

CLINTON COUNTY BOARD OF COMMISSIONERS

Chairperson

Kam J. Washburn

Vice-Chairperson

Bruce DeLong

Members

David W. Pohl

Kenneth B. Mitchell

Robert Showers

Dwight Washington

Adam C. Stacey

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



Administrator
Craig Longnecker
Clerk of the Board
Diane Zuker

VIA VIDEO AND TELEPHONIC CONFERENCE **Pursuant to PA 228 of 2020**

DATE 01/26/2021

The Clinton County Board of Commissioners met on Tuesday, January 26, 2021 at 9:00 a.m. with Chairperson Kam Washburn presiding.

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

MOMENT OF SILENCE AND
PLEDGE OF ALLEGIANCE

Chairperson Washburn called for a moment of silence. The pledge of allegiance was given to the flag of the United States of America.

ROLL CALL

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

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

COUNTY PERSONNEL

Craig Longnecker, Todd Campbell, Penny Goerge, Deb Sutherland, Cindy Moser and Phil Hanses.

VISITORS

Marcus Cheatham, MaLissa Schutt, Kristi Tice, Dru Mitchell and James Botsko.

AGENDA

The agenda was amended to include the following item:

- Re-appropriation of Radio Project Budget

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

APPROVAL OF MINUTES

The following minutes were presented for review and approval:

- December 18, 2020 Board Meeting
- January 5, 2021 Board Organizational Meeting

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

COMMUNICATIONS

The following communications were received:

1. Wexford County Resolution in Support of Local Businesses

BOARD ACTION: Commissioner Stacey moved, seconded by Commissioner DeLong to acknowledge receipt of the communications. Motion carried.

ADMINISTRATOR'S REPORT

Craig Longnecker, County Administrator recognized Central Dispatch Director, Chris Collom for her work on the radio project, noting that a lot of ground has been covered in the last week with this project. A total of 18 lease agreements were signed with local units of government and we now have a solid figure for the Motorola contract on the project. The project is still on schedule.

PUBLIC COMMENTS

Chairperson Washburn called for public comments.

- MaLissa Schutt, Executive Director of Clinton Transit thanked everyone for their work at the county level on the radio project.

MID-MICHIGAN DISTRICT HEALTH DEPARTMENT COVID-19 UPDATE

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

- Vaccines are arriving slowly in Michigan;
- Clinton, Gratiot and Montcalm will be receiving a small amount of the COVID-19 vaccine this week;
- Targeted population:
 - Health Care workers, long term care residents, essential workers, age 65+ and those ages 16-64 with high risk conditions; all need to be vaccinated immediately to reduce mortality and maintain basic functioning of the economy; estimating 102,130 people fall in these categories within the MMDHD, but only expect about 70% of these people will accept vaccine;
- Arrival of the vaccines:
 - Local health departments order vaccines according to schedule of the Michigan Department of Health and Human Services (MDHHS) based on what is likely to be available;
 - MDHHS tried to ensure a stable supply, but sudden changes in the federal distribution system can cause supply to change and the need to cancel clinics or change the type of vaccine offered;
 - Estimate a total of 16% of the District's population will have been vaccinated in the next few days;
- Timeline to vaccinate the population:
 - Have been clearing vaccine inventory within 10 days of shipment;
 - Anticipate it might take a little over 3 months to vaccinate everyone in groups 1A and 1B;
- Logistics required to vaccinate population:
 - In an effort to vaccinate the targeted population, the Health Department is participating in a broad community response, bringing all the providers into the fray;
 - Health Department has the capability of giving approximately 3000 doses per week from their existing clinics;
 - There has been no clear indication that the flow of vaccines will increase a lot in the near future;
 - In order to distribute, it will be necessary to braid together:
 1. *Clinics for people over 65.* All three Health Department campuses have focused on vaccinating people over age 65 and other high-risk individuals. There are currently no openings at these clinics.
 2. *Health Department Clinics* in alternative locations such as schools, businesses, churches, etc. are being run at the same *time* as running their own clinics will exceed our nursing capacity, so need to enlist nurses from other sources such as volunteers, contractors and/or the National Guard.

