

# CLINTON COUNTY BOARD OF COMMISSIONERS

## Chairperson

Robert Showers

## Vice-Chairperson

Kam J. Washburn

## Members

David W. Pohl

Bruce DeLong

Kenneth B. Mitchell

Dwight Washington

Adam C. Stacey

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



**Administrator**  
Ryan L. Wood  
**Clerk of the Board**  
Diane Zuker

DATE 04/30/2019

The Clinton County Board of Commissioners met on Tuesday, April 30, 2019 at 9:00 a.m. in the Clinton County Board of Commissioners Room, Courthouse, St. Johns, Michigan 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 and a quorum reported. Present were Commissioners Kam Washburn, David Pohl, Bruce DeLong, Kenneth B. Mitchell, Robert Showers, Dwight Washington and Adam Stacey.

COUNTY PERSONNEL

Ryan Wood, Doug Riley, Phil Hanses and Craig Longnecker.

VISITORS

Joe Pulver, Doug Steffen, Jill Rey and Steve Currie.

AGENDA

The agenda was presented for review and approval.

**BOARD ACTION:** Commissioner Mitchell moved, supported by Commissioner DeLong to approve the agenda as printed. Motion carried.

APPROVAL OF MINUTES

The following minutes were presented for review and approval:

- March 28, 2019 Board meeting
- March 28, 2019 Board meeting closed session

**BOARD ACTION:** Commissioner Pohl moved, supported by Commissioner Washburn to approve the minutes as printed. Motion carried.

COMMUNICATIONS

The following communications were received:

1. Annual Certification to State 911 regarding Clinton County's Surcharge Collection
2. Jackson County Resolution regarding Michigan Indigent Defense Commission
3. Baraga County Resolution supporting HB 4227 the creation of a Committee on Michigan's Mining Future
4. Ontonagon County Resolution supporting HB 4227 the creation of a Committee on Michigan's Mining Future
5. Bay County Resolution opposing the slashing of federal funding for the Great Lake Restoration Initiative
6. Antrim County Resolution supporting revisions to the Medicare Prescription Drug Bill of 2003

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Pohl to acknowledge receipt of the communications. Brief discussion followed. We will continue to monitor HB 4227 and how it might impact Clinton County. Motion carried.

ADMINISTRATOR'S REPORT

Ryan Wood, County Administrator had nothing new to report.

PUBLIC COMMENTS

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

MICHIGAN ASSOCIATION OF COUNTIES LEGISLATIVE UPDATE

Steve Currie, Executive Director of the Michigan Association of Counties provided a Legislative update. Mr. Currie highlighted the following:

- 2017-2018 Legislative Session
- State priorities for 2019
- Road Funding
- Fiscal Year 2020 Budget
- Reforming Michigan’s System of Financing Local Government
- Ensuring State Funding for Changes to Juvenile Justice
- Reforming Tax Capture Districts
- Establishing Stable & Comprehensive Funding for Trial Courts
- Enhancing Programs to Divert Offenders from County Jails
- Breaking Lansing Habit of Funding its Tax Cuts with Local Dollars
- Reforming the Michigan Tax Tribunal
- Investing in and Properly Managing Michigan’s Infrastructure

ROAD COMMISSION 2018 ANNUAL REPORT

Gail Watkins introduced Doug Steffen, former resident of Clinton County who will be replacing Joe Pulver as the new managing director of the Road Commission. Joe Pulver will be retiring from the Road Commission next month.

Joe Pulver, Managing Director presented a verbal Clinton County Road Commission 2018 Annual Report. He highlighted employees; OPEB is 101% funded; pension is 65% funded; their relationships with the local units; liabilities; contract with road union; trees inside and outside of right of ways. Mr. Pulver is confident Doug Steffen will serve the County well.

PRESENTATION OF CERTIFICATE OF APPRECIATION TO JOE PULVER

Chairperson Showers presented a Certificate of Appreciation to Joe Pulver, Managing Director of the Road Commission thanking him for his 11 years of service to Clinton County and wishing him the best in his retirement.

A Retirement Open House is scheduled for May 16<sup>th</sup>.

DRAIN OFFICE 2018 ANNUAL REPORT

Phil Hanses, Drain Commissioner presented the Drain Office 2018 Annual Report summarizing the various drain projects, remonumentation program, equipment upgrades and other office activities.

