

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

DATE 10/26/2021

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

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

Roll was called and quorum of the members were in attendance as follows: Kam Washburn, David Pohl, Bruce DeLong, Kenneth B. Mitchell, Robert Showers and Dwight Washington. Commissioner Adam Stacey was excused.

COUNTY PERSONNEL

Craig Longnecker, Todd Campbell, Larry Jerue and Doug Riley

VISITORS

Liz Braddock, David Paxton and Kellie Nethaway

AGENDA

The agenda was presented for review and approval.

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

APPROVAL OF MINUTES

The following minutes were presented for approval:

- September 21, 2021 Board meeting
- October 12, 2021 Annual Board meeting
- October 21, 2021 Human Resources Committee Closed Session

BOARD ACTION: Commissioner Showers moved, seconded by Commissioner Washington to correct the September 21, 2021 Board meeting minutes on page 14 to reflect that the accounts payable invoices paid totals is \$930,025.51, rather than \$930,025.56; to correct the October 12, 2021 Annual Board meeting minutes on page 5 to reflect the name of Eunice, not Ellen, and approve the October 21, 2021 Human Resources Committee closed session minutes as printed. Motion carried.

COMMUNICATIONS

The following communications were received:

1. Tuscola County Resolution to exempt certain counties from recent updates to the Open Meeting Act
2. Ogemaw County Resolution to support amendments to the Open Meetings Act
3. Muskegon County Resolution to promote general welfare
4. Delta County Resolution opposing Senator Shirkey's Integration proposal and supporting Pathways Mental Health program
5. Roscommon County Resolution opposing changes to current Mental Health systems
6. Sanilac County Resolution in support of Medical Autonomy
7. Gratiot County Resolution supporting enactment of HB 5026 regarding Emergency Service Funding

8. Ingham County Resolution supporting current Emergency Orders determined by the Ingham County Health Officer
9. Kalkaska County Resolution opposing mandatory vaccinations
10. Muskegon County Resolution supporting West Michigan Agriculture Technologies and Regional Food Systems Initiative
11. Sanilac County Resolution supporting American Recue Plan

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

ADMINISTRATOR'S REPORT

Craig Longnecker, County Administrator provided the following update:

- Provided an update on the Opioid litigation; County recently received notice from the Attorney General's Office regarding national opioid settlement involving the 3 largest pharmaceutical distributors; this settlement requires distributors to pay a total of \$26 billion over the course of several years; we don't know how this will impact Clinton County; expect to receive further guidance from legal counsel in the near future; anticipate we will need to take further action on this matter in January, 2022;
- Provided members with a copy of the preliminary Master Plan drawing for development of the former Wilson Center property; he met with Dymaxion Development the preliminary plans for this site in which they are proposing to add 67 apartments, as well as some senior living while maintaining existing gymnasium and auditorium; Dymaxion is interested in working with the county on the possible use of the adjacent parcels owned by the county and entering into a joint use agreement for parking; the project is expected to begin in the next year with a 5-year development plan; Administrator Longnecker will keep the members apprised of his discussions with the developer;
- Advised the members that Guidehouse's assistance has been invaluable with regard to the Clinton County American Rescue Plan Act (ARPA) Grant Agreement for the Small Business program.

PUBLIC COMMENTS

Chairperson Washburn called for public comments.

- Kelly Nethaway, Ovid Elsie area resident:
 - Expressed concerns regarding Health Department's quarantine guidelines as she feels they are difficult for the schools to follow.
 - Feels the Health Department's guidance is discriminatory towards the unvaccinated.
 - Spoke regarding the vaccinated community being infected with COVID.
 - She would like additional information from the Health Department as to the statistics.
 - Stated she is anti-mask because of the impact on individual's health.
 - She would like the Board to pursue concerns she has raised with the Health Department.

WASTE MANAGEMENT
ADOPTION OF RECYCLING
SERVICE PLAN
PUBLIC COMMENT

Chairperson Washburn introduced discussion regarding the Clinton County Recycling Service Plan for 2022 pursuant to PA 69 of 2005. The service period of this plan commences on January 1, 2022 and ends December 31, 2022. This annual plan is between the County and local municipalities to help oversee the recycling drop off sites within the County. The plan is part of the annual budget approval process.

Chairperson Washburn called for public comments on the Plan. There were none.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Mitchell to adopt the Clinton County Recycling Service Plan for 2022 as presented at the Ways and Means Committee. Voting on the motion by roll call vote, those voting aye were Washington, Showers, DeLong, Mitchell, Pohl and Washburn. Six ayes, zero nays, one absent. Motion carried. Roll call

RESOLUTION 2021-11
ADOPTING 2022 COUNTY
BUDGET, GENERAL
APPROPRIATIONS ACT AND
MILLAGE

Chairperson Washburn introduced discussion regarding the Resolution to adopt the 2022 County Budget, General Appropriations Act and Millage. The public hearing on the budget, as required by statute, was held on October 12, 2021.

