

# 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 06/27/2023** The Clinton County Board of Commissioners met on Tuesday, June 27, 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, Phil Hanses, Jessica Bolt and Eric Harger

**VISITORS** Gayla Phillips, Janine Dyer, Lisa Boling, Fred Boling, Carmen Thayer, Kevin Thayer, Jillian Thayer Pernack, Rob Mack, Melany Mack, Abbey Wade, Roxy Wade, Dennis Strahle, Laurie Briggs-Dudley, Kelly Schafer, Kathy Peters, R. Balzer, Maggie Sayles, David Smith and Jamie Shank

**AGENDA** The agenda was amended to remove the following item:

- Guidehouse – Broadband Update

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

**APPROVAL OF MINUTES** The May 30, 2023 minutes were presented for review and approval.

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

**COMMUNICATIONS** The following communications were received:

1. Final County Equalization Report for 2023 Tax Year
2. Ottawa County Resolution Declaring Ottawa County a Constitutional County
3. Ottawa County Resolution Honoring the Fallen, Thanking Veterans and the Men and Women Currently Serving in the Armed Forces

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

ADMINISTRATOR/  
CONTROLLER'S REPORT

John Fuentes, County Administrator/Controller provided an update on the ROBIN Grant application for broadband funding in the county. Unfortunately, Clinton County's application was not recommended for funding approval. Administrator/Controller Fuentes reported that the state announced that there will be another potential \$1.6 billion for future state allocation. The Clinton County Broadband Task Force met yesterday and the consensus is to continue working with Guidehouse to secure another potential grant.

Discussion followed among the members including the following:

- Commissioner DeLong spoke of participation by townships in future grant application processes.
- Commissioner Mitchell inquired of the total appropriations being less than requested and how this might affect the disbursement of future funding.
- Commissioner Washington suggested that Guidehouse look into a geographical analysis and ways that may strengthen our application based on the amount of money that Montcalm County was awarded.
  - Administrator/Controller Fuentes responded noting that Clinton County has requested that Frontier and the MIHI Office, conduct a complete evaluation of the application submitted to note deficiencies.
  - Administrator/Controller Fuentes also commented on the Montcalm County award and the initial indication is that it may be challenged by another provider. The geographical advantage was not seen from the provider's view.
- Chairperson Showers expressed his disappointment and noted that the key was "underserved" and we didn't rate as high due to the south end of the county being fully served. He added that we are not giving up and will try again in the next round.

PUBLIC COMMENTS

Chairperson Showers called for public comments.

- Lisa Boling, 8256 Cutler Road, Bath Township, spoke of barking dogs in her neighborhood, across the township line in Victor Township. She explained her efforts to stop the noise nuisance and asked for help.
- Fred Boling, 8256 Cutler Road, Bath Township, also spoke of the barking dogs across the road. He added to his wife's comments about the barking dogs and expanded on efforts made to stop the noise. Mr. Boling presented illustrations of the neighborhood showing the extension of the noise and spoke of the signatures gathered of neighbors in agreement of the public nuisance. He asked the commissioners for the Bath Township and Victor Township commissioner districts to assist in stopping the noise.
- Dennis Strahle, 12833 W. Clark Road, Eagle Township, Eagle Township Trustee, provided an update on the progress of the Eagle Township Planning Commission.

ZONING

Chairperson Showers introduced Commissioner Vail-Shirey to present the following zoning matters, along with Jessica Bolt, Community Development Planning/Permit Technician:

PC-14-23 MA  
ZONE MAP AMENDMENT  
ABIGAIL WADE IN  
CONJUNCTION WITH  
ALEXANDER LAWSON TO  
REZONE FROM A-2 TO A-3  
EAGLE TOWNSHIP  
SECTION 34

PC-14-23 MA (OR 188-23) An application for a Zone Map Amendment (Rezoning) submitted by Abigail Wade in conjunction with the property owner Alexander Lawson requesting approval to rezone approximately 5 acres from A-2 (General Agriculture) to A-3 (Agriculture/Residential Transition) on vacant property on the north side of W. Eaton Highway, approximately one-half mile west of Erins Way, Section 34, Eagle Township

**BOARD ACTION:** Commissioner Vail-Shirey moved, seconded by Commissioner Mitchell to concur the recommendation of the Planning Commission, and approve the application for a Zone Map Amendment submitted by Abigail Wade in conjunction with Alexander Lawson. 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.

PC-15-23 SLU  
SPECIAL LAND USE PERMIT  
KURT WOLF  
OVID TOWNSHIP  
SECTION 9

PC-15-23 SLU An application for a Special Land Use Permit submitted by Kurt Wolf for a Home Day Care Facility (1-12 children) at 1700 N. Shepardsville Road in Section 9 of Ovid 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 Special Land Use Permit submitted by Kurt Wolf. Voting on the motion by roll call vote, those voting aye were Andrews, Pohl, Vail-Shirey, DeLong, Mitchell, Washington and Showers. Seven ayes, zero nays. Motion carried.