**BOARD ACTION:** Commissioner DeLong moved, supported by Commissioner Pohl to accept the report and place on file. Motion carried.

ZONING

Doug Riley, Community Development Director presented the following zoning matter:

PC-06-19 SLU/SP SPECIAL LAND USE/FINAL SITE PLAN HOME BASED BUSINESS DANIEL & MARGARET JORAE GREENBUSH TOWNSHIP

PC-06-19 SLU/SP Application for a Special Land Use Permit/Final Site Plan a Home Based Business by Daniel and Margaret Jorae, Apparatus Central Repair, LLC for a mobile repair of emergency vehicles business on property located at 1097 E. French Road, Section 22, Greenbush Township.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Washburn to concur with the recommendation of the Planning Commission to approve the Special Land Use application submitted by Daniel and Margaret Jorae. Voting on the motion by roll call vote, those voting aye were Mitchell, DeLong, Washington, Washburn, Pohl, Stacey and Showers. Seven ayes, zero nays. Motion carried.

RESOLUTION 2019-3  
FOR ADOPTION OF FINAL  
COUNTY EQUALIZATION

Chairperson Showers presented the report on Final County Equalization 2019. The total Real Property Value is \$3,671,804,890 and the total Personal Property Value is \$148,481,250 for a total County Equalized Value for 2019 of \$3,820,286,140. The total Tentative Taxable Value for 2019 is \$2,887,660,469.

**BOARD ACTION:** Commissioner Washburn moved, supported by Commissioner Mitchell to approve the Resolution for adoption of 2019 Final County Equalization. Motion carried. (INSERT RESOLUTION AND REPORT)

RESOLUTION 2019-4  
FOR REPRESENTATION AT  
STATE EQUALIZATION 2019

Chairperson Showers introduced a Resolution for Representation at State Equalization to appoint Eric Harger, MAAO (3), of Clinton County Equalization and Adam Stacey, Ways and Means Committee Chairperson of the Clinton County Board of Commissioners to represent Clinton County at State Equalization 2019.

**BOARD ACTION:** Commissioner Pohl moved, supported by Commissioner DeLong to adopt the Resolution for Representation at State Equalization 2019. Motion carried. (INSERT RESOLUTION)

APPROVAL OF  
COMMISSIONERS'  
EXPENSE ACCOUNTS

Commissioners' expense accounts were presented for review and approval.

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

**COMMITTEE REPORTS**

The following are reports of Committee meetings:

**PUBLIC SAFETY  
COMMITTEE**

Commissioner Mitchell, Chairperson of the Public Safety Committee reported on a meeting held April 25, 2019.

ATTENDANCE AT  
COMMITTEE MEETING

**Members Present**

Ken Mitchell, Public Safety Chairperson  
Kam Washburn  
Dwight Washington – arrived at 1:52 p.m.  
David Pohl  
Bruce DeLong  
Adam Stacey  
Robert Showers, Ex-Officio Member – arrived at 1:28 p.m.

**Staff Present**

Ryan Wood  
Craig Longnecker  
Dan Gibson  
Jennifer Richards  
Penny Goerge

**Others Present**

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

CALL TO ORDER/APPROVAL  
OF AGENDA

1. Chairperson Mitchell called the meeting to order at 1:03 p.m.

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

PUBLIC COMMENTS

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

CHILD CARE FUND  
OVERVIEW

3. Chairperson Mitchell introduced Craig Longnecker, Deputy Administrator, to discuss the Child Care Fund Budget.

- A budget summary showing the status of the child care fund was provided;
- Deputy Administrator Longnecker noted that the Child Care Fund has been stable and currently within the budget.

No action taken.

DEPARTMENT OF HEALTH  
AND HUMAN SERVICES  
CHILD CARE FUND UPDATE

4. Chairperson Mitchell introduced Jamie Lovelace and Sheri Mandeville from DHHS to discuss the Child Care Fund.
  - Mr. Lovelace provided an update on the status of the child care fund; we are currently under budget;
  - Brief discussion took place regarding the challenge of staffing and finding qualified applicants for DHHS positions; discussion also took place regarding the dire need for foster parents;
  - Mr. Lovelace provided information to the members regarding the 2019 Kids Count in Michigan Data Book; Clinton County fared very well in the study as they are ranked #2 for overall child well-being and ranked #1 for students graduating on time.