3. *Pharmacy Vaccinations.* Major pharmacies are making arrangements to vaccinate people in their stores. People are used to and comfortable with getting vaccinated at pharmacies.
4. *Health Care Providers* vaccinating their own patients. All of the hospitals in our area have already started making arrangements to vaccinate their patients and most have already begun doing so. Some are offering vaccinations to the community as well.

Health Department is pulling together all the resources available to assist with clinics including staffing agencies, Spectrum Health and the National Guard.

Discussion followed amongst Director Cheatham and the members of the Board regarding:

- Concerns related to receiving reduced supplies;
- Vaccinating the Clinton Transit employees in view of the fact that they transport a large number of the vulnerable population;
- Whether wearing of masks has contributed to the flu season being down in numbers this year; will wearing masks become the norm in the future during flu season;
- Restaurants have been known to sometimes be super spreaders of the COVID-19; it is advisable that they consider reducing their capacity when re-opening; Health Department is working with restaurants to help them understand their responsibility when it comes to public health;

Chairperson Washburn recognized the number of key players involved in the process and their efforts being made to assist with distribution of the vaccines when they arrive in the county.

DECLARATION FOR LOCAL STATE OF EMERGENCY

Chairperson Washburn introduced discussion regarding extending the County's Declaration for a Local "State of Emergency" for a period of 30 days covering February 1, 2021 through February 28, 2021.

BOARD ACTION: Commissioner DeLong moved, seconded by Commissioner Showers to extend the Declaration for Local "State of Emergency" for Clinton County from February 1, 2021 through February 28, 2021 or until such time as the Board acts to cease or extend the state of emergency. Discussion followed regarding the time frame in which we might be looking at moving out of the state of emergency. Voting on the motion by roll call vote, those voting aye were DeLong, Stacey, Washington, Showers, Pohl, Mitchell and Washburn. Seven ayes, zero nays. Motion carried.
(INSERT DECLARATION)

RETIREE HEALTH CARE TRUST FUND ANNUAL REPORT

Chairperson Washburn introduced James Botsko, Portfolio Manager, Fifth Third Bank and Kristi Tice, Relationship Manager, Fifth Third Bank to provide a brief summary of the annual report on the performance of the Retiree Health Care Trust Fund during the 2020 calendar year. Members of the trust fund meet quarterly throughout the year to review the performance of the fund. Fifth Third Bank provides an annual report to the Board in beginning of each year. 2020 was a strong year. The portfolio earned 12.4% during the year. The fund ended the year with a Market Value of \$16,448,178.18.

BOARD ACTION: Commissioner DeLong moved, seconded by Commissioner Showers to accept the report as presented. Motion carried.

APPROVAL OF
COMMISSIONERS'
EXPENSE ACCOUNTS

Commissioners' expense accounts were presented for review and approval.

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

CENTRAL DISPATCH RADIO
PROJECT BUDGET
RE-APPROPRIATION

Chairperson Washburn introduced Administrator Longnecker to provide an update on the Central Dispatch Radio project. The project is still on schedule and within budget. 18 agreements with local units of government were signed in the last week. The total amount approved for the project in 2020 was \$8 million, of which \$2.9 million has already been spent on the project before the end of the year. We now need to re-appropriate the remaining amount budgeted for the project in the 2021 budget.

BOARD ACTION: Commissioner DeLong moved, seconded by Commissioner Mitchell to approve the re-appropriation of \$5.1 million in 2021 for the radio project budget. Voting on the motion by roll call vote, those voting ay were Showers, DeLong, Pohl, Mitchell, Stacey, Washington and Washburn. Seven ayes, zero nays. Motion carried.

COMMITTEE REPORTS

The following are reports of Committee meetings:

**WAYS & MEANS
COMMITTEE MEETING**

Commissioner Stacey, Chairperson of the Ways and Means Committee reported on a meeting held January 21, 2021.