PC-16-23 MA  
ZONE MAP AMENDMENT  
KEVIN AND CARMEN  
THAYER TO REZONE FROM  
A-2 TO RR  
OLIVE TOWNSHIP  
SECTION 29

PC-16-23 MA (OR 189-23) An application for Zone Map Amendment (Rezoning) submitted by Kevin and Carmen Thayer requesting to rezone approximately 1.83 acres from A-2 (General Agriculture) to RR (Rural Residential) on vacant property located approximately 500 feet south of the corner of W. Lehman and Norris Roads along Norris Road, Section 29, Olive Township

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

PC-17-23 MA  
ZONE MAP AMENDMENT  
AARON AND JAMIE SHANK  
TO REZONE FROM A-2 TO  
RR  
BINGHAM TOWNSHIP  
SECTION 30

PC-17-23 MA (OR 190-23) An application for Zone Map Amendment (Rezoning) submitted by Aaron and Jamie Shank requesting to rezone approximately 1.31 acres from A -2 (General Agriculture) to RR (Rural Residential) located at 3090 Bentley Drive, approximately 500 feet west of the corner of Bentley Drive and S. DeWitt Road, Section 30, Bingham Township

**BOARD ACTION:** Commissioner Vail-Shirey moved, seconded by Commissioner DeLong to concur the recommendation of the Planning Commission, and approve the application for a Zone Map Amendment submitted by Aaron and Jamie Shank. 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-18-23 MA  
ZONE MAP AMENDMENT  
RAQUAEL DIETRICH  
TO REZONE FROM A-2 TO  
A-3  
BINGHAM TOWNSHIP  
SECTION 13

PC-18-23 MA (OR 191-23) An application for Zone Map Amendment (Rezoning) submitted by Raquael Dietrich requesting approval to rezone two 5-acre parcels from A-2 (General Agriculture) to A-3 (Agriculture/Residential Transition) on vacant properties located on the east side of N. Krepps Road, approximately 600 and 1200 feet north of Wildcat Road, Section 13, Bingham Township

**BOARD ACTION:** Commissioner Vail-Shirey moved, seconded by Commissioner DeLong to concur the recommendation of the Planning Commission, and approve the application for a Zone Map Amendment submitted by Raquael Dietrich to rezone from A-2 to A-3. Voting on the motion by roll call vote, those voting Mitchell, Pohl, Vail-Shirey, DeLong, Andrews, Washington and Showers. Seven ayes, zero nays. Motion carried.

PA116 FARMLAND APPLICATIONS

The following PA116 Farmland Application was submitted for approval:

- 2023-2, Glenn & Phyllis Slagell, Olive Township, Section 1
- 2023-3, Braun Trust, Ovid Township, Section 21

**BOARD ACTION:** Commissioner Vail-Shirey moved, seconded by Commissioner DeLong to approve the PA116 Farmland Application submitted by Glenn & Phyllis Slagell and direct the Clerk to forward the applications to the state. Motion carried.

**BOARD ACTION:** Commissioner Vail-Shirey moved, seconded by Commissioner Pohl to approve the PA116 Farmland Application submitted by Braun Trust and direct the Clerk to forward the applications to the state. Motion carried.

HEALTH DEPARTMENT UPDATE

Liz Braddock, Mid-Michigan District Health Department, provided the following written report:

**Rabies, Animal Bites, and Wild Animal Encounters**

MMDHD is reminding residents the dangers of animal bites, whether wild, stray, or domestic, as animals may be infected with rabies. Rabies is a deadly but preventable viral disease, and most cases are in wildlife, including bats, raccoons, skunks, and foxes. Rabies can spread to people and pets through an infected, or rabid, animal's bites or scratches. The law requires all animal bites be reported to local Animal Control and your local Health Department.

In Michigan, rabies most commonly occurs in bats, therefore, it is important to prevent bats from entering living quarters or occupied spaces in homes, churches, schools, or other similar settings. In situations where a bat has been in close contact with people, if possible, safely confine the bat and contact our Communicable Disease Nurse to determine if it should be tested for rabies.