No action taken.

JUVENILE COURT CHILD  
CARE FUND UPDATE

5. Chairperson Mitchell introduced Jennifer Richards, Juvenile Special Services Officer and Dan Gibson, Juvenile Facilities Manager, to provide an update on behalf of the Child Care Fund.
  - Juvenile Facilities Manager Gibson provided information to the Members regarding juvenile programming and treatment for 2018 and the first quarter of 2019;
  - Brief discussion took place regarding 'Raise the Age' Legislation (House Bill 6396) and how this legislation will impact Clinton County in the future;
  - Juvenile Special Services Officer Richards provided a brief overview of the various community service programs that she facilitates in her department including the part-time compliance officer position, Y.E.S. (Youth Empowered to Succeed) program, Teen Court, CRESA Work-based Learning Project, Truancy Intervention Program (TIP), MIP-Marijuana program, and the MI Mental Health Court Grant Program.

No action taken.

COMMISSIONERS'  
COMMENTS

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

ADJOURNMENT OF  
COMMITTEE MEETING

7. Chairperson Mitchell adjourned the meeting at 1:58 p.m.

**WAYS AND MEANS  
COMMITTEE**

Commissioner Stacey, Chairperson of the Ways and Means Committee reported on a meeting held April 23, 2019.

ATTENDANCE AT  
COMMITTEE MEETING

**Members Present**

Adam Stacey, W&M Committee Chairperson  
Dwight Washington  
Bruce DeLong  
Kam Washburn  
Ken Mitchell  
David Pohl  
Robert Showers, Ex-Officio Member

**Staff Present**

Ryan Wood  
Craig Longnecker  
Penny Goerge  
Chris Collom  
Tina Ward

CALL TO ORDER/APPROVAL  
OF AGENDA

1. Ways and Means Committee Chairperson Stacey called the meeting to order at 2:01 p.m.

**COMMITTEE ACTION:** Commissioner Mitchell moved, supported by Commissioner DeLong, to approve the agenda. Motion carried.

PUBLIC COMMENTS

2. Ways and Means Committee Chairperson Stacey requested limited public comments.
  - Commissioner Washburn publically commended Administrator Wood and Deputy Administrator Longnecker for putting together an informative memo for inclusion in the agenda packet; this very concise memo was put together in a very short time period and they did an excellent job answering most of his questions.

PUBLIC SAFETY FUNDING DISCUSSION

3. Ways and Means Committee Chairperson Stacey introduced Administrator Wood and Deputy Administrator Longnecker to discuss public safety funding.
  - The issue of funding public safety priorities was previously reviewed at the March Committee of the Whole meeting; the immediate concern revolved around the decision to transition to the Michigan Public Safety Communications (MPSC) radio system; this project will span multiple years and has an initial cost estimate of nearly \$11 million;
  - The members were notified that the capital improvement plan projects a subsidy of \$8 million from the public improvement fund with the remaining \$2.75 million coming from the central dispatch fund; this amount of subsidy for the 911 operation is unprecedented; when combined with the public safety facility renovation projects, reserves in the public improvement fund are estimated to be reduced from over \$11 million to about \$1 million at the end of the five year projection;
  - The members reviewed legacy cost funding in light of newly announced actuarial assumptions; Deputy Administrator Longnecker advised that allowing the funding level of the defined benefit pension plan to drop below 90% will not free up funding for capital projects in the long run and would actually be counterproductive; it would result in more volatility and less financial flexibility by replacing current voluntary payment with future required annual contributions;
  - Discussion took place regarding an adequate level of general fund unassigned fund balance; the unassigned general fund balance could be reduced from 45% of total general fund expenditures and transfers to 35%; this would free up \$2 million for one time use if the Board desired to reduce these percentage numbers;
  - The members were provided with a more detailed look at central dispatch operational and capital expenditures; the current revenue source for central dispatch fails to cover operational and normal capital expenditures much beyond the end of the current funding mechanism which ends at the end of 2021; additional funding is necessary starting in 2022 to sustain the fund through 2028;
  - Deputy Administrator Longnecker provided an estimate of future funding needs for central dispatch and discussion followed regarding subsidizing the central dispatch fund with public improvement dollars; it was noted that reductions in the cost of the P25 Project and a reevaluation of capital projects could result in an adequate fund balance for the public improvement fund;
  - Brief discussion took place regarding the necessity to come up with a better funding strategy for public safety services as the existing funding mechanism (surcharge) alone will not cover it; discussion followed regarding the possibility of putting a millage rate on the ballot next year;
  - Administrator Wood suggested that this committee meet again in November to discuss their options as they will have better numbers to work with relative to the P25 capital improvement project.

