner Showers discussed the jail study performed by Hobbs + Black, Administration has been asked to provide a comparison of other jail projects.
 - **Current Public Safety Facility:**
 - Based on the timeline discussed regarding the proposed public safety facility, there are several equipment replacement projects and repairs that need to be addressed at the existing Sheriff’s Office and Jail; the County will need to recognize these short-term investments to maintain operations, as well as maintain safety and security;

- Discussion took place regarding the possibility of utilizing the portions of the current public safety facility when a new facility is completed to replace Greenhaven, to be able to provide some programming and juvenile detention needs; an evaluation of this should be made in the near future as the Greenhaven replacement project remains as an identified priority in the Plan.
- Administrator/Controller Fuentes clarified that these projects have not been approved; rather, they will be developed and incorporated into the 2024 proposed budget which will be presented to the Ways and Means Committee for review and approval in September.

No action required.

SUMMER PROPERTY TAX
LEVY RESOLUTION

7. Ways and Means Committee Chairperson DeLong introduced discussion regarding the 2023 Summer Property Tax Levy.
- The Clinton County allocated tax shall be levied and collected on July 1, 2023, at the full amount allocated after application of the “Headlee” millage reduction fraction, or 5.7189 mills.

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, seconded by Commissioner Mitchell, to **recommend** the adoption of the 2023 Summer Property Tax Levy Resolution. Motion carried. (See page 3 for Board action)

PLANNING UPDATE

8. Ways and Means Committee Chairperson DeLong introduced Doug Riley, Community Development Director and Mike Homier from Foster Swift to provide a planning update.
- PC-07-23 MA (OR 185-23) – Application for a Zone Map Amendment (Rezoning) that was referred back to the Planning Commission by the Board of County Commissioners for additional consideration; vote 3-3 (three in favor, three opposed);
 - OR 187-23 – Zoning Ordinance Amendment establishing a one-year moratorium on the issuance of permits, licenses, or approval for, or for any construction of, wind energy conversion systems, MET towers and solar energy facilities; Planning Commission recommends approval;
 - PC-11-23 MA – Application for a Zone Map Amendment (Rezoning); Planning Commission recommends approval;
 - PC-13-23 SLU – Special Land Use Permit Application; Planning Commission recommends approval;
 - Commissioner Showers asked Director Riley if the County has received any solar proposal applications and it was noted for the record that no applications have been submitted to the County.

No action required.

PLANNING COMMISSION –
UTILITY SCALE SOLAR AND
WIND ADVISORY
COMMITTEE –
AUTHORIZATION FOR
SUPPORTIVE RESOURCES

- 8A. Ways and Means Committee Chairperson DeLong introduced Doug Riley, Community Development Director to discuss a request for supportive resources relative to the Utility Scale Solar and Wind Advisory Committee.
- At their May 11, 2023 meeting, the Planning Commission determined to form an advisory committee to review and provide recommendation(s) on potentially amending the County’s zoning regulations for utility scale solar and wind applications;
 - It’s anticipated that the advisory committee work/meetings would be completed by September of this year to coincide with the moratorium period;

- The discussed advisory committee will consist of one (1) official representative from each of the 11 townships for which the County provides planning & zoning services, six (6) at large members selected by the Planning Commission, and two (2) Planning Commission members;
- This committee and related details will be finalized at the June 8 Planning Commission meeting;
- It's not anticipated that these advisory committee members would be paid meeting per diems or mileage under County policy; however, there will be additional resources needed to assist the Community Development Department (general fund) for this special planning and zoning project;
- Community Development Director Riley provided a brief estimate of expenses totaling \$26,000:
 - Legal: \$23,000 - Estimate provided by Foster Swift for attendance at up to 10 on-site meetings, research/ordinance draft, etc. to assist the County in these regards;
 - Staff: \$2,000 - Estimate of any staff overtime for existing Planning and Zoning Administrative staff (e.g., Zoning Administrator and Planning and Permit Technician);
 - Materials: \$1,000 - Supporting materials, publication costs, etc.
 - It's also been discussed with Administration that a clerical pool employee would be transferred to the Community Development Department for this project with the primary responsibility for the clerical related demands of the project (e.g., communications, minutes, record keeping, etc.).
- The Board of Commissioners is being asked to approve a budget amendment to support these needed resources for the Utility Scale Solar and Wind Advisory Committee work and any subsequent amendment(s) to the Clinton County Zoning Ordinance during the moratorium period;
- Administration has reviewed and concurs with this request.