**National HIV Testing Day**

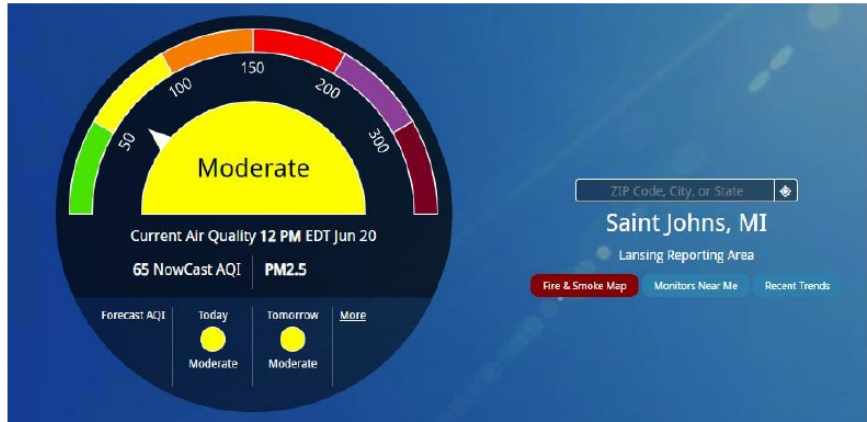
MMDHD will be offering free walk-in Rapid HIV Testing appointments in our Clinton County Office on June 27<sup>th</sup> from 8am-11am and 1pm-3:30pm, located at: 1307 E. Townsend Rd.

**Air Quality Monitoring, and Utilizing AirNow**

We have updated our website to include a link to AirNow, a website which measures air quality and its impact on human health, especially those who fall into the category of a "sensitive group." Sensitive groups include those who suffer from any lung disease such as asthma, children, teens, older adults, and people who are routinely active outdoors for six or more hours a day.

AirNow uses a system in which air quality is rated on a scale of Good, Moderate, Unhealthy for Sensitive Groups, Unhealthy, Very Unhealthy, and Hazardous.

AQI Basics for Ozone and Particle Pollution			
Daily AQI Color	Levels of Concern	Values of Index	Description of Air Quality
Green	Good	0 to 50	Air quality is satisfactory, and air pollution poses little or no risk.
Yellow	Moderate	51 to 100	Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.
Orange	Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is less likely to be affected.
Red	Unhealthy	151 to 200	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects.
Purple	Very Unhealthy	201 to 300	Health alert: The risk of health effects is increased for everyone.
Maroon	Hazardous	301 and higher	Health warning of emergency conditions: everyone is more likely to be affected.



Recommendations for these sensitive groups to reduce their exposure on days when air quality is poor:

- Choose less strenuous activities (like walking instead of running) so you don't breathe as hard.
- Shorten the amount of time you are active outdoors.
- Be active outdoors when air quality is better.

**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:

**WAYS AND MEANS COMMITTEE MEETING**

Commissioner DeLong, Chairperson of the Ways and Means Committee, reported on a meeting held June 22, 2023.

**ATTENDANCE AT COMMITTEE MEETING**

**Members Present:**  
 Bruce DeLong, W&M Committee Chairperson  
 David Pohl  
 Dwight Washington  
 John Andrews  
 Ken Mitchell  
 Robert Showers, Ex-Officio Member

**Members Excused:**  
 Val Vail-Shirey

**Staff Present:**

John Fuentes	Penny Goerge
Todd Campbell	Kristie Helms
Cindy Moser	Eric Harger
Phil Hanses	Craig Thelen
Tom Helms	Joel Haviland
Jessica Bolt	Sheriff Dush
Undersheriff Gute	Captain Wirth
Nicki Zarzyski	

**Others Present:**

Dennis Strahle, Eagle Township  
Nicole Fickes, Victor Township  
Doug Deeter, Rehmann Robson  
Adam Smiddy, Guidehouse  
Gayla Phillips, Historical Society  
Julie Peters, Historical Society  
Janine Dyer, Eagle Township

- |                                  |   |
|----------------------------------|---|
| CALL TO ORDER/APPROVAL OF AGENDA | 1. Ways and Means Committee Chairperson DeLong called the meeting to order at 9:00 a.m. Commissioner Pohl moved, seconded by Commissioner Mitchell, to approve the agenda. Motion carried.  |
| PUBLIC COMMENTS                  | 2. Ways and Means Committee Chairperson DeLong requested limited public comments. There were none.  |
| 2022 AUDIT PRESENTATION          | 3. Ways and Means Committee Chairperson DeLong introduced Administrator/Controller Fuentes to discuss the 2022 Audit. <ul style="list-style-type: none"><li>• Administrator/Controller Fuentes introduced Doug Deeter from Rehmann Robson and Cindy Moser, Finance Director to present the 2022 Audit;</li><li>• Mr. Deeter provided a brief overview and answered questions regarding the 2022 Audit which is available for viewing on the county website;</li><li>• Clinton County has received an “unmodified” audit opinion - financial statements are fairly presented, in all material respects, in conformity with Generally Accepted Accounting Principles; it was noted that this is the highest level that you can receive;</li><li>• Significant attention was brought to the following audit numbers:<ul style="list-style-type: none"><li>➢ Unassigned General Fund (GF) fund balance \$9.2 million or 36% of total GF expenditures and transfers;</li><li>➢ Net change in GF fund balance of \$518,357;</li><li>➢ Positive budget to actual GF revenue variance of \$247,852;</li><li>➢ General Fund expenditures under budget by \$693,932;</li><li>➢ Long term debt, primary government, direct county obligations - \$24 million;</li><li>➢ GF commitments \$2.7 million/assigned for pension/OPEB \$8.1 million;</li><li>➢ Restricted for major public improvement projects - \$11.2 million;</li><li>➢ Restricted for public improvement equipment replacements - \$12 million;</li></ul></li><li>• Discussion took place regarding investment returns for the MERS Pension Plan and retiree health benefits; the poor market has resulted in investment losses during 2022; however, the Plans still maintain significant funding levels; Administrator/Controller Fuentes added that the County will maintain the strategy of making additional contributions for pension and OPEB to maintain significant funding levels;</li><li>• The members were notified the County also received an unmodified opinion for its Single Audit relative to federal award compliance;</li></ul> |