No action taken.

COMMISSIONERS' COMMENTS

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

ADMINISTRATOR'S  
COMMENTS

5. Ways and Means Committee Chairperson Stacey requested comments from Ryan Wood, County Administrator. There were none.

ADJOURNMENT OF  
COMMITTEE MEETING

6. Ways and Means Committee Chairperson Stacey adjourned the meeting at 3:33 p.m.

**WAYS AND MEANS  
COMMITTEE**

Commissioner Stacey, Chairperson of the Ways and Means Committee reported on a meeting held April 25, 2019.

ATTENDANCE AT  
COMMITTEE MEETING

**Members Present**

Adam Stacey, W&M Committee Chairperson  
Dwight Washington  
Bruce DeLong  
Kam Washburn  
Ken Mitchell  
David Pohl  
Robert Showers, Ex-Officio Member

**Staff Present**

Ryan Wood  
Craig Longnecker  
Penny Goerge  
Eric Harger  
Doug Riley  
Scott Cunningham  
Phil Hanses

**Others Present**

Seth Gibson, Clinton Conservation District  
Jim Graham

CALL TO ORDER/APPROVAL  
OF AGENDA

1. Ways and Means Committee Chairperson Stacey called the meeting to order at 2:06 p.m.

**COMMITTEE ACTION:** Commissioner DeLong moved, supported by Commissioner Mitchell, to approve the agenda as amended. Motion carried.

Additions to Agenda:

- Central Dispatch - Capital Improvement Request – 6E
- Policy for Use of RAVE Alert System for Employee Notification – 8A

PUBLIC COMMENTS

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

CLINTON CONSERVATION  
DISTRICT HABITAT  
ENHANCEMENT PROJECT

3. Ways and Means Chairperson Stacey introduced Mr. Seth Gibson, Water Resources Coordinator from the Clinton Conservation District to discuss their habitat enhancement project.

- The County has an annual appropriation in the amount of Twelve Thousand Dollars (\$12,000) per year to support the Clinton Conservation District; the budget also includes \$8,000 for identified special projects;
- The Clinton Conservation District is formally requesting that these funds be put towards their habitat enhancement project which will create better recreational opportunities across Clinton County;
- It was noted that the last time this special project money was used it went towards a restoration project at Muskrat Lake.

**COMMITTEE RECOMMENDATION:** Commissioner DeLong moved, supported by Commissioner Mitchell, to **recommend** authorizing \$8,000 from the general fund to support the Clinton Conservation District with their habitat enhancement project. Motion carried.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner DeLong to concur with the Committee recommendation. Motion carried.

EQUALIZATION

RESOLUTION FOR ADOPTION OF COUNTY EQUALIZATION 2019

4. Equalization:

- A. Resolution for Adoption of County Equalization 2019: Ways and Means Committee Chairperson Stacey introduced Scott Cunningham and Eric Harger from Equalization to discuss the Resolution for Adoption of County Equalization for 2019.
  - Mr. Cunningham and Mr. Harger provided a brief presentation and answered questions from the Members regarding the equalization studies.

**COMMITTEE RECOMMENDATION:** Commissioner Pohl moved, supported by Commissioner Washburn, to **recommend** approving the Resolution for Adoption of County Equalization 2019. Motion carried. (For Board Action, see page 3)

RESOLUTION FOR REPRESENTATION AT STATE EQUALIZATION 2019

- B. Resolution for Representation at State Equalization 2019: Ways and Means Committee Chairperson Stacey introduced discussion regarding representation at State Equalization for 2019.