ATTENDANCE AT
COMMITTEE MEETING

Members Attending by Electronic Means:

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

Staff Present

Craig Longnecker	Todd Campbell
Penny Goerge	Craig Thelen
Diane Zuker	Kyle Thornton
Doug Riley	Tina Ward
Cindy Moser	Rob Wooten
Deb Sutherland	Eric Harger

Others Present

MaLissa Schutt, Clinton Area Transit System
Gail Watkins, Clinton Area Transit System
Rex Ferguson, Clinton Area Transit System

CALL TO ORDER/APPROVAL
OF AGENDA

1. Ways and Means Committee Chairperson Stacey called the meeting to order at 9:00 a.m.
 - Addition to Agenda – Equalization – 2021 Clinton County Agricultural Study Contract – 9B

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

PUBLIC COMMENTS

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

COUNTY TREASURER
BLANKET BOND

3. Ways and Means Committee Chairperson Stacey introduced Tina Ward, Clinton County Treasurer, to discuss the One Million Dollar Blanket Bond covering the County Treasurer.

- As required by Public Act 211 of 2007, County Treasurer Ward provided a copy of the Blanket Faithful Performance Bond in the amount of One Million Dollars issued to Clinton County by the Michigan Municipal Risk Management Authority;
- The Bond is valid for the upcoming year and also meets the statutory threshold amount required by this Act.

COMMITTEE RECOMMENDATION: Commissioner Washington moved, seconded by Commissioner Mitchell, to **recommend** acknowledging submission of the Blanket Bond Report for 2021 as required by Public Act 211 of 2007. Motion carried.

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

CLINTON AREA TRANSIT
SYSTEM BOARD 2022
BUDGET

4. Ways and Means Committee Chairperson Stacey introduced General Manager MaLissa Schutt and Chairperson Gail Watkins from the Clinton Area Transit System (CATS) Board to provide an update regarding the proposed 2022 budget.
 - Ms. Schutt informed the members that the Clinton Area Transit System is celebrating 20 years of providing public transportation services for residents of Clinton County;
 - Ms. Schutt emphasized that public transportation is much more than a ride from one place to another and that public transportation creates a community of connection in which everyone has access to medical care, employment and educational opportunities, shopping and participating in local social events;
 - Ms. Schutt reviewed Clinton Area Transit's accomplishments in the past year which include increasing Transit Operator wages, receiving eight new vehicles, completing a strategic plan, providing essential services to meet community needs in response to the pandemic, receiving small urban and rural task force capital funding and receiving 67% approval for the local tax millage increase;
 - Discussion took place regarding Clinton Area Transit's response to the pandemic including implementing the delivery of meals, groceries, commodities and other basic needs items through partnerships with Beacon of Hope, Clinton County Meals on Wheels and the Basic Needs Center of St. Johns;
 - The members were provided with a report detailing ridership statistics such as the top ten destinations, percentages of cities and townships that are utilizing Clinton Area Transit System for their transportation needs, and percentage of passengers in certain age/disability categories;
 - Ms. Schutt highlighted their FY 2021 goals including expanding services to include Saturdays and Sundays, improved tri-county regional connectivity, veterans transportation to VA medical care facilities, updates to technology, increasing employee wages, cultivating partnerships with local health and human service agencies and developing a capital improvement plan;
 - Ms. Schutt and Mr. Watkins provided a detailed overview and answered questions regarding the proposed 2022 budget.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Washington, to **recommend** approving the FY 2022 Budget of the Clinton Area Transit System as presented. Motion carried.

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

PROSECUTORS OFFICE
TECHNOLOGY PROJECTS

5. Ways and Means Committee Chairperson Stacey introduced Craig Thelen, MIS Director to discuss technology projects for the Prosecutor's Office.
- The document imaging project being presented will allow paperless information to flow between the Prosecutors, Friend of the Court, Clerk, Probate Court and Circuit Court with use of a barcode that is scanned into the system;
 - The system will also allow the attorneys to use their laptops in the courtroom instead of their paper files; from a customer service standpoint, imaging allows for a faster turn-around time and better safeguards against misfiled documents and/or confidential filings;
 - This project also includes a module for paperless warrants through a portal which will allow anyone, including township police, to issue their warrants without having to drive to the Courthouse.

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Mitchell, to **recommend** approval of up to \$300,000 for the Prosecuting Attorney's document imaging project, as outlined and approved in the capital improvements section of the 2021 budget. Motion carried.