- Discussion took place regarding GASB 96 - Subscription-Based Information Technology Arrangements; this pronouncement expands on the guidance for leases and applies it to computer software contracts (subscriptions) with similar characteristics; Administrator/Controller Fuentes notified the members that the County is well underway in terms of implementing GASB 96 and has evaluated a new software product to assist the County in managing this requirement;
- Our Finance Director, Cindy Moser and her staff (Kate Rademacher and Jenny Halfman) were recognized for their efforts in putting together all of the financial statements as they have assisted tremendously with the Auditors' work.

**COMMITTEE RECOMMENDATION:** Commissioner Mitchell moved, seconded by Commissioner Pohl, to **recommend** accepting the 2022 Financial Statements and the Report on Expenditures of Federal Awards and place on file. Motion carried.

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

AMERICAN RESCUE PLAN  
ACT OF 2021 (ARPA) –  
BROADBAND UPDATE

4. Ways and Means Committee Chairperson DeLong introduced discussion regarding the County's broadband efforts.
  - Mr. Smiddy notified the members the Michigan High-Speed Internet (MIHI) Office released their ROBIN (Realizing Opportunity with Broadband Infrastructure Networks) Initial Grant Award Recommendations and unfortunately Frontier/Clinton County is not one of the projects recommended to receive funding from ROBIN;
  - Out of 154 applications submitted by 40 unique applicants, 24 projects submitted by 11 applicants were selected for the initial grant recommendations and would connect nearly 106,000 homes, business, and institutions throughout the state to high-speed internet access; more than \$311 million of matching funds have also been committed by the 11 applicants to support the 24 projects which total \$578 million;
  - Discussion followed regarding the County's next steps and Mr. Smiddy presented the following questions to the members:
    - *Will the County pursue broadband projects with remaining ARPA funds?*
    - *If so, what areas should be prioritized with limited funding?*
    - *Will the County authorize another RFP to procure new proposals?*
    - *Would the County wait for additional grant opportunities, before deploying ARPA funds on broadband infrastructure projects?*
  - These questions will be a topic of discussion at the next Broadband Task Force meeting that is scheduled for Monday, June 26<sup>th</sup> at 3:00 p.m. in the Board of Commissioners Room;
  - Mr. Smiddy briefly discussed an ARPA request from the Clinton Area Ambulance Service Authority for a Community Integrated Paramedicine Program; further evaluation would be needed to determine eligibility under ARPA guidance, however, discussion followed and there is lack of support to pursue a project that will not cover the entire county.

No action taken.

EQUALIZATION – ADOPTION  
OF COUNTY TAXABLE  
VALUES -FORM L-4046

5. Ways and Means Chairperson DeLong introduced Eric Harger, Equalization Director, to discuss the statement of taxable valuation for the year of 2023.
  - The Members reviewed the report from Equalization containing the 2023 Clinton County Taxable Valuations; the total taxable value is \$3,355,707,179;
  - This report is to be filed with the State Tax Commission on or before the fourth Monday in June.

**COMMITTEE RECOMMENDATION:** Commissioner Pohl moved, seconded by Commissioner Andrews, to **recommend** approving Form L-4046 stating the County Taxable Values for 2023. Motion carried.

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

RESOLUTION 2023 – 13  
TIMBER RIDGE DRAIN  
NOTES

6. Ways and Means Committee Chairperson DeLong introduced Drain Commissioner Phil Hansas to discuss a resolution pledging the full faith and credit of the County to back the sale of the Timber Ridge Drain Notes.
  - The members were notified the Timber Ridge Drain was petitioned for improvements by landowners several years ago; engineering has been completed, easements acquired, and the project was put out for bids last month;
  - The Computation of Cost for the project is set at \$212,000 and the assessment is planned to be spread over six 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;
  - The Drain Commissioner is working with Dickinson Wright PLLC who has reviewed the drain proceedings to date and found them in compliance with the Drain Code; Bids are due for the note sale on July 13, 2023.