**COMMITTEE RECOMMENDATION:** Commissioner Washburn moved, supported by Commissioner Pohl, to **recommend** adopting the resolution authorizing Eric Harger, MAAO, Clinton County Equalization and Adam Stacey, Clinton County Commissioner to represent Clinton County at Preliminary and Final State Equalization. Motion carried. (For Board Action, see page 3)

RESOLUTION 2019-5 PLEDGING FULL FAITH AND CREDIT OF COUNTY TO BACK THE SALE OF THE LOESCH DRAIN NOTES

- 5. Ways and Means Committee Chairperson Stacey introduced Phil Hanes, Drain Commissioner, to discuss the Loesch Drain Project.
  - Drain Commissioner Hanes notified the Commissioners that the Loesch Drain was petitioned for improvements in 2017; construction plans were developed, easements acquired, and bids were opened; the computation of cost for the project is set at \$250,000 and the assessment is planned to be spread over three years;
  - Drain Notes will be sold to finance the project and a pledge of full faith and credit of the county will be beneficial to the district by receiving lower interest rates from bidders;
  - Drain Commissioner Hanes is working with Dickinson Wright PLLC who has reviewed the drain proceedings to date and found them in compliance with the Drain Code;
  - A bid opening for the note sale is planned for May 3rd.

**COMMITTEE RECOMMENDATION:** Commissioner Pohl moved, supported by Commissioner Mitchell, to **recommend** authorizing approval of a resolution pledging the full faith and credit of the county to back the sale of the Loesch Drain Notes. Motion carried.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Mitchell to concur with the Committee recommendation. Motion carried. (INSERT RESOLUTION)

CAPITAL IMPROVEMENT PROJECT REQUESTS

PARKS AND GREEN SPACE FLAG POLE DONATION AND UTV PROJECT FUNDS

6. Capital Improvement Project Requests:

- A. Parks and Green Space – Authorization of Flag Pole Donation and UTV Project Funds: Ways and Means Committee Chairperson Stacey introduced discussion regarding capital improvement projects (CIPs) from the Parks and Green Space Department.
  - The Clinton County Parks and Green Space Commission (PGSC) is seeking authorization to utilize funds for two park improvements prior to the 2019 operating season;
  - Local cub/boy scout groups donated \$1,200 from fundraising efforts

for a flag pole at Motz County Park; the PGSC seeks to utilize these funds along with \$1,000 from the Building Improvements CIP to provide a high quality flag pole within the park;

- The PGSC also seeks authorization of the \$20,000 County Parks – Equipment Replacement CIP to purchase a utility vehicle.

**COMMITTEE ACTION:** Commissioner Mitchell moved, supported by Commissioner Washington, to approve funding for the Clinton County Parks and Green Space flag pole and UTV projects, as outlined and approved in the capital improvements section of the 2019 budget. Motion carried. Commissioner DeLong recused himself from voting on this matter.

MAINTENANCE  
REPLACEMENT OF JAIL  
KITCHEN DISHWASHER

B. Maintenance – Replace Jail Kitchen Dishwasher: Ways and Means Committee Chairperson Stacey introduced discussion regarding a request to replace the jail kitchen dishwasher.

- The jail dishwasher is fifteen years old and is at the end of its useful life; this equipment is critical to the jail kitchen operation.

**COMMITTEE ACTION:** Commissioner Washburn moved, supported by Commissioner DeLong to approve up to \$24,000 to replace the jail kitchen dishwasher, as outlined and approved in the capital improvements section of the 2019 budget. Motion carried.

MAINTENANCE  
REPLACEMENT OF  
MAINTENANCE  
DEPARTMENT TRACTOR

C. Maintenance – Replace Maintenance Department Tractor: Ways and Means Committee Chairperson Stacey introduced discussion regarding a request to replace the Maintenance Department tractor.

- The existing Maintenance Department tractor is twenty years old;
- This equipment is used almost daily throughout the winter to clear snow as well as for a wide variety of grounds keeping functions throughout the year; any downtime of the equipment would have a significant negative impact on our ability to effectively maintain the grounds at most county facilities.

**COMMITTEE ACTION:** Commissioner Mitchell moved, supported by Commissioner DeLong to approve up to \$43,000 to replace the maintenance department tractor, as outlined and approved in the capital improvements section of the 2019 budget. Motion carried.

MAINTENANCE REPLACE  
JAIL KITCHEN TILT SKILLET

D. Maintenance – Replace Jail Kitchen Tilt Skillet: Ways and Means Committee Chairperson Stacey introduced discussion regarding a request to replace the jail kitchen tilt skillet.