COMMITTEE RECOMMENDATION: Commissioner Vail-Shirey moved, seconded by Commissioner Mitchell, to **recommend** approval of a budget amendment in the amount of \$26,000 from the General Fund to support the needed resources for the Utility Scale Solar and Wind Advisory Committee work and any subsequent amendment(s) to the Clinton County Zoning Ordinance during the moratorium period. Motion carried.

BOARD ACTION: Commissioner DeLong moved, seconded by Commissioner Vail-Shirey to concur with the committee recommendation. Voting on the motion by roll call vote, those voting aye were DeLong, Washington, Mitchell, Vail-Shirey, Andrews, Pohl and Showers. Motion carried.

JUNE COMMITTEE MEETING
CALENDAR

9. Ways and Means Committee Chairperson DeLong introduced discussion regarding the June 2023 Open Meetings and Events Calendar.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, seconded by Commissioner Washington, to **recommend** approval of the June 2023 Open Meetings and Events Calendar. Motion carried.

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

ACCOUNTS PAYABLE
INVOICES PAID TOTALS

10. Ways and Means Committee Chairperson DeLong introduced discussion regarding the accounts payable invoices paid.

COMMITTEE ACTION: Commissioner Washington moved, seconded by Commissioner Pohl, to approve the invoices paid from March 18 through May 5, 2023, in the amount of \$4,733,021.25. Motion carried.

COMMISSIONERS'
COMMENTS

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

ADMINISTRATOR'S REPORT

12. Ways and Means Committee Chairperson DeLong requested the administrator's report from Administrator/Controller Fuentes.

- Administrator/Controller Fuentes reported the County was not successful in securing the Spark Grant for universal access improvements at Motz County Park and Clinton Lakes County Park; the scoring criteria was reviewed to determine if it would be beneficial to update the applications and it is the recommendation of Administration to not expend additional resources as opportunities are limited to improve scoring;
- Last week Administration staff met with an advisor contracted with the Michigan Association of Counties to provide technical assistance on future expenditures of opioid settlement funds; staff is scheduled to meet with representatives from MSU to discuss conducting a community needs assessment to best determine the allocation of funds.

ADJOURNMENT OF
COMMITTEE MEETING

13. Ways and Means Committee Chairperson DeLong adjourned the meeting at 10:15 a.m.

**HUMAN RESOURCES
COMMITTEE MEETING**

Commissioner Vail-Shirey, Chairperson of the Human Resources Committee, reported on a meeting held May 18, 2023.

ATTENDANCE AT
COMMITTEE MEETING

Members Present:
Val Vail-Shirey, HR Committee Chairperson
Dwight Washington
Bruce DeLong
David Pohl
John Andrews
Ken Mitchell
Robert Showers, Ex-Officio Member

Staff Present:
John Fuentes
Todd Campbell
Penny Goerge
Cindy Moser

Others Present:
Cori Feldpausch, Eagle Township
Janine Dyer
Mike Ellis. LSJ
Laurie Briggs Dudley
Steve Willis
Patti Schafer
David Smith
John Jackson, McKenna

CALL TO ORDER/ APPROVE
OF AGENDA

1. Human Resources Committee Chairperson Vail-Shirey called the meeting to order at 10:23 a.m. Commissioner Pohl moved, seconded by Commissioner DeLong, to approve the agenda as amended. Motion carried.

Additions to Agenda:

- Letter of Agreement between Clinton County Sheriff and CCLP (Road Patrol Unit) – 6A
- Community Development – Approval of Recruiting Consultant Services Contract - 7A
- Community Development – Approval of Contract for Planning Services - 7B
- Community Development – Approval to fill .5 FTE Soil Erosion Secretary Position - 7C

PUBLIC COMMENTS

2. Human Resources Committee Chairperson Vail-Shirey requested limited public comments. There were none.

COMMITTEE/COMMISSION
APPOINTMENTS

3. Human Resources Committee Chairperson Vail-Shirey introduced discussion regarding appointments to various committees and commissions.