**COMMITTEE RECOMMENDATION:** Commissioner Pohl moved, seconded by Commissioner Washington, to **recommend** approving the Resolution pledging the full faith and credit of the County to back the sale of the Timber Ridge Drain Notes. Motion carried.

**BOARD ACTION:** Commissioner DeLong moved, seconded by Commissioner Washington to concur with the committee recommendation and approve the Resolution pledging the full faith and credit of the County to back the sale of the Timber Ridge Drain Notes. 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.  
(Insert resolution)

**FACILITY AND FLEET  
SERVICES – CAPITAL  
IMPROVEMENT REQUESTS**

7.

COURTHOUSE ACCESS  
CONTROL SYSTEM

- A. Ways and Means Committee Chairperson DeLong introduced Kristie Helms, Deputy Facility and Fleet Services Director, to discuss a capital improvement request for the Courthouse access control system expansion.
  - This project will add access control to additional Courthouse doors using input from the Courthouse Security Committee and county staff to prioritize needs; this project will increase physical security, as well as staff and visitor safety.



**COMMITTEE ACTION:** Commissioner Mitchell moved, seconded by Commissioner Washington, to approve up to \$45,000 to expand the access control system in the Courthouse, as outlined and approved in the capital improvements section of the 2023 budget. Motion carried.

COURTHOUSE MASONRY  
REPAIRS

- B. Ways and Means Committee Chairperson DeLong introduced Kristie Helms, Deputy Facility and Fleet Services Director, to discuss a capital improvement request for masonry repairs at the Courthouse.
- This project includes the completion of necessary masonry repairs on the Courthouse including repainting and caulking of brick and stone caps; this ongoing maintenance will preserve and increase the longevity of the exterior masonry and maintain an effective building envelope.

**COMMITTEE ACTION:** Commissioner Pohl moved, seconded by Commissioner Mitchell, to approve up to \$35,000 to conduct masonry repairs and maintenance at the Courthouse, as outlined and approved in the capital improvements section of the budget. Motion carried.

INFORMATION  
TECHNOLOGY

CONTRACT IMAGING –  
HISTORICAL SOCIETY

- 8.
- A. Ways and Means Committee Chairperson DeLong introduced Craig Thelen, Information Technology (IT) Director, to discuss a contract imaging project via the Clinton County Historical Society.
- In 2014 Clinton County was contacted by the Historical Society to microfilm and convert newspaper images (1800s -1965) to searchable pdfs at a cost of \$6,335; the County then stored the newspaper images on the Clinton County website at [www.clinton-county.org/archive](http://www.clinton-county.org/archive), but in order to store the newspaper images, the County had to purchase additional storage space at an annual cost of \$5,000;
  - Today the Historical Society is requesting more funding to microfilm and convert the newspaper images from 1978 to 1987 into searchable pdfs for a cost of \$9,400; if approved, it is anticipated the County will need to purchase additional storage space at an additional cost of \$5,000 annually;
  - Julie Peters and Gayla Phillips from the Clinton County Historical Society answered questions from the members and discussion followed whether to continue funding this ongoing annual expense;
  - Several members voiced their support for this ongoing project as it benefits all residents of Clinton County.

**COMMITTEE ACTION:** Commissioner Pohl moved, seconded by Commissioner Andrews, to authorize \$9,400 for the contract imaging project via the Historical Society and additional storage space at an additional cost of \$5,000 annually. Motion carried.

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

CYBERSECURITY TESTING

- B. Ways and Means Committee Chairperson DeLong introduced Craig Thelen, Information Technology (IT) Director, to discuss cybersecurity testing.
- The IT Department is seeking approval for its annual cybersecurity penetration testing; the internal and external tests take about a week to complete; the County receives a report on the findings and recommendations and any major findings will be handled the same day;

- The IT Department is also seeking approval to host a table tabletop exercise to test the County’s Incidence Response Plan; the event will be led by a cybersecurity contractor who will present a malware situation where all or parts of the County’s computer network will be unusable due to a cyber incident;
- At the completion of the tabletop exercise, there will be a discussion of any issues found, followed by a written report with recommendations; the Emergency Management Department and Administration will be invited to participate.

**COMMITTEE ACTION:** Commissioner Pohl moved, seconded by Commissioner Mitchell, to approve up to \$15,000 for an internal and external cybersecurity penetration test, and tabletop exercise to test the County’s Incident Response Plan, as outlined and approved in the capital improvements section of the 2023 budget. Motion carried.