- The jail kitchen (fryer) tilt skillet is 15 years old and is at the end of its useful life; this equipment is critical to the jail kitchen operation.

**COMMITTEE ACTION:** Commissioner Mitchell moved, supported by Commissioner Washburn to approve up to \$20,000 to replace the jail kitchen tilt skillet, as outlined and approved in the capital improvements section of the 2019 budget. Motion carried.

CENTRAL DISPATCH  
CAPITAL IMPROVEMENT  
REQUEST FOR SERVER  
REPLACEMENT

E. Central Dispatch - Capital Improvement Request: Ways and Means Committee Chairperson Stacey introduced discussion regarding a capital improvement request from Central Dispatch.

- The Clinton County Board of Commissioners approved \$10,000 for the replacement of carpet and furnishings in the 2019 budget; Director Collom is requesting a re-appropriation of the funds to purchase a new server for the recording system;
- The current server will be at end of life in early 2020 and will no longer be available for updates to meet the cyber-security and equipment software updates; Director Collom is requesting to replace the server now.



**COMMITTEE RECOMMENDATION:** Commissioner DeLong moved, supported by Commissioner Washburn to **recommend** approving the re-appropriation of \$10,000 in ordinary capital improvements to fund the server replacement for the logging recorder, costs not to exceed \$10,000. Motion carried.

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

ST. JOHNS MINT FESTIVAL  
FAIRGROUNDS USE  
REQUEST

7. Ways and Means Committee Chairperson Stacey introduced discussion regarding a request from the St. Johns Mint Festival Steering Committee to use the County Fairgrounds.
- The St. Johns Mint Festival Steering Committee is requesting to use the County Fairgrounds beginning Tuesday, August 6 through Tuesday, August 13, 2019;
  - The County has a standard agreement for their utilization; in this agreement the Mint Festival is responsible for paying all utility costs at the Fairgrounds resulting from their utilization;
  - It was noted that in the past we have kept track of meter reads, etc. which has been an administrative hassle; thus the contract has been modified to charge a flat rate of \$1,600 as this is a reasonable estimate based on past usage;
  - Maintenance Director Wooten will work with the Steering Committee throughout the Festival; he has reviewed the request and is comfortable with continuing this relationship.

**COMMITTEE RECOMMENDATION:** Commissioner Mitchell moved, supported by Commissioner DeLong, to **recommend** authorizing Administration to execute an agreement with the St. Johns Mint Festival Steering Committee to use the County Fairgrounds beginning Tuesday, August 6 through Tuesday, August 13, 2019. Motion carried.

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

VETERAN AFFAIRS  
CONTRACT

8. Ways and Means Committee Chairperson Stacey introduced discussion regarding the Ingham County Veterans Affairs Contract for 2019.
- The annual amount is established via a formula that calculates percentages of services provided;
  - Our Veterans Affairs Director advised us that she discovered software discrepancies in their VetraSpec system when she compared those numbers to her in-house excel spread-sheet; as opposed to filling out inaccurate numbers, she left the previous year in place with an understanding that we will balance it out once the activities report is accurate in their system;
  - Thus, the dollar amount remains the same as last year in the amount of \$26,229.00; the 2020 contract will reflect the difference.

**COMMITTEE RECOMMENDATION:** Commissioner Mitchell moved, supported by Commissioner DeLong, to **recommend** authorizing the appropriate signatures on the 2019 Veterans Affairs Contract with Ingham County. Motion carried.

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

POLICY FOR USE OF RAVE  
ALERT SYSTEM FOR  
EMPLOYEE NOTIFICATION

- 8A. Ways and Means Committee Chairperson Stacey introduced discussion regarding a policy for use of the RAVE Alert System for employee notification.
- The Board of Commissioners is being asked to adopt the proposed Employee Notification (non-alert) Response Procedure that outlines the authority, roles and procedure for use of the RAVE Alert system as policy;
  - This response procedure is part of a larger draft Courthouse Building Emergency Operations Plan that is not yet complete; adoption of this portion of the larger plan will outline authorities and guidelines that will govern how county officials will use the RAVE Alert system to communicate urgent information to county employees via their personal cell and/or home phone numbers and email addresses;
  - The goal is to provide the information necessary for employees to take appropriate action during a situation where normal means of communications (county email, etc.) may not reach people in time for them to take appropriate action.