BOARD ACTION: Commissioner Showers moved, seconded by Commissioner Pohl to approve the Resolution to adopt the 2022 Clinton County Budget, General Appropriations Act and Millage. Voting on the motion by roll call vote, those voting aye were Commissioners Mitchell, Pohl, Showers, DeLong, Washington and Washburn. Six ayes, zero nays, one absent. Motion carried. (INSERT RESOLUTION)

RESOLUTION 2021-12
APPROVING
APPORTIONMENT, DRAIN
AND SPECIAL ASSESSMENT
REPORTS

Chairperson Washburn introduced discussion regarding the 2021 Apportionment, Drain and Special Assessment Reports. The Apportionment Report was prepared by the Equalization Department and is due to the State by November 1st. Clerk Zuker advised the members that at the October 12th meeting of the Board she reported that this must be completed by December 1st, however subsequent to that meeting the Equalization Director learned that this must be completed by November 1st and if there are any millages voted upon in November which affect the report, an amended report will need to be adopted in November and submitted to the State no later than December 1st. Clerk Zuker advised that since there are no ballot questions on the November 2021 which will affect the apportionment report, there will be no need to amend the report this year in November. Clerk Zuker further advised that the Drain Report was compiled by the Drain Office and the Special Assessment Report was compiled by the County Clerk and is ready for approval as well.

BOARD ACTION: Commissioner Showers moved, seconded by Commissioner Pohl to adopt the Resolution approving the Apportionment, Drain and Special Assessment reports and authorize the local units to spread the millages and assessments contained in the reports. Voting on the motion by roll call vote, those voting aye were Pohl, DeLong, Showers, Washington, Mitchell and Washburn. Six ayes, zero nays, one absent. Motion carried. (INSERT RESOLUTION & REPORTS)

MID-MICHIGAN DISTRICT
HEALTH DEPARTMENT
UPDATE

Liz Braddock, Mid-Michigan District Health Department Officer provided the following update:

- Recent press releases were as follows:
 - October 13, 2021 – Guidelines for keeping sick kids home
 - October 18, 2021 – This year it's more important than ever to get your flu shot
 - October 21, 2021 – Testing and Vaccine in St. Johns
- Flu Vaccines are available at the Health Department, physician offices as well as local drug stores; takes 14 days to gain full immunity after receiving flu shot; looking at other locations for distribution of vaccines, if needed.
- FDA Advisory meetings continue regarding the COVID-19 vaccine
- Other Health Department matters:
 - PFAS Investigation at Lansing Capital Regional Airport continue; planning to hold a town hall to provide information to the community and share results of the PFAS investigation and advise of the next steps.

SHERIFF'S OFFICE UPDATE

Sheriff Larry Jerue provided an update to the members regarding a staffing situation in the Sheriff's Office. The office has been running with less than half staff for several weeks now. Currently the office is in a crisis with administrative staff who are dealing with various health related matters. Under normal circumstances the office functions with 4 full-time and 2 part-time employees, however most days they are functioning with 2 employees or less. Staff is dedicated and doing everything they can to maintain operations, including working extra hours keep the office afloat. Due to the time sensitive and labor-intensive responsibilities of the office, Sheriff is requesting the Board allow the hiring of a part-time employee to help provide some relief to the Administrative Office, with the anticipation that through attrition, the new part-time hire could move to a full-time position.

Administrator Longnecker stated he supports the Sheriff's request, recognizing that the difficulty with the recent job market, as well the difficulty that goes with training employees.

BOARD ACTION: Commissioner Showers moved, seconded by Commissioner Pohl to post and fill a part-time position in the Sheriff's Office not to exceed 28 hours a week. Brief discussion followed. Voting on the motion by roll call vote, those voting aye were Washington, Showers, Pohl, Mitchell, DeLong and Washburn. Six ayes, zero nays, one absent. Motion carried.

ZONING

Commissioner Bruce DeLong and Doug Riley, Development Director presented the following zoning matters:

PC-33-21 MA (OR 169-21)
CHANGE OF ZONE
MAP AMENDMENT
JON AND DEBORAH
SIMPSON
RURAL RESIDENTIAL TO
AGRICULTURE
RESIDENTIAL TRANSITION
DISTRICT
OLIVE TOWNSHIP
SECTION 19

PC-33-21 MA (OR 169-21) Petition for Change of Zone/Map Amendment submitted by Jon and Deborah Simpson to rezone two (2) properties totaling 7.18 acres from RR (Rural Residential) to A-3 (Agriculture/Residential Transition District) located at 8895 S. Airport Road (Parcel ID# 110-019-300-029-00) and vacant property on W. Lehman Road (Parcel ID# 110-019-300-033-00) in Section 19 of Olive Township.

BOARD ACTION: Commissioner DeLong moved, seconded by Commissioner Pohl to concur with the recommendation of the Planning Commission to approve the Petition for Change of Zone/Map Amendment submitted by Jon and Deborah Simpson.

Chairperson Washburn called for comments and/or questions. There were none.

Voting on the motion by roll call vote, those voting aye were Mitchell, Pohl, Showers, DeLong, Washington and Washburn. Six ayes, zero nays, one absent. Motion carried.

PC-37-21 MA (OR 170-21)
CHANGE OF ZONE
MAP AMENDMENT
PAXTON PRODUCTS INC.
GENERAL AGRICULTURE
TO LIGHT INDUSTRIAL
EAGLE TOWNSHIP
SECTION 16

PC-37-21 MA (OR 170-21) Petition for a Change of Zone/Map Amendment submitted by Paxton Products Inc. to rezone approximately 16.63 acres from A-2 (General Agriculture) to I-1 (Light Industrial) on vacant property located on the east side of S. Grange Road approximately one-tenth (1/10th) mile north of I-96/W. Clark Road in Section 16 of Eagle Township (Parcel ID# 070-016-400-019-00).