RESOLUTION 2023 – 14  
TO AUTHORIZE THE  
ACCEPTANCE AND  
ADOPTION OF THE 2023  
TRI-COUNTY REGIONAL  
HAZARD MITIGATION PLAN  
UPDATE

9. Ways and Means Committee Chairperson DeLong introduced Tom Helms, Emergency Management Director, to discuss the adoption of the Tri County Hazard Mitigation Plan.
- The 2023 Tri County Hazard Mitigation Plan needs to be adopted by the Clinton County Board of Commissioners so the County can be eligible for certain types of federal hazard mitigation grant funding;
  - This plan is a 5-year plan required by FEMA.

**COMMITTEE RECOMMENDATION:** Commissioner Mitchell moved, seconded by Commissioner Washington, to recommend the adoption of Tri-County Hazard Mitigation Plan as presented. Motion carried.

**BOARD ACTION:** Commissioner DeLong moved, seconded by Commissioner Mitchell to concur with the committee recommendation and adopt the resolution authorizing the acceptance and adoption of the 2023 Tri-County Regional Hazard Mitigation Plan update. 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. (Insert resolution)

SHERIFF’S OFFICE – JAIL  
INMATE MEDICAL PROGRAM

10. Ways and Means Committee Chairperson DeLong introduced Deputy Administrator Campbell to discuss inmate health services at the Clinton County Jail.
- Deputy Administrator Campbell explained that when a Clinton County Jail inmate requires medical or dental services, the charge is paid directly from the County’s general fund as mandated under the constitutional requirements;
  - The County receives discounted costs from providers for these health care services; however, even with the provider discounts, the County spends significant general fund dollars on jail inmate health services;
  - As a result of the significant medical expenses, the Sheriff’s Office began exploring ways to reduce costs, and discovered a health care coverage plan for inmates offered by Blue Cross/Blue Shield (BC/BS) that provides “pay as you go” health insurance benefits with no monthly premium, cost share, or deductibles;
  - Under this new plan, health benefits would be used on an as-needed basis with invoices being sent to the County only after an inmate receives health services; the County’s cost would include the reduced medical costs plus a 13% administrative fee;
  - The County’s overall health services cost would be greatly reduced compared to the County’s existing provider discounts, even with the 13% administrative fee;

- Additionally, County jail inmates require dental and prescription; currently the infrequent dental procedures are invoices to the Health Services line item and prescription costs are billed to the Medical Contract line item; any dental procedures or high-cost prescriptions would be covered by the BC/BS inmate health insurance program;
- As of May 31, 2023, the Health Services budget line item is already at 77% spent, with seven months remaining of the 2023 fiscal year; staff is expecting significant savings if the BC/BS inmate health services program is implemented;
- The product being offered by BC/BS for inmate health coverage is a Preferred Provider Organization (PPO) called Simply Blue; there are no deductibles or copays, and the term of the proposed agreement is for one year beginning July 1, 2023 to June 30, 2024;
- The Sheriff's Office will establish administrative procedures to ensure that individuals are disenrolled from the program when they are released from the County's custody; also, during the intake procedure, Corrections Officers will ask the individuals if they have health care coverage for coordination of benefits (if the inmate has health coverage, their insurance will be billed as primary and the County's inmate coverage will be billed as secondary);
- Undersheriff Gute commended Nicki Zarzyski, Office Manager and Captain Tom Wirth, Jail Administrator for bringing this project to light for the County.

**COMMITTEE RECOMMENDATION:** Commissioner Mitchell moved, seconded by Commissioner Andrews, to **recommend** approval of the proposed agreement with Blue Cross / Blue Shield for jail inmate health services as presented, and authorize the Clinton County Jail Administrator to sign all necessary documents. Motion carried.

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

PUBLIC ACT 202 OF 2017 &  
PUBLIC ACT 530 OF 2016  
PENSION REPORTS

11. Ways and Means Committee Chairperson DeLong introduced Administrator/Controller Fuentes to discuss the pension and OPEB reports that have been submitted to the Michigan Department of Treasury.
- Public Act 202 and Public Act 530 requires management to submit the pension and OPEB reports to the Michigan Department of Treasury and to the governing body;
  - The reported numbers were derived from the most recent audit which was received by the Board this month; as noted by the auditor during the presentation, the reported audit numbers are based on rules established by the Governmental Accounting Standards Board (GASB);
  - In addition, funding levels and required contributions are determined separately through an annual actuarial process for the pension and once every two years for OPEB; the numbers from the actuarial process are examined closely by management as they have the most implications for county finances;
  - The Clinton County Plans are well funded; both pension and OPEB exceed the funding triggers and are well within the contribution fractions; therefore, no underfunded status is triggered.

**COMMITTEE RECOMMENDATION:** Commissioner Pohl moved, seconded by Commissioner Andrews, to **recommend** acknowledging receipt of the required Public Act 202 and Public Act 530 reports submitted to the Michigan Department of Treasury. Motion carried.