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

- The Prosecuting Attorney's second initiative involves the purchase of Talon software licensing to run their own LEIN (Law Enforcement Intelligence Network); currently all of their criminal background checks have to be sent down to Central Dispatch for processing.
- Central Dispatch, Sheriff's Office and District Court already use Talon;
- The Prosecutor's Office is requesting approval for this project at a total cost of \$5,200.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, seconded by Commissioner Showers, to **recommend** approval of up to \$5,200 for the LEIN licensing project in the Prosecuting Attorney's Office. Motion carried.

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

MAINTENANCE CAPITAL
IMPROVEMENT PROJECTS

6. Ways and Means Committee Chairperson Stacey introduced Rob Wooten, Facilities Director/Project Manager to discuss capital improvement projects.

JAIL PLUMBING PHASE 2

- A. Jail Plumbing Phase 2:

COMMITTEE ACTION: Commissioner Pohl moved, seconded by Commissioner DeLong, to approve up to \$40,000 to complete the second phase of jail plumbing valve replacement, as outlined and approved in the capital improvements section of the 2021 budget. Motion carried.

JAIL KITCHEN STEAMS
REPLACEMENT

B. Jail Kitchen Steamers Replacement:

COMMITTEE ACTION: Commissioner DeLong moved, seconded by Commissioner Pohl, to approve up to \$44,000 to replace two jail kitchen steamers, as outlined and approved in the capital improvements section of the 2021 budget. Motion carried.

JAIL SEWER BAR SCREEN
REPLACEMENT

C. Jail Sewer Bar Screen Replacement:

COMMITTEE ACTION: Commissioner Mitchell moved, seconded by Commissioner Washington, to approve up to \$30,000 to replace jail sewer bar screen, as outlined and approved in the capital improvements section of the 2021 budget. Motion carried.

COURTHOUSE
TRANSFORMER SAMPLE
PORTS

D. Courthouse Transformer Sample Ports:

COMMITTEE ACTION: Commissioner Showers moved, seconded by Commissioner Mitchell, to approve up to \$30,000 for courthouse transformer modifications, as outlined and approved in the capital improvements section of the 2021 budget. Motion carried.

HEALTH DEPARTMENT
GENERATOR
REPLACEMENT

E. Health Department Generator Replacement:

COMMITTEE ACTION: Commissioner Washington moved, seconded by Commissioner Showers, to approve up to \$100,000 to replace the Health Department backup generator, as outlined and approved in the capital improvements section of the 2021 budget. Motion carried.

RE-APPROPRIATION OF
2020 PROJECTS

7. Ways and Means Committee Chairperson Stacey introduced discussion regarding the re-appropriation of 2020 projects.

- Deputy Administrator Campbell provided an overview of the projects that were approved in 2020 that have yet to be completed; it is recommended that these projects be carried over to 2021.

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Pohl, to **recommend** approving the re-appropriation of the 2020 projects to the 2021 Budget as presented. Motion carried.

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

PARKS AND GREENSPACE
2021 MICHIGAN NATURAL
RESOURCES TRUST FUND
GRANTS FOR PROPERTY
ACQUISITION

8. **Parks and Green Space – 2021 Michigan Natural Resources Trust**

Fund (MNRTF) Grant Discussion: Ways and Means Committee Chairperson Stacey introduced Kyle Thornton, Parks and Green Space Coordinator, to discuss the 2021 Michigan Natural Resources Trust Fund Grant (MNRTF) Application.

- At the Parks and Green Space Commission Meeting on January 8, 2021 the Commission passed a recommendation to apply for the 2021 Michigan Natural Resources Trust Fund (MNRTF) grant for the acquisition of property at 7575 W. Pratt Road to develop a county park on the southern side of Clinton County;
- Parks and Green Space Coordinator Thornton presented the different grant match options that are available and emphasized that the County will receive a higher grant score with a higher match contribution;
- The members briefly discussed the different options available and are in support of the 50% match; total project cost is \$879,700 which brings the county's match to \$439,850;

- The MNRTF grant application requires a public hearing be held and it is suggested it be held during the February 23, 2021 Board of Commissioners Meeting.