BOARD ACTION: Commissioner DeLong moved, seconded by Commissioner Pohl to concur with the recommendation of the Planning Commission to approve the Petition for Change of Zone/Map Amendment submitted by Paxton Products Inc.

Chairperson Washburn called for comments and/or questions.

- Dave Paxton, owner of Paxton Products, Inc. provided members with an overview of his small family business. He spoke briefly noting that he is the second-generation owner and is looking forward to bringing his countertop business closer to his home. Paxton Products, Inc. serves residential homes and is a supplier to many commercial businesses as well.

Voting on the motion by roll call vote, those voting aye were Washington, Showers, Pohl, DeLong, Mitchell and Washburn. Brief discussion followed. Six ayes, zero nays, one absent. Motion carried.

PC-39-21 SLU
SPECIAL LAND USE PERMIT
JEREMY PEREZ
USED VEHICLE SALE AND
AUTO REPAIR SHOP
VICTOR TOWNSHIP
SECTION 24

PC-39-21 SLU Application for Special Land Use Permit submitted by Jeremy Perez to add used vehicle sales to the auto repair shop at 9865 E. Round Lake Road, currently owned by John Leonard, (Parcel ID# 140-024-400-125-50) in Section 24 of Victor Township.

BOARD ACTION: Commissioner DeLong moved, seconded by Commissioner Pohl to concur with the recommendation of the Planning Commission to approve the Special Land Use Permit submitted by Jeremy Perez.

Chairperson Washburn called for comments and/or questions.

Voting on the motion by roll call vote, those voting aye were DeLong, Washington, Mitchell, Showers, Pohl and Washburn. Brief discussion followed. Six ayes, zero nays one absent. 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.

COMMITTEE REPORTS

The following are reports of Committee meetings:

**INFRASTRUCTURE
COMMITTEE MEETING**

Commissioner Washburn, Chairperson of the Infrastructure Committee reported on a meeting held September 23, 2021.

**ATTENDANCE AT
COMMITTEE MEETING**

Members Present

Kam Washburn, Infrastructure Committee Chairperson
Bruce DeLong
Adam Stacey

Staff Present

Craig Longnecker
Todd Campbell
Rob Wooten
Penny Goerge

Others Present

Marty Ruitter, Hobbs+Black
Bob Showers, County Commissioner

**CALL TO ORDER/APPROVAL
OF AGENDA**

1. Infrastructure Committee Chairperson Washburn called the meeting to order at 9:00 a.m.

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

PUBLIC COMMENTS

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

**FACILITY MASTER PLAN
UPDATE**

3. Infrastructure Committee Chairperson Washburn introduced Rob Wooten, Director of Facilities & Project Management and Marty Ruitter from Hobbs+Black to provide an update regarding the Facility Master Plan.
 - **Greenhaven** - The members reviewed a drawing of the Greenhaven Facility and discussed immediate programming needs and long-term facility investments and programming needs; it was noted that recent legislation has returned 17-year-olds to the juvenile justice system and this change could have a huge impact on future facility and programming needs.
 - **Health Department** – The members discussed facility space use and reviewed proposed space use adjustments and related cost estimates.
 - **Courthouse** – The members reviewed space use for each floor of the Courthouse and identified future space needs.
 - **Multi-Purpose/Training Facility** – Mr. Ruitter will develop cost estimates for a stand-alone and attached facility when the Public Safety Analysis/Needs Assessment takes place early next year.
 - **Timeline of Major Capital Improvement Projects** - The members reviewed and discussed a proposed timeline for major capital improvement projects that have been identified over the next twenty years.
 - **Existing Facility Projects** - Facilities Director Wooten provided an update on existing facility projects:
 1. Progress is being made on the Clinton Lakes Park project,
 2. The courthouse elevator project is underway.
 3. Fire alarms are also being replaced in coordination with the elevator project.
 - Administrator Longnecker advised that a final draft of the Facility Master Plan, along with an updated Major Capital Improvement Plan, will be presented to the Ways and Means Committee in October.
 - Once the Public Safety Analysis/Needs Assessment takes place next year, the final report will then be rolled into the Final Facility Master Plan.

No action required.

COMMISSIONER'S
COMMENTS

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

ADJOURNMENT OF
COMMITTEE MEETING

5. Infrastructure Committee Chairperson Washburn adjourned the meeting at 10:26 a.m.

**PUBLIC SAFETY
COMMITTEE MEETING**

Commissioner Mitchell, Chairperson of the Public Safety Committee reported on a meeting held October 21, 2021.

ATTENDANCE AT
COMMITTEE MEETING

Members Present:

Ken Mitchell, Public Safety Chairperson
Adam Stacey
Robert Showers
Dwight Washington – arrived at 8:49 a.m.
Bruce DeLong
David Pohl
Kam Washburn, Ex-Officio Member

Staff Present

Craig Longnecker
Todd Campbell
Penny Goerge
Jennifer Richards
Dan Gibson

Others Present

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

CALL TO ORDER/APPROVAL
OF AGENDA

1. Chairperson Mitchell called the meeting to order at 8:30 a.m.

COMMITTEE ACTION: Commissioner DeLong moved, seconded by Commissioner Pohl, 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 Todd Campbell, Deputy Administrator to discuss the Child Care Fund Budget.