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

BUSINESS ACCOUNT  
APPLICATION POLICY  
UPDATE

12. Ways and Means Committee Chairperson DeLong introduced discussion regarding an update to the Business Account Application Policy.
- It is recommended the Business Account Application Policy language be updated to reflect procedural changes as outlined in the attachment, without modifying the intent of the policy;
  - Administrator/Controller Fuentes advised this policy update is another result of the County's continuous review and updating of policies, and there will be more updated policies that will be presented for approval in the upcoming months, such as the Purchasing Policy.

**COMMITTEE RECOMMENDATION:** Commissioner Mitchell moved, seconded by Commissioner Washington, to **recommend** approving the updated Business Account Application Policy as presented. Motion carried.

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

RESOLUTION 2023 – 15  
TRI-COUNTY OFFICE ON  
AGING FY 2024 ANNUAL  
IMPLEMENTATION PLAN

13. Ways and Means Committee Chairperson DeLong introduced discussion regarding the Tri-County Office on Aging's (TCOA) Fiscal Year 2024 Annual Implementation Plan.
- The members were provided with a summary of the Tri-County Office on Aging's Fiscal Year 2024 Annual Implementation Plan that is pending TCOA Administrative Board approval on June 26, 2023;
  - Due to the time constraints created by meeting schedules and due dates from the State Office on Aging, the Ways and Means Committee is being asked to recommend approval of this plan for final adoption at the June 27th Board of Commissioners meeting via resolution (attached) to meet the July 20, 2023 deadline.
  - Administrator/Controller Fuentes advised the Members that the Annual Implementation Plan fits within the Fiscal Year 2023-2025 Multi-Year Plan that was adopted by the Board of Commissioners in 2022.

**COMMITTEE RECOMMENDATION:** Commissioner Washington moved, seconded by Commissioner Pohl, to **recommend** adopting the resolution approving the Tri-County Office on Aging's Fiscal Year 2024 Annual Implementation Plan as presented. Motion carried.

**BOARD ACTION:** Commissioner DeLong moved, seconded by Commissioner Mitchell to concur with the committee recommendation and adopt the resolution approving the Tri-County Office on Aging's Fiscal Year 2024 Annual Implementation Plan. Voting on the motion by roll call vote, those voting aye were Mitchell, Pohl, Washington, Vail-Shirey, DeLong, Andrews and Showers. Seven ayes, zero nays. Motion carried. (Insert resolution)

PLANNING UPDATE

14. Ways and Means Committee Chairperson DeLong introduced Joel Haviland, Building Official, Zoning and Soil Erosion Administrator and Jessica Bolt, Planning/Permit Technician from the Community Development Department to provide a planning update.
- PC-14-23 MA (OR 188-23) – Application for a Zone Map Amendment (Rezoning); Planning Commission recommends approval;

- PC-15-23 SLU – Application for a Special Land Use Permit; Planning Commission recommends approval;
- PC-16-23 MA (OR 189-23) – Application for a Zone Map Amendment (Rezoning); Planning Commission recommends approval;
- PC-17-23 MA (OR 190-23) – Application for Zone Map Amendment (Rezoning); Planning Commission recommends approval;
- PC-18-23 MA (OR 191-23) – Application for a Zone Map Amendment (Rezoning); Planning Commission recommends approval;
- Deputy Administrator Campbell provided an update regarding the professional and technical planning advisory services being provided by McKenna; Mr. Jeff Keesler, Associate Planner is staffing the Planning Commission meetings and Mr. Raphael Kasen, AICP Senior Planner is staffing the Zoning Board of Appeals Meetings;
- Administrator/Controller Fuentes provided an update regarding the search for a new Community Development Director; the County's Consultant, Mr. Walsh is working hard to identify additional candidates for interviews;
- Administrator/Controller Fuentes provided an update regarding the Renewable Energy Citizens Advisory Committee that has been put in place to review utility scale regulations; the first meeting is scheduled for Thursday, June 29<sup>th</sup> at 6:00 p.m. and so far, everything is on track to meet the Board of Commissioners' expectation of having something in place by December of 2023.

No action required.

JULY 2023 COMMITTEE MEETING CALENDAR

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

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

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

ACCOUNTS PAYABLE INVOICES PAID TOTALS

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

**COMMITTEE ACTION:** Commissioner Mitchell moved, seconded by Commissioner Washington, to approve the invoices paid from May 6 through June 2, 2023, in the amount of \$1,736,339.45. Motion carried.

COMMISSIONERS' COMMENTS

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

ADMINISTRATOR'S REPORT

18. Ways and Means Committee Chairperson DeLong requested the administrator's report from Administrator/Controller Fuentes.
- Administrator/Controller Fuentes reported that he and Deputy Administrator Campbell met with Piper and Gold Public Relations, the firm who assisted with the development of Clinton County's promotional brochure created in 2019, and it was determined the brochure is still relevant and does not require updating; Administration will order more brochures and work on having them circulated to assist with the County's residential attraction efforts;

- Discussion took place regarding the possibility of going paperless relative to reviewing board materials during meetings; discussion also took place regarding the current audio functionality of the Boardroom; Administrator/Controller Fuentes will work with IT Director Thelen to develop a project for future consideration;
- The members were notified that the County continues to have security meetings to discuss the logistics of screening all visitors through the main entrance.