**COMMITTEE RECOMMENDATION:** Commissioner Washburn moved, supported by Commissioner Pohl, to **recommend** the adoption of the Employee Notification (Non-Alert) Response Procedure that outlines the authority, roles and procedure for use of the RAVE Alert system as policy. Motion carried.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Washburn to concur with the Committee recommendation. Motion carried.

1<sup>ST</sup> QUARTER BUDGET  
SUMMARY/ADJUSTMENTS

9. Ways and Means Committee Chairperson Stacey introduced discussion regarding the 1<sup>st</sup> quarter budget summary/adjustments.
- Overall, the 2019 general fund budget remains on target;
  - Brief discussion took place regarding the proposed budget adjustments;
  - Deputy Administrator Longnecker distributed a spreadsheet regarding inflation rate calculations.

**COMMITTEE RECOMMENDATION:** Commissioner DeLong moved, supported by Commissioner Washburn, to **recommend** the approval of the 1<sup>st</sup> quarter budget adjustments as presented. Motion carried.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Washington to concur with the Committee recommendation. Motion carried.  
(INSERT BUDGET ADJUSTMENTS)

PLANNING UPDATE

10. Ways and Means Committee Chairperson Stacey introduced Doug Riley, Community Development Director, to provide a planning update.
- PC-06-19 SLU/SP Application for a Special Land Use Permit/Final Site Plan; Planning Commission recommends approval;
  - Director Riley provided updates to the members regarding the PACE (Property Assessed Clean Energy) program, Eagle mobile home park and the comprehensive update to the Zoning Ordinance;
  - Director Riley provided a quarterly report for code enforcement cases dated March 31, 2019.

No action taken.

MAY MEETING CALENDAR

11. Ways and Means Committee Chairperson Stacey introduced discussion regarding the May 2019 Open Meetings and Events Calendar.

**COMMITTEE RECOMMENDATION:** Commissioner DeLong moved, supported by Commissioner Pohl, to **recommend** the approval of the May 2019 Open Meetings and Events Calendar. Motion carried.

**BOARD ACTION:** Commissioner Stacey moved, supported by Commissioner Washburn to concur with the Committee recommendation. Brief discussion followed. Motion carried.

ACCOUNTS PAYABLE  
INVOICES PAID

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

**COMMITTEE ACTION:** Commissioner DeLong moved, supported by Commissioner Washburn, to approve the invoices paid from March 9 through April 5, 2019 in the amount of \$3,424,295.60. Motion carried.

COMMISSIONERS'  
COMMENTS

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

ADMINISTRATOR'S  
COMMENTS

14. Ways and Means Committee Chairperson Stacey requested comments from Ryan Wood, County Administrator.

- Administrator Wood provided an Administrator's Report to the Members.

No action taken.

ADJOURNMENT OF  
COMMITTEE MEETING

15. Ways and Means Committee Chairperson Stacey adjourned the meeting at 3:03 p.m.

**HUMAN RESOURCES  
COMMITTEE MEETING**

Commissioner DeLong, Chairperson of the Human Resources Committee reported on a meeting held April 25, 2019.

ATTENDANCE AT  
COMMITTEE MEETING

**Members Present**

Bruce DeLong, HR Committee Chairperson  
Adam Stacey  
Kam Washburn  
Dwight Washington  
Ken Mitchell  
David Pohl  
Robert Showers, Ex-Officio Member

**Staff Present**

Craig Longnecker  
Penny Goerge  
Ryan Wood  
Doug Riley

**Others Present**

Bob Kudwa, Planning Commission Member

CALL TO ORDER/APPROVAL  
OF AGENDA

1. Human Resources Committee Chairperson DeLong called the meeting to order at 3:08 p.m.

**COMMITTEE ACTION:** Commissioner Pohl moved, supported by Commissioner Washington, to approve the agenda as amended.

- Addition to Agenda – Planning Commission Attendance Policy Discussion – 2A

PUBLIC COMMENTS

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

PLANNING COMMISSION  
ATTENDANCE POLICY  
DISCUSSION

2A. Human Resources Committee Chairperson introduced Mr. Robert Kudwa from the Clinton County Planning Commission to discuss the attendance policy.