- A budget summary showing the status of the Child Care Fund was provided.
- Deputy Administrator Campbell noted that the Child Care Fund has been stable and is currently within the budget.

No action required.

DEPARTMENT OF HEALTH
AND HUMAN SERVICES
CHILD CARE FUND UPDATE

4. Chairperson Mitchell introduced Jamie Lovelace, Rebekah Anderson, and Sheri Mandeville from DHHS to discuss the Child Care Fund.

- Mr. Lovelace provided an update on the status of the childcare fund noting that we are currently under budget.
- Mr. Lovelace spoke regarding the importance of prevention services; DHHS is working hard to engage with the family early on and offer treatment and programming services to those in need in hopes of keeping children with their parents.
- Ms. Anderson provided substance abuse numbers to the members; it was noted that substance abuse disorder is a significant issue in most of their cases and continues to be the number one issue for every county in Michigan.
- Discussion followed regarding the need for quality residential care facilities in Michigan.

No action required.

JUVENILE COURT
CHILD CARE FUND UPDATE

5. Chairperson Mitchell introduced Jennifer Richards, Manager of Juvenile Court and Juvenile Services, 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; data was provided regarding caseloads and trends for the first three quarters of this year.
 - Discussion took place regarding the effectiveness of the Truancy Intervention Program offered through RESA; truancy cases will continue to be monitored closely.
 - Juvenile Services Manager Richards provided data for the number of youth served through the In-home care – Intensive Home and Community-based Services (IHCBS) this past quarter;
 - Data was provided for the number of youth that have resided at Green Haven for either secure detention or residential care in the open setting;
 - It was noted that two youth were placed in another court, county or tribe operated facility in the past quarter; no youth were placed in residential treatment programs.
 - Ms. Richards provided a status of the various community service programs that she facilitates in her department with various organizations within the community.
 - Brief discussion took place regarding the Y.E.S. (Youth Empowered to Succeed) program, Teen Court, Victim/Community Awareness Program, Truancy Intervention Program (TIP) and Criminal Responsibility to Stand Trial.
 - Discussion took place regarding potential impacts of the Raise the Age Legislation on future facility and programming needs.

No action required.

COMMISSIONERS'
COMMENTS

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

ADJOURNMENT OF
COMMITTEE MEETING

7. Chairperson Mitchell adjourned the meeting at 9:33 a.m.

**WAYS & MEANS
COMMITTEE MEETING**

Commissioner Pohl reported on the Ways and Means Committee held October 14, 2021.

ATTENDANCE AT
COMMITTEE MEETING

Members Present:

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

Members Excused:

Bruce DeLong

Staff Present:

Craig Longnecker
Penny Goerge
Craig Thelen
Todd Campbell
Rob Wooten
Cindy Moser

Others Present:

Marty Ruiter, Hobbs+Black
Dru Mitchell, Clinton County Catalyst
Dillon Rush, Lansing Economic Area Partnership (LEAP)
Jeff Bankowski, Guidehouse
Adam Smiddy, Guidehouse

CALL TO ORDER/APPROVAL
OF AGENDA

1. Ways and Means Committee Chairperson Stacey called the meeting to order at 9:00 a.m.

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

PUBLIC COMMENTS

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

FACILITY MASTER PLAN
UPDATE

3. Ways and Means Committee Chairperson Stacey introduced Rob Wooten, Director of Facilities & Project Management and Marty Ruitter from Hobbs+Black Architects to provide an update regarding the Facility Master Plan.
 - Over the last several months, county staff has worked closely with Hobbs+Black Architects, in collaboration with the Infrastructure Committee, to update the long-term County Facility Master Plan; this process involved facility tours as well as meetings with several county department heads and elected officials, MMDHD leadership, and correctional facility architecture specialists.
 - A detailed County Facility Master Plan report has been prepared and was distributed to the members; the report includes individual facility and Townsend Campus concept drawings.
 - Mr. Ruitter and Mr. Wooten advised the members that the planning process reaffirmed that the top three priorities remain:
 - **Public Safety Facility** – The members reviewed existing facility space use and condition of the existing public safety facility, discussion took place regarding unmet facility needs and expected future needs; the Public Safety Facility Needs Assessment will begin soon to review the feasibility and cost estimates of facility renovation, facility expansion, and facility replacement.
 - **Maintenance Facility** – The members reviewed a concept drawing and cost estimate for the maintenance facility expansion which is designed to provide needed space for the Sheriff's Office, Emergency Management, Drain Commissioner, Parks and Greenspace, and Facilities Department.
 - **Multi-Purpose/Training Facility** – The members discussed the potential need for a multi-purpose/training facility; the Public Safety Facility Needs Assessment will further explore the potential options for integrating the Multi-Purpose/Training Facility into the Public Safety Facility.
 - Other County facilities were also reviewed and included the following efforts:
 - **Health Department** – The members reviewed existing facility space use and discussed expected future needs and proposed space use adjustments.
 - **Greenhaven** – The members reviewed a drawing of the Greenhaven Facility and discussed immediate and long-term programming needs and facility investments including a kitchen remodel scheduled for 2023; it was noted that recent legislation has returned 17-year-olds to the juvenile justice system and this change could have a huge impact on future facility and programming needs; the Public Safety Facility Needs Assessment will further explore the potential options for