ADJOURNMENT OF  
COMMITTEE MEETING

19. Ways and Means Committee Chairperson DeLong adjourned the meeting at 11:27 a.m.

**HUMAN RESOURCES  
COMMITTEE MEETING**

Commissioner DeLong, Acting Chairperson of the Human Resources Committee, reported on a meeting held June 22, 2023.

ATTENDANCE AT  
COMMITTEE MEETING

**Members Present:**  
Bruce DeLong, Acting HR Chairperson  
Dwight Washington  
David Pohl  
John Andrews  
Ken Mitchell  
Robert Showers, Ex-Officio Member

**Members Excused:**  
Val Vail-Shirey

**Staff Present:**  
John Fuentes  
Todd Campbell  
Penny Goerge  
Cindy Moser

**Others Present:**  
Dennis Strahle, Eagle Township  
Janine Dyer, Eagle Township  
Nicole Fickes, Victor Township

CALL TO ORDER/ APPROVE  
OF AGENDA

1. Acting Human Resources Committee Chairperson DeLong called the meeting to order at 11:27 a.m. Commissioner Pohl moved, seconded by Commissioner Washington, to approve the agenda. Motion carried.

PUBLIC COMMENTS

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

PROSECUTING ATTORNEY –  
PERSONNEL REQUEST

3. Acting Human Resources Committee Chairperson DeLong introduced discussion regarding a personnel request from the Prosecuting Attorney's Office.

- Due to an upcoming retirement of a Legal Secretary in the Prosecutor's Office, Prosecuting Attorney Spagnuolo is requesting consideration to hire a Legal Secretary at the two-year rate, based on the candidate's twenty years of experience and education;
- The Administration Office supports this request based on the candidate's experience.

**COMMITTEE RECOMMENDATION:** Commissioner Mitchell moved, seconded by Commissioner Andrews, to **recommend** approving the hiring of a Legal Secretary in the Prosecuting Attorney's Office at the two-year rate based on the candidate's background education and experience. Motion carried.

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

DEPUTY ADMINISTRATOR  
CONTRACT RENEWAL

4. Acting Human Resources Committee Chairperson DeLong introduced discussion regarding the Deputy Administrator's contract renewal.
  - The employment agreement for Deputy Administrator Campbell is due to expire in August 2023 and it is suggested that his employment agreement be extended for a three (3) year period with an annual increase of \$6,000 per year;
  - Administrator/Controller Fuentes commended Deputy Administrator Campbell for his work.

**COMMITTEE RECOMMENDATION:** Commissioner Pohl moved, seconded by Commissioner Andrews, to **recommend** approval of a three (3) year extension to the Deputy Administrator Employment Agreement, as presented. Motion carried.

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

ADMINISTRATOR'S REPORT

5. Acting Human Resources Committee Chairperson DeLong requested the administrator's report from Administrator/Controller Fuentes. There was no report given.

COMMISSIONERS'  
COMMENTS

6. Acting Human Resources Committee Chairperson DeLong requested Commissioners' Comments.
  - Commissioner Showers provided an update on behalf of the Lansing Regional Chamber of Commerce relative to transportation projects;
  - Commissioner Pohl provided an update regarding a bridge project that is needed in the Village of Maple Rapids due to increased wear and usage after being used as a detour route during another project in Clinton County;
  - Commissioner Mitchell spoke regarding the goal of classifying 911 Dispatchers as First Responders in the class of Protective Services; he expressed his frustration with state leadership for not putting a stronger focus on this initiative;
  - Commissioner Washington provided updates on behalf of Community Mental Health and the Building Stronger Communities Council; he is looking forward to seeing more engagement between the human services agencies in the community and emphasized how important their services are to the County;
  - Commissioner Andrews provided an update regarding a possible interchange at State Road and 127 and briefly discussed a Green Burial Seminar taking place at the DeWitt Library.

ADJOURNMENT OF  
COMMITTEE MEETING

7. Acting Human Resources Committee Chairperson DeLong adjourned the meeting at 11:45 a.m.

**END OF COMMITTEE  
REPORTS**

COMMISSIONERS'  
COMMENTS

Chairperson Showers called for Commissioners' comments. There were none.

ADJOURNMENT

**BOARD ACTION:** With no further business to come before the Board, Chairperson Showers adjourned the meeting at 9:56 a.m.

*Debra A. Sutherland*

Debra A. Sutherland, Clerk of the Board

NOTE: These minutes are subject to approval on July 25, 2023.