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Washington, to **recommend** authorizing the Parks and Green Space Coordinator to prepare the 2021 MNRTF Grant Application based on a 50% match (estimated at \$439,850) for the acquisition of property at 7575 W. Pratt Road to develop a county park on the southern side of Clinton County. Motion carried.

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

COMMITTEE RECOMMENDATION: Commissioner Washington moved, seconded by Commissioner Pohl, to **recommend** authorizing a public hearing during the February 23, 2021 Board of Commissioners Meeting for the purpose of hearing public comments pertaining to the MNRTF grant application for the Pratt Road Property in Riley Township. Motion carried.

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

EQUALIZATION
CONTRACTS WITH
MICHIGAN EQUALIZATION
SERVICES

9. Ways and Means Committee Chairperson Stacey introduced Eric Harger, Equalization Director, to discuss the contracts for commercial/industrial appraisals and agricultural appraisals.

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, seconded by Commissioner DeLong, to **recommend** authorizing the Clinton County Contract with Equalization Appraisal Services in the amount of \$23,000 for the completion of the commercial/industrial studies in 2021. Motion carried.

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

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, seconded by Commissioner DeLong, to **recommend** authorizing the Clinton County Contract with Dr. Mark Holley, Complete Appraisal Service in the amount of \$18,590 for the completion of the agricultural studies in 2021. Motion carried.

BOARD ACTION: Commissioner Stacey moved, seconded by Commissioner DeLong to concur with the committee recommendation. Voting on the motion by roll call vote, those voting aye were Showers, DeLong, Pohl, Mitchell, Stacey and Washington. Commissioner Washburn abstained. Six ayes, zero nays, one abstention. Motion carried.

CLINTON COUNTY
ECONOMIC ALLIANCE
DBA CLINTON COUNTY
CATALYST AGREEMENT
FOR SERVICES

10. Ways and Means Committee Chairperson Stacey introduced discussion regarding the Clinton County Economic Alliance (dba Clinton County Catalyst) annual agreement for services.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Mitchell, to **recommend** authorizing a one year agreement for services with the Clinton County Economic Alliance (dba Clinton County Catalyst) for the amount of \$5,000. Motion carried.

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

COMMUNITY
DEVELOPMENT ZONING
ORDINANCE COMP/PLAN
DISCUSSION

11. Ways and Means Committee Chairperson Stacey introduced Doug Riley, Community Development Director, to discuss the zoning ordinance/comp plan.
- The primary goal of the zoning ordinance update is to modernize the ordinance to make it clearer, user friendly and compatible with today's technology; this modernization is not something the planning office has the ability to complete in-house, therefore a "Request for Proposals" was sent out to qualified firms for this project in December;
 - Following review, both the Planning Commission and Director Riley recommend selecting the proposal from Giffels Webster to complete this project at a total cost of \$42,440;
 - Additionally, the County Comprehensive Plan needs to be updated and the majority of this work is now being proposed to be completed internally (instead of contracted out);
 - Director Riley has reached out to two part-time interns at MSU, one graduate and one undergraduate who seem well suited to assist the County with this project; if approved, these internships would be paid part-time positions at a maximum of 15 hours a week for 20 weeks for a total cost to the County of approximately \$12,210.

COMMITTEE ACTION: Commissioner Washington moved, seconded by Commissioner Pohl, to authorize Administration and the Community Development Director to expend up to a maximum (combined) \$60,000 from the 2021 capital improvement budget for the hiring of Giffels Webster to complete the Zoning Ordinance Update and to hire two (2) MSU planning interns to assist with the five (5) year update to the Comprehensive Plan. Motion carried.

PLANNING UPDATE

12. Ways and Means Committee Chairperson Stacey introduced Doug Riley, Community Development Director, to provide a planning update. No action required.

EMERGENCY
DECLARATION EXTENSION

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

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, seconded by Commissioner DeLong, to **recommend** authorizing the extension of the Declaration for a Local "State of Emergency" through February 28, 2021 or until such time as the Board acts to cease or extend the state of emergency. Motion carried. (See page 3 of minutes for Board Action)

FEBRUARY MEETING
CALENDAR

14. Ways and Means Committee Chairperson Stacey introduced discussion regarding the February 2021 Open Meetings and Events Calendar.