- integrating these functions into the Public Safety Facility;
- **Courthouse** – The members reviewed existing facility space use and expected future needs; discussion took place regarding the Prosecutor’s Office Suite remodel which is scheduled for 2023 in the CIP plan as result of this study.
- **Smith Hall** – Discussion took place regarding end of life/demolition timeline for Smith Hall.
- The members reviewed and discussed a proposed timeline for major capital improvement projects that have been identified over the next twenty years; there are some additions to the Capital Improvement Plan as a result of the Facility Master Plan Update that will be outlined for approval at the next Ways and Means Committee Meeting.
- The members also received a copy of the proposal from Hobbs+Black to conduct the Public Safety Analysis/Needs Assessment; once this report is finalized in March 2022, the final report will then be rolled into the Final Facility Master Plan.
- Administrator Longnecker emphasized that the Courthouse itself has a lot of flexibility and availability for future space needs.

No action required.

AMERICAN RESCUE PLAN
ACT OF 2021 (ARPA)
FUNDING

4. Ways and Means Committee Chairperson Stacey introduced Administrator Longnecker to discuss the American Rescue Plan Act.
 - The ARPA provides relief to address the continued impact of COVID-19 on the economy, public health, state and local governments, individuals, and businesses.
 - Clinton County is slated to receive over \$15 million with over \$7.5 million received to date; an equal amount is to arrive no earlier than 12 months from the first payment; the County has until 12/31/24 to obligate the funds and until 12/31/26 to expend the funds.
 - On August 31st the Board approved a consultant agreement with Guidehouse to assist with administering ARPA funds; since that time county staff has been meeting with Guidehouse on a weekly basis, sometimes multiple times per week, and has made good progress.
 - Discussion followed regarding the projects listed below:
 - **Small Business Grant Program** – Dillon Rush from LEAP outlined a program timeline for the Clinton County Small Business Relief Grant Program being administered on behalf of Clinton County; this program is to assist businesses negatively affected by the COVID-19 pandemic for an amount not to exceed \$2 million; Guidehouse is working with LEAP to make sure that all Treasury requirements are met.

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Pohl, to **recommend** authorizing Administrator Longnecker to sign the appropriate documentation with Lansing Economic Area Partnership (LEAP) pertaining to the Clinton County Small Business Relief Grant Program in order to meet any Treasury requirements for the release of ARPA funds. Motion carried.

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

- **Revenue Loss** – Administrator Longnecker reported that the

initial calculation done by county staff projected that \$9 million could be transferred from the ARPA fund to the GF over a four-year period; this was a conservative projection; after working with Guidehouse the projection is now closer to \$11 million with \$2 million recommended for transfer the first year; each year the revenue loss is calculated using the prior year audited financial statements; the Board will vote on the transfer each year.

No action required.

- **Restaurant License Fee Reimbursement** – The Health Department has proposed reimbursing annual fees to restaurants, not to exceed \$100,000 total for restaurants in Clinton County; Guidehouse has determined that this is an eligible program under ARPA, and the County is working with the health department to make sure that the proper procedures for refunding the fees are being followed.

COMMITTEE ACTION: Commissioner Mitchell moved, seconded by Commissioner Washington, to **recommend** approving the restaurant license fee reimbursement program not to exceed \$100,000 and further authorize Administrator Longnecker to sign an agreement with the Mid-Michigan District Health Department to ensure they are following all federal guidelines. Motion carried.

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

- **Broadband** – A detailed discussion took place about conducting a fiber feasibility survey for Clinton County; Jeff Bankowski and Adam Smiddy from Guidehouse provided a brief overview of the extensive process they have followed for choosing a firm to complete this survey; Guidehouse is also reaching out to surrounding counties to explore collaborative solutions, engaging local broadband providers, and exploring other funding opportunities.

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Mitchell, to **recommend** approving Guidehouse to pursue a firm to conduct a fiber feasibility survey. Motion carried.

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

COMMISSIONERS' COMMENTS

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

ADMINISTRATOR'S COMMENTS

6. Ways and Means Committee Chairperson Stacey requested comments from Administrator Longnecker.
 - Administrator Longnecker informed the Members that Administration has been busy preparing for upcoming negotiations with two collective bargaining units.
 - Administration has also been busy finalizing the 2022 budget summary for adoption at the end of the month as well as assembling packets for several upcoming committee meetings.

ADJOURNMENT OF
COMMITTEE MEETING

7. Ways and Means Committee Chairperson Stacey adjourned the meeting at 11:26 a.m.

**WAYS & MEANS
COMMITTEE MEETING**

Commissioner Pohl reported on the Ways and Means Committee held October 14, 2021.

ATTENDANCE AT
COMMITTEE MEETING

Members Present:

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

Staff Present

Craig Longnecker	Todd Campbell
Penny Goerge	Doug Riley
Phil Hanses	Eric Harger
Kate Neese	Cindy Moser

CALL TO ORDER/APPROVAL
OF AGENDA

1. Ways and Means Committee Chairperson Stacey called the meeting to order at 9:00 a.m.

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

Additions to Agenda:

- 2021 Equalization Apportionment Report – 2A
- LEAP Invoice Approval – 3A

PUBLIC COMMENTS

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

EQUALIZATION
2021 APPORTIONMENT
REPORT

2A. Ways and Means Committee Chairperson Stacey introduced Eric Harger, Equalization Director, to discuss the 2021 Equalization Apportionment Report.