- Mr. Kudwa has been on the Planning Commission since 2008 and also serves as the Planning and Zoning Commission representative on the Parks and Green Space Commission;
- Mr. Kudwa briefly discussed his attendance record and although he was not able to meet the attendance requirements in accordance with section 6 of the Clinton County Planning Commission Bylaws, he asked that the Board consider allowing him to serve on these boards for the remainder of his term which expires May 1, 2020;
- The members thanked Mr. Kudwa for his many years of community

service to Clinton County.  
No action taken.

RESOLUTION 2019-6  
DECLARING CLINTON  
COUNTY'S COMPLIANCE  
WITH SECTION 3 OF PA 152  
OF 2011

3. Human Resources Committee Chairperson DeLong introduced discussion regarding compliance with section 3 of Public Act 152 of 2011.

**COMMITTEE RECOMMENDATION:** Commissioner Stacey moved, supported by Commissioner Mitchell, to **recommend** authorizing the Resolution declaring Clinton County's compliance with section 3 of Public Act 152 of 2011. Motion carried.

**BOARD ACTION:** Commissioner DeLong moved, supported by Commissioner Washington to concur with the Committee recommendation to adopt the Resolution declaring Clinton County's compliance with section 3 of Public Act 152 of 2011. Motion carried. (INSERT RESOLUTION)

COMMITTEE/COMMISSION  
APPOINTMENTS

4. Human Resources Committee Chairperson DeLong introduced discussion regarding appointments to various Committees and Commissions.

APPOINTMENT TO  
PLANNING COMMISSION

**COMMITTEE RECOMMENDATION:** Commissioner Pohl moved, supported by Commissioner Washburn, to **recommend** reappointing Shannon Schlegel to the Planning Commission for a three (3) year term expiring May 1, 2022. Motion carried.

**BOARD ACTION:** Commissioner DeLong moved, supported by Commissioner Washburn to concur with the Committee recommendation to reappoint Shannon Schlegel to the Planning Commission. Chairperson Showers called for further nominations. None were offered. Motion carried.

APPOINTMENT TO  
PLANNING COMMISSION

**COMMITTEE RECOMMENDATION:** Commissioner Pohl moved, supported by Commissioner Washburn, to **recommend** reappointing Kevin Kirk to the Planning Commission for a three (3) year term expiring May 1, 2022. Motion carried.

**BOARD ACTION:** Commissioner DeLong moved, supported by Commissioner Washburn to concur with the Committee recommendation to reappoint Kevin Kirk to the Planning Commission. Chairperson Showers called for further nominations. None were offered. Motion carried.

APPOINTMENT TO  
PLANNING COMMISSION

**COMMITTEE RECOMMENDATION:** Commissioner Pohl moved, supported by Commissioner Washburn, to **recommend** reappointing Patti Schafer to the Planning Commission for a three (3) year term expiring May 1, 2022. Motion carried.

**BOARD ACTION:** Commissioner DeLong moved, supported by Commissioner Pohl to concur with the Committee recommendation to reappoint Patti Schafer to the Planning Commission. Chairperson Showers called for further nominations. None were offered. Motion carried.

COMMISSIONERS'  
COMMENTS

5. Human Resources Committee Chairperson DeLong requested Commissioners' comments.
- Commissioner Showers provided an update on behalf of CAPCOG and briefly discussed the residential attraction project;
  - Commissioner Washburn:
    - Briefly discussed the Coleman Road Project;
    - Provided an update on behalf of the Clinton County Road Commission and notified the members that Joe Pulver's Open House will take place on May 16<sup>th</sup> from 2:00 to 4:00 p.m.;
  - Commissioner Pohl provided an update on behalf of Community Mental Health Board and the Parks and Green Space Commission;
  - Commissioner Washington provided updates on behalf of the Tri-County

Office on Aging, Mid-Michigan District Health Department and Parks and Green Space Commission;

- Commissioner Mitchell provided updates on behalf of the Criminal Justice Policy Board.

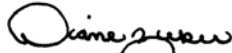
ADJOURNMENT OF  
COMMITTEE MEETING

6. Human Resources Committee Chairperson DeLong adjourned the meeting at 4:01 p.m.

**END OF COMMITTEE  
REPORTS**

ADJOURNMENT

With no further business to come before the Board, Chairperson Showers declared the meeting adjourned at 10:04 a.m.



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Diane Zuker, Clerk of the Board

NOTE: These minutes are subject to approval on May 28, 2019.