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, seconded by Commissioner Mitchell, to **recommend** the approval of the February 2021 Open Meetings and Events Calendar. Motion carried.

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

ACCOUNTS PAYABLE
INVOICE PAID

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

COMMITTEE ACTION: Commissioner Washington moved, seconded by Commissioner Showers, to approve the invoices paid from December 5, 2020 through January 8, 2021 in the amount of \$1,389,246.12. Motion carried.

COMMISSIONER'S
COMMENTS

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

ADMINISTRATOR'S
COMMENTS

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

- Administration has stepped up efforts in terms of the PIO (public information officer) function at the county by posting the health department's information on the county website to help residents stay updated on vaccine efforts;
- Administration continues to keep up with changes to the COVID-19 Preparedness and Response Plan;
- The Continuity of Operations team continues to meet with departments to learn from their remote work efforts and solidify plans for transitioning out of the pandemic;
- The members were provided an update on the impact COVID-19 has recently had on staffing levels at the County.

No action required.

ADJOURNMENT OF
COMMITTEE MEETING

18. Ways and Means Committee Chairperson Stacey adjourned the meeting at 10:57 a.m.

**HUMAN RESOURCES
COMMITTEE MEETING**

Commissioner Pohl, Chairperson of the Human Resources Committee reported on a meeting held January 21, 2021.

ATTENDANCE AT
COMMITTEE MEETING

Members Attending by Electronic Means:

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

Staff Present

Craig Longnecker	Todd Campbell
Penny Goerge	Diane Zuker
Deb Sutherland	Randy Avery

CALL TO ORDER/APPROVAL
OF AGENDA

1. Human Resources Committee Chairperson Pohl called the meeting to order at 10:58 a.m.

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

PUBLIC COMMENTS

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

COMMITTEE/COMMISSION
APPOINTMENTS

3. Human Resources Committee Chairperson Pohl introduced discussion regarding appointments to various Committees and Commissions. No action required.

PROSECUTORS OFFICE
INTERNSHIP AND
OVERTIME REQUEST FOR
OFFICE MANAGER

4. Human Resources Committee Chairperson Pohl introduced discussion regarding a request from Prosecutor Spagnuolo to authorize an internship/externship program and approve overtime for the office manager.
 - Prosecutor Spagnuolo wishes to establish a long-term internship/externship program in the Prosecutor's Office; it was noted that this would be very beneficial to the office and no wages or benefits would be paid by the County;
 - In addition, Prosecutor Spagnuolo is seeking approval of overtime for the office manager for up to ten hours per week for a total of three months; the cost of the overtime will be approximately \$5,000 for the time period requested;
 - Administration concurs with both of these requests.

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Mitchell, to **recommend** authorization of the internship/externship program in the Prosecutor's Office. Motion carried.

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

COMMITTEE RECOMMENDATION: Commissioner Washington moved, seconded by Commissioner DeLong, to **recommend** approval of the office manager's overtime for up to ten hours per week for a total of three months. Motion carried.

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

EMERGENCY SERVICES
PLANNER ADDITIONAL
HOURS FOR VACCINATION
PLANNING

5. Human Resources Committee Chairperson Pohl introduced discussion regarding a personnel request from Emergency Services.
 - Emergency Services is seeking approval to authorize the Emergency Services Planner to work up to 16 additional hours per week through April 2021 for the purpose of vaccination planning and health department coordination;
 - The total cost through April 2021 will be approximately \$9,100.

COMMITTEE RECOMMENDATION: Commissioner DeLong seconded by Commissioner Washington, to **recommend** authorizing the Emergency Services Planner to work up to 16 additional hours per week through April 2021 for the purpose of vaccination planning and health department coordination at a cost not to exceed \$9,100. Motion carried.