- Equalization Director Harger notified the members that this document has historically been submitted to the Ways and Means Committee for review and recommendation to the BOC for approval in the month of November each year; however, further review of MCL 211.37 dictates that approval must be completed by October 31 of each year.
- It was further noted that if there are any ballot items in November of any year, a new L-4029 is to be completed by affected government and a revised apportionment report is to be generated and acted upon by the BOC at their November meeting.

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, seconded by Commissioner Showers, to **recommend** approval of the Equalization Apportionment Report as presented. Motion carried.
(See 3 page of minutes for Board Action adopting Report)

DRAIN COMMISSIONER
FEMA FLOOD PLAIN
MITIGATION PROGRAM
UPDATE

3. Ways and Means Committee Chairperson Stacey introduced Phil Hanses, Drain Commissioner, to provide an update regarding the FEMA Flood Plain Mitigation Program.
- This past spring, the County mailed letters to over 100 property owners identified by Spicer Group as having the potential of filing a successful Letter of Map Amendment (LOMA) application to FEMA.
 - The County's website provides links to FEMA web pages for those residents who may want to handle this matter for themselves, and property owners were also directed to contact Spicer Group, or another company of their choice, for assistance with this endeavor.
 - Drain Commissioner Hanses reported that Spicer Group has received a few phone calls and prepared two successful LOMA applications that were approved last month.
 - Discussion followed and Drain Commissioner Hanses suggested that the County send out another reminder to the property owners; this information will also be shared with local real estate associations and title companies as well.

No action required.

LANSING ECONOMIC AREA
PARTNERSHIP (LEAP)
INVOICE APPROVAL
RELATING TO SMALL
BUSINESS RELIEF GRANT
PROGRAM

- 3A. **Lansing Economic Area Partnership (LEAP) Invoice Approval:** Ways and Means Committee Chairperson Stacey introduced Administrator Longnecker to discuss an invoice from LEAP relating to the Clinton County Small Business Relief Grant Program.
- Administration is seeking approval for an invoice from LEAP for the first portion of the competitive small business grants to distribute as allocated by the BOC for the Clinton County Small Business Relief Grant Program.
 - Administrator Longnecker advised that Guidehouse is assisting the County with finalizing a formal agreement with LEAP to ensure all federal guidelines are being followed for this project; Guidehouse has approved this invoice, but payment will be held until a formal agreement is signed and executed.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Showers, to **recommend** approving payment to LEAP in the amount of 1.3 million dollars for the first portion of the competitive small business grants to distribute as allocated by the BOC for the Clinton County Small Business Relief Grant Program, pending the execution of a formal agreement with LEAP to ensure they are following all federal guidelines. Motion carried.

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

WASTE MANAGEMENT
ANNUAL RECYCLING
SERVICE PLAN 2022

4. Ways and Means Committee Chairperson Stacey introduced Kate Neese, Waste Management Coordinator, to present the 2022 recycling service plan for Clinton County.
- Waste Management Coordinator Neese presented the annual service plan that is in accordance with Public Act 69 of 2005 (formerly Act 138 of 1989) which describes the methods whereby the county and local units will meet the recycling goals and, also, establishes a "per household" fee necessary to implement the Act 138 Plan within the participating local units for that year.
 - Discussion followed regarding the County's recycling goals and the economic feasibility of curbside pickup in certain areas of the County.
 - The members were updated on recent recycling events; it was noted that the Free for Fall event was very successful with 211 participants.

COMMITTEE RECOMMENDATION: Commissioner Washington moved, seconded by Commissioner Pohl, to **recommend** approving the Recycling Service Plan for Clinton County 2022. Motion carried.
(See page 3 of minutes for Board Action)

2022 BUDGET

5. Ways and Means Committee Chairperson Stacey introduced discussion regarding the 2022 proposed Budget Resolution and 2022 Recommended Budget.

2022 BUDGET RESOLUTION

- A. 2022 Budget Resolution: Ways and Means Committee Chairperson Stacey introduced Administrator Longnecker to discuss the proposed 2022 Budget Resolution.
- The members were provided with a draft copy of the proposed Resolution to adopt the 2022 Clinton County Budget, General Appropriations Act and Millage.

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Pohl, to **recommend** approving the Resolution to Adopt the 2022 Clinton County Budget, General Appropriations Act and Millage. Motion carried. (See 3 page of minutes for Board Action)

2022 RECOMMENDED BUDGET AND CHANGES TO CAPITAL IMPROVEMENT PLAN

- B. 2022 Recommended Budget: Ways and Means Committee Chairperson Stacey introduced Deputy Administrator Campbell to discuss the 2022 Recommended Budget.
- While staff does not expect any changes to the operating budget, it was noted there are some additions to the capital improvement plan resulting from the Facility Master Plan process.
 - The following items are included in the 2022 Budget Summary that will be placed on the October 26th Board of Commissioners agenda for consideration of adoption:
 - Prosecutor's Office Suite Remodel \$250,000 (2023)
 - Greenhaven Kitchen Remodel \$ 75,000 (2023)
 - Courthouse Suite Remodel \$ 75,000 (2026)
 - Pratt Road Park Development (Plan/Design) \$ 50,000 (2026)
 - During the budget review process, it was also determined that the following equipment should be added:
 - Facilities Utility Vehicle w/plow \$ 33,000 (2022)
 - Administrator Longnecker advised that it would be appropriate to approve the Facility Master Plan that was presented by the Architect during the October 14th Ways and Means Committee Meeting; this is a working document that will continue to be modified as we move forward with the Public Safety Facility Study.
 - In order to proceed with the Public Safety Facility Study, it is also suggested that the Board of Commissioners authorize Hobbs+Black to begin their interviews in November to ensure a timely delivery of results by spring/early summer.