APPOINTMENT OF PETER
PSAROUTHAKIS AS THE
PLANNING COMMISSION
REPRESENTATIVE ON THE
SOLID WASTE COUNCIL

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Pohl, to **recommend** appointing Peter Psarouthakis as the Planning Commission Representative on the Solid Waste Council for the remainder of a three (3) year term expiring September 8, 2024. Motion carried.

BOARD ACTION: Commissioner Vail-Shirey moved, seconded by Commissioner Pohl to concur with the committee recommendation to appoint Peter Psarouthakis as the Planning Commission Representative on the Solid Waste Council for the remainder of a three (3) year term expiring September 8, 2024. Chairperson Showers called for further nominations. None were offered. Motion carried.

COUNTY CLERK
PERSONNEL REQUEST

4. Human Resources Committee Chairperson Vail-Shirey introduced discussion regarding a personnel request from the Clerk's Office.
 - The County Clerk has requested approval to increase the current part-time deputy clerk position by an equivalent of 8 hours per week for the remainder of the year to continue to provide adequate office coverage and customer service; cost for this request is up to \$3,200.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Pohl, to **recommend** the approval of the County Clerk's request for additional hours for the part-time deputy clerk position as requested. Motion carried.

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

**PROSECUTING
ATTORNEY'S OFFICE**

**SPECIAL ASSIGNMENT
PROSECUTOR SERVICES
AGREEMENT**

5.

- A. Human Resources Committee Chairperson Vail-Shirey introduced discussion regarding the agreement for a special assignment prosecutor.
- In February 2023, the Board of Commissioners authorized an agreement with Debra Martinez to serve as a special assignment assistant prosecutor (independent contractor) for Clinton County at an hourly rate of \$100 for the purpose of handling the cases identified for special assignment due to current staff vacancies in the Prosecuting Attorney's Office;
 - The individual and her current employer have requested the agreement be restructured as a contract for services between Clinton County and White Law PLLC, identifying that they (White Law) will assign their employee, Debra Martinez, to provide these services;
 - The agreement has been restructured by the County's legal counsel to fulfill these requirements; the basic terms and maximum amount of the agreement remain unchanged;
 - Discussion followed and it was clarified the term of the agreement is from March 2 to August 31, 2023 and the total sum paid to White Law during the term of this Agreement shall not exceed \$40,000.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Pohl, to **recommend** approval of the Special Assignment Assistant Prosecutor Services Agreement between White Law PLLC and Clinton County (retroactive to March 2, 2023) to supersede and replace the February 2023 independent contractor agreement. Motion carried.

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

PERSONNEL REQUEST

- B. Human Resources Committee Chairperson Vail-Shirey introduced discussion regarding a personnel request from the Prosecuting Attorney's Office.
- The Prosecuting Attorney has requested that the current part-time victim advocate position be increased to full-time effective June 1, 2023, based on an upcoming retirement within the Office; this increase will provide additional resources while the position is re-filled and a new employee is trained, to manage the current legal secretarial staff workload;
 - It is also requested to hire a current intern as a part-time post graduate law clerk while the individual prepares to sit for the bar exam at the next scheduled opportunity; the intent is to hire the individual to fill the current vacant assistant prosecuting attorney position upon successful passage of the exam;
 - Administration concurs with this request.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Andrews, to **recommend** the approval of the Prosecuting Attorney's personnel requests as discussed utilizing savings that have accrued within the current authorized budget due to staff turnover and vacancies. Motion carried.

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

SHERIFF'S OFFICE
PERSONNEL REQUEST

6. Human Resources Committee Chairperson Vail-Shirey introduced discussion regarding a personnel request from the Sheriff's Office.
- The Sheriff's Office sponsored a current employee to attend the police academy through the State MCOLES Academy program;
 - The employee has successfully completed the academy and the Sheriff has a vacant Road Patrol Deputy position in which to promote the employee;
 - The Sheriff is requesting consideration that the employee be placed at the 2-year level of the salary scale of the deputies' collective bargaining agreement based on their current salary as a county employee;
 - The Sheriff's request has been discussed with the bargaining unit's business representative who expressed no opposition based on this specific circumstance;
 - Consideration for starting any employee at a rate higher than the 1-year salary requires the approval of the Human Resource Committee;
 - Administration concurs with this request.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Pohl, to **recommend** approval of the Sheriff's request to place the MCOLES Academy sponsored employee at the 2-year level of the salary scale of the deputies' collective bargaining agreement. Motion carried.