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

CENTRAL DISPATCH
PERSONNEL REQUEST
FOR LEAD
TELECOMMUNICATOR

6. Human Resources Committee Chairperson Pohl introduced discussion regarding a personnel request.
- Director Collom is in the final phase of offering the Lead Telecommunicator position to a candidate who was previously employed as a Telecommunicator with Clinton County from 2005 to 2018;
 - Due to the fact that this person resigned in good standing and has a vast amount of knowledge in the day-to-day operations, policies and procedures, and county government, this individual would make an excellent addition to Clinton County's Central Dispatch team;
 - Ms. Collom is seeking approval to start her at the two-year step and to provide the vacation accrual rate after 90 days to equal 5.39 hours per pay in recognition of her previous 13 years' experience with the County;
 - In addition, it is requested that 48 hours of vacation time and pro-rated personal time be made available on her start date;
 - If the Board approves, a tentative offer of employment will be presented and they will move forward with the pre-hire physical, drug screen, criminal history background and reference checks.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Washington, to **recommend** authorizing a tentative offer of employment to Cynthia Vermillion as Lead Telecommunicator starting at the two-year step of \$53,684 annually; the vacation accrual rate after 90 days will equal 5.39 hours per pay in recognition of her previous 13 years of experience with the County; and 48 hours of vacation time and pro-rated personal time will be made available on her start date. Motion carried.

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

MERS RETIREMENT
APPROVAL OF REPORTING
PROCESS

7. Human Resources Committee Chairperson Pohl introduced discussion regarding MERS Retirement.
- MERS (Municipal Employees' Retirement System) is asking all employers to review their current information for each division in their MERS Defined Benefit and MERS Defined Contribution reporting units and submit an Adoption Agreement Addendum;
 - The review is necessary to ensure the details of our plan are accurately documented and on file with MERS; Clinton County is not changing any retirement benefits; the County is only confirming to MERS what the County currently has in place;
 - This information will be used to supplement previous information on file with the effective date of the plan, and will support accurate benefit calculations on a moving forward basis;
 - All details are effective as of January 1, 2021 and do not impact existing benefits on file; the information collected is legally binding and governing body approval is required.

COMMITTEE RECOMMENDATION: Commissioner Showers moved, supported by Commissioner Stacey, to **recommend** authorizing the County Administrator to sign each of the Adoption Agreement Addendums for the MERS Defined Benefit and MERS Defined Contribution Plans as presented. Motion carried.

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

ADMINISTRATOR'S
COMMENTS

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

COMMISSIONERS'
COMMENTS

9. Human Resources Committee Chairperson Pohl requested Commissioners' comments.
- Chairperson Washburn provided updates on behalf of the Mid-Michigan District Health Department and the Lansing Economic Area Partnership (LEAP); discussion also took place regarding the Relaunch Greater Lansing effort;
 - Commissioner Mitchell provided an update on behalf of the Tri-County Office on Aging;
 - Commissioner Showers discussed future residential growth in Clinton County;
 - Commissioner Washington commended the Tri-County Office on Aging for being nominated and chosen as winner of the Pivot Award at the 2020 Greater Lansing Entrepreneurial Award Ceremony; this award was given to the organization that has pivoted best during the coronavirus crisis;
 - Commissioner Pohl provided updates on behalf of the Mid-Michigan District Health Department and Clinton County Road Commission.

ADJOURNMENT OF
COMMITTEE MEETING

10. Human Resources Committee Chairperson Pohl adjourned the meeting at 11:37 a.m.

**END OF COMMITTEE
REPORTS**

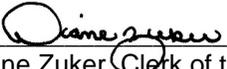
COMMISSIONERS'
COMMENTS

Chairperson Washburn called for Commissioners' comments.

- Commissioner Stacey express concerns on how we will prioritize people in Group 1A vs. Group 1B vaccine categories when there has been difficulty getting all those in 1A vaccinated first;
- Commissioner Mitchell informed the members that Tri-County Office on Aging's COVID-19 protocols proved to be effective recently, with no impact on those they serve;
- Commissioner Washburn provided an update on the Airport Authority, noting that they currently have 30% of their usual number of passengers traveling through the Lansing Capital City International airport; He also noted that the airport expects to receive about \$1.2 million in cares act funds.

ADJOURNMENT

BOARD ACTION: With no further business to come before the Board, Commissioner Washington moved, seconded by Commissioner Pohl to adjourn the meeting at 10:18 a.m.



Diane Zuker, Clerk of the Board

NOTE: These minutes are subject to approval on February 23, 2021.