APPROVAL OF FACILITY MASTER PLAN

APPROVAL OF PUBLIC SAFETY FACILITY STUDY

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Mitchell, to **recommend** approving the Facility Master Plan as presented by Hobbs+Black at the October 14th Ways and Means Committee Meeting. Motion carried.

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

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Mitchell, to **recommend** approving Hobbs+Black to begin the Public Safety Facility Study in November of 2021. Motion carried.

MICHIGAN STATE
UNIVERSITY EXTENSION
SERVICE AGREEMENT FOR
FY 2022

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

6. Ways and Means Committee Chairperson Stacey introduced discussion regarding an annual agreement for extension services provided by Michigan State University for FY 2022.
 - The total cost of \$217,065 for the 2022 annual agreement has been included in the 2022 MSU Extension budget; this amount reflects a 2% increase of \$4,255 from last year.
 - MSU Extension Director, Bill Hendrian will be invited to attend a future meeting to provide an update on services being provided to Clinton County residents.

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, seconded by Commissioner Washington, to **recommend** approving the 2022 Agreement for Extension Services provided by Michigan State University. Motion carried.

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

PARKING POLICY AND
PROCEDURES UPDATE

7. Ways and Means Chairperson Stacey introduced discussion regarding Clinton County Parking Policy and Procedures for the Courthouse Complex.
 - The members received a revised draft of Clinton County's parking policy and procedures for the Courthouse complex; this updated draft includes a few housekeeping changes along with the removal of Wilson Center parking and timed parking.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, seconded by Commissioner Pohl, to **recommend** approving the updated Parking Policy and Procedures for the Courthouse Complex. Motion carried.

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

RESOLUTION 2021-13
PROCLAIMING NOVEMBER
AS HOMELESS AWARENESS
MONTH

8. Ways and Means Committee Chairperson Stacey introduced discussion regarding a Resolution proclaiming November as Homeless Awareness Month in Clinton County.
 - Members from the Clinton County Housing and Homeless Coalition are planning to attend the November 30th Board of Commissioners meeting to provide an update on behalf of the Coalition.
 - The County is being asked to support the Coalition by way of resolution proclaiming November as Homeless Awareness Month.

COMMITTEE RECOMMENDATION: Commissioner Mitchell moved, seconded by Commissioner Washington, to **recommend** approving a Resolution proclaiming November as Homeless Awareness Month in Clinton County. Motion carried.

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

3RD QUARTER BUDGET
UPDATE

9. Ways and Means Committee Chairperson Stacey introduced Todd Campbell, Deputy Administrator, to provide the 3rd quarter budget update.
- Overall, the 2021 general fund continues to be on target for the approved budget; the Register of Deeds revenue is very strong and currently exceeding 2021 budget projections.
 - It was noted that property tax and state revenue sharing continue to be the two main sources of revenue in the general fund.
 - District Court revenue continues to be less than previous years; despite these developments, Clinton County remains in sound financial condition.

No action required.

PLANNING UPDATE

10. Ways and Means Committee Chairperson Stacey introduced Doug Riley, Community Development Director, to provide a planning update.
- PC-33-21 MA (OR 169-21) – Petition for a Change of Zone/Map Amendment; Planning Commission recommends approval.
 - PC-37-21 MA (OR 170-21) – Petition for a change of Zone/Map Amendment; Planning Commission recommends approval.
 - PC-39-21 SLU – Application for a Special Land Use Permit; Planning Commission recommends approval.
 - Director Riley briefed the members regarding upcoming zoning matters.

No action required.

OPEN MEETINGS AND
EVENTS CALENDAR

11. Ways and Means Committee Chairperson Stacey introduced discussion regarding the November 2021 Open Meetings and Events Calendar.
- The November 4th Planning Commission Meeting is cancelled.

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

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

ACCOUNTS PAYABLE
INVOICES PAID TOTALS

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

COMMITTEE ACTION: Commissioner DeLong moved, seconded by Commissioner Mitchell, to approve the invoices paid from September 3 through October 8, 2021, in the amount of \$1,423,857.60. Motion carried.

ADMINISTRATOR'S
COMMENTS AND
POSTPONEMENT OF
COUNTY HOLIDAY
LUNCHEON

13. Ways and Means Committee Chairperson Stacey requested comments from Administrator Longnecker.
- Administrator Longnecker provided an update to the members regarding the broadband survey.
 - The members were notified that the Sheriff will be providing an update at our next Board of Commissioner's Meeting.
 - Discussion followed regarding the annual holiday luncheon, and it was suggested that the luncheon be postponed to spring/summer at an outdoor venue.

COMMITTEE RECOMMENDATION: Commissioner Pohl moved, seconded by Commissioner Showers, to **recommend** postponing the Holiday Luncheon to spring/summer at an outdoor venue such as the Motz Park Pavilion. Motion carried.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner

DeLong to concur with the committee recommendation. Motion carried.