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

LETTER OF AGREEMENT
BETWEEN CLINTON
COUNTY SHERIFF AND
CCLP (ROAD PATROL UNIT)

- 6A Human Resources Committee Chairperson Vail-Shirey introduced discussion regarding a Letter of Agreement between the Clinton County Sheriff and CCLP (Road Patrol Unit).
- As a result of the Sheriff's request to place the MCOLES Academy sponsored employee at the 2-year level of the salary scale, the union and County have discussed formalizing an agreement to address similar situations in the future;
 - The members reviewed a draft Letter of Understanding that will provide Clinton County the discretion to place new hires on the salary schedule based on experience, given the current recruiting/hiring environment;
 - The Letter of Agreement has been reviewed and approved by the County's legal counsel.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Mitchell, to **recommend** approving the Letter of Agreement between the Clinton County Sheriff and CCLP (Road Patrol Unit) to provide Clinton County with the discretion to place new hires on the salary schedule based on experience. Motion carried.

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

COMMUNITY
DEVELOPMENT
PERSONNEL REQUEST

7. Human Resources Committee Chairperson Vail-Shirey introduced discussion regarding personnel requests from the Community Development Department.

APPROVAL OF RECRUITING
CONSULTANT SERVICE
CONTRACT

- A. Human Resources Committee Chairperson Vail-Shirey introduced discussion regarding the county's efforts to recruit a Community Development Director.
- The County's efforts to recruit a Community Development Director have yielded limited response; therefore, it is recommended that the County engage a recruiting consultant to continue the search for a permanent replacement;
 - A quote was obtained from Walsh Municipal Service for these professional services; the proposed cost for these search services is not to exceed \$10,900, including \$400 for additional advertising expenses and \$500 for a background investigation.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Pohl, to **recommend** approval of a contract with Walsh Municipal Services for an amount not to exceed \$10,900, including \$400 for additional advertising expenses and \$500 for a background investigation, for Community Development Director recruiting search services. Motion carried.

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

APPROVAL OF CONTRACT
FOR PLANNING SERVICES

- B. Human Resources Committee Chairperson Vail-Shirey introduced discussion regarding a contract for Planning Services.
- As a result of the status of the ongoing search for the Community Development Director position, and to ensure services are adequately provided and continue until a replacement is selected, it is recommended the County consider a contract for planning services;
 - The Administration Office requested proposals from several consulting firms while the search continues; the most responsive proposal to meet the County's needs was received from McKenna;
 - McKenna's proposal includes in-person planning services, two days weekly and staffing for the Planning Commission and Zoning Board of Appeals meetings; it is currently estimated to not exceed four (4) months, to complete the hiring process through onboarding;
 - The proposal also includes application review services, on a per application basis for certain reviews, as outlined in the proposal; these additional costs are not recommended to be increased to the applicants, as the County's fee schedules were increased, effective January 1, 2023;
 - Additional costs will not be incurred for the review of zoning compliance permits, which will continue to be performed by County staff;
 - The estimated cost for these services for the four (4) month period is \$40,000 for the office planning services and staffing of meetings, and up to \$20,000 for review services based on estimated permit activities;
 - Commissioner Andrews suggested the County should evaluate the possibility of adding a deputy director position to this office in the future.

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, seconded by Commissioner Andrews, to **recommend** approving a contract for planning services for 4 months (\$40,000), with McKenna, based on the proposal dated May 16, 2023, and approve up to \$20,000 in review services as outlined in the proposal, based on estimated activity during that period. Motion carried.

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

APPROVAL TO FILL .5 FTE
SOIL EROSION SECRETARY
POSITION

- C. Human Resources Committee Chairperson Vail-Shirey introduced discussion regarding a request to fill the .5 FTE Soil Erosion Secretary Position.
- The 2023 Budget includes the hiring of a .5 FTE Soil Erosion Secretary within the Community Development Department (Building Fund); this approval coincided with the transfer of the Planning and Permit Technician, who had also been performing soil erosion duties, 100% to the general fund;
 - It was determined that this position be re-evaluated in early 2023 to assure forecasted economic activity continued to support the request; activity in this regard has remained steady and a current clerical pool employee has been performing these duties since early February;
 - It's now requested that this clerical pool employee be permanently transferred to this position in conjunction with Administration's hiring of a replacement .5 FTE for the clerical pool;
 - Administration has reviewed and concurs with this request.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Mitchell, to **recommend** approval of Community Development's request for the hiring (transfer) of the .5 FTE Soil Erosion Secretary position as outlined and approved in the 2023 Budget. Motion carried.

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

COMPENSATION AND
CLASSIFICATION STUDY

8. Human Resources Committee Chairperson Vail-Shirey introduced discussion regarding an employee classification and compensation study.
- The Human Resources Committee recently requested staff to investigate conducting a new classification and compensation study, since it has been six (6) years since the last study was completed;
 - In 2017, Clinton County contracted with Municipal Consulting Services, LLC (MCS) to conduct its most recent employee classification and compensation study for all non-managerial, non-union positions;
 - Staff has received a proposal from MCS to conduct a new employee classification and compensation study, as the 2017 study was done very well and MCS is familiar with Clinton County after conducting the most recent study;
 - Due to service demands, MCS is not able to begin the study until sometime in October 2023, with the project expected to take 120 days to complete, sometime in January 2024;
 - Staff recommends approval of the classification and compensation study in the amount of \$55,000.

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, seconded by Commissioner Andrews, to **recommend** approving Municipal Consulting Services, LLC’s proposal to conduct an Employee Classification and Compensation Study for the County in an amount not-to-exceed \$55,000 as presented, and authorize the County Administrator to sign all necessary documents. Motion carried.

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

JULY 4TH HOLIDAY
SCHEDULE DISCUSSION

9. Human Resources Committee Chairperson Vail-Shirey introduced Administrator/Controller Fuentes to discuss the holiday schedule.
- The regularly scheduled 4th of July holiday falls on a Tuesday this year;
 - The Board of Commissioners has from time to time authorized an administrative leave day to provide a long holiday weekend for employees;
 - The Board is being asked to consider approving an administrative leave day for non-essential personnel on Monday, July 3, 2023.

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, seconded by Commissioner Mitchell, to **recommend** approval of an administrative leave day for non-essential personnel on Monday, July 3, 2023. Motion carried.

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

ADMINISTRATOR’S REPORT

10. Human Resources Committee Chairperson Vail-Shirey requested the administrator’s report from Administrator/Controller Fuentes.
- Administrator/Controller Fuentes informed the members that he has authorized secondary employment for the Central Dispatch Director (in accordance with the County’s personnel manual), to provide consulting services to another County during their search for a new Director; the terms of the agreement include up to ten hours per week for three months.

COMMISSIONER
COMMENTS

11. Human Resources Committee Chairperson Vail-Shirey requested Commissioners’ Comments.
- Commissioner Washington provided an update on behalf of the Tri-County Office on Aging and discussion followed regarding the positive work being done at Clinton Area Transit;
 - Commissioner Pohl provided an update regarding the CIS Rail Trail;
 - Commissioner Mitchell discussed proposed road construction projects from MDOT;
 - Commissioner Vail -Shirey notified the members there will be a 4-way stop at the corner of M-21 and Hollister Road;
 - Commissioner Showers provided an update and discussed potential projects on behalf of the Capitol Council of Governments and Capital Region Airport Authority.

ADJOURNMENT OF
COMMITTEE MEETING

12. Human Resources Committee Chairperson Vail-Shirey adjourned the meeting at 11:15 a.m.

**END OF COMMITTEE
REPORTS**

**COMMISSIONERS'
COMMENTS**

There were no commissioners' comments.

ADJOURNMENT

BOARD ACTION: With no further business to come before the Board, Chairperson Showers adjourned the meeting at 12:21 p.m.

Debra A. Sutherland

Debra A. Sutherland, Clerk of the Board

NOTE: These minutes are subject to approval on June 27, 2023.