COMMISSIONERS'
COMMENTS

14. Ways and Means Committee Chairperson Stacey requested Commissioners' comments.
- The members briefly discussed the indigent defense program and Administrator Longnecker suggested that we invite our Indigent Defense Administrator, Karen Phillips to a committee meeting early next year to provide an update on the program.

ADJOURNMENT OF
COMMITTEE MEETING

15. Ways and Means Committee Chairperson Stacey adjourned the meeting at 12:20 p.m.

**HUMAN RESOURCES
COMMITTEE MEETING**

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

ATTENDANCE AT
COMMITTEE MEETING

Members Present:

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

Staff Present

Craig Longnecker
Penny Goerge
Todd Campbell

CALL TO ORDER/APPROVAL
OF AGENDA

1. Human Resources Committee Chairperson Pohl called the meeting to order at 11:24 a.m.

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

PUBLIC COMMENTS

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

CLOSED SESSION TO
DISCUSS COLLECTIVE
BARGAINING

3. Human Resources Committee Chairperson Pohl requested a motion to proceed to closed session for the purpose of discussing collective bargaining.

COMMITTEE ACTION: Commissioner Showers moved, seconded by Commissioner DeLong, to proceed to closed session for the purpose of discussing collective bargaining with the Command Officers Association of Michigan (COAM) and Capital City Labor Program, Inc. (CCLP) - Road Patrol Unit. Voting on the motion by roll call vote, those voting aye were Pohl, Washington, Showers, Stacey, Mitchell, and DeLong. Six ayes, zero nays. Motion carried.

COMMITTEE ACTION: Commissioner Showers moved, seconded by Commissioner Stacey, to return to open session. Voting on the motion by roll call vote, those voting aye were Pohl, Washington, Showers, Stacey, Mitchell, and DeLong. Six ayes, zero nays. Motion carried.

No action required.

APPOINTMENTS TO
COMMITTEES AND
COMMISSIONS

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

REAPPOINTMENT OF GAIL WATKINS TO THE CLINTON AREA TRANSIT SYSTEM BOARD

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Showers, to **recommend** reappointing Gail Watkins to the Clinton Area Transit System Board for a three (3) year term expiring December 31, 2024. Motion carried.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Mitchell to reappoint Gail Watkins to the Clinton Area Transit System Board. Chairperson Washburn called for further nominations. None were offered. Motion carried.

REAPPOINTMENT OF PHIL GOODRICH TO THE CLINTON AREA TRANSIT SYSTEM BOARD

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Showers, to **recommend** reappointing Phil Goodrich to the Clinton Area Transit System Board for a three (3) year term expiring December 31, 2024. Motion carried.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Mitchell to reappoint Phil Goodrich to the Clinton Area Transit System Board. Chairperson Washburn called for further nominations. None were offered. Motion carried.

REAPPOINTMENT OF GAIL WATKINS TO THE ZONING BOARD OF APPEALS

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Mitchell, to **recommend** reappointing Gail Watkins to the Zoning Board of Appeals for a three (3) year term expiring December 31, 2024. Motion carried.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Washington to reappoint Gail Watkins to the Zoning Board of Appeals. Chairperson Washburn called for further nominations. None were offered. Motion carried.

REAPPOINTMENT OF GREG ARMBRUSTMACHER TO THE ZONING BOARD OF APPEALS

COMMITTEE RECOMMENDATION: Commissioner Showers moved, seconded by Commissioner Mitchell, to **recommend** reappointing Greg Armbrustmacher to the Zoning Board of Appeals as a second alternate for a three (3) year term expiring December 31, 2024. Motion carried.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Washington to reappoint Greg Armbrustmacher to the Zoning Board of Appeals. Chairperson Washburn called for further nominations. None were offered. Motion carried.

REAPPOINTMENT OF ARCHI TOMCZYK TO THE TRI-COUNTY AGING ADVISORY COUNCIL

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Washington, to **recommend** reappointing Archi Tomczyk to the Tri-County Aging Advisory Council for a three (3) year term expiring December 31, 2024. Motion carried.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Mitchell to reappoint Archi Tomczyk to the Tri-County Aging Advisory Council. Chairperson Washburn called for further nominations. None were offered. Motion carried.

REAPPOINTMENT OF DENNIS BAESE TO THE CONSTRUCTION APPEAL BOARD

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Stacey, to recommend reappointing Dennis Baese to the Construction Appeal Board for a two (2) year term expiring December 31, 2023. Motion carried.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Mitchell to reappoint Dennis Baese to the Construction Appeal Board. Chairperson Washburn called for further nominations. None were offered. Motion carried.

APPOINTMENT OF CINDY MOSER TO CLINTON COUNTY BUILDING AUTHORITY

COMMITTEE RECOMMENDATION: Commissioner DeLong moved, seconded by Commissioner Showers, to recommend appointing Cindy Moser to the Clinton County Building Authority for a three (3) year term expiring December 31, 2024. Motion carried.

BOARD ACTION: Commissioner Pohl moved, seconded by Commissioner Washington to appoint Cindy Moser to the Clinton County Building Authority. Chairperson Washburn called for further nominations. None were offered. Motion carried.

COMMISSIONERS' COMMENTS

5. Human Resources Committee Chairperson Pohl requested Commissioners' comments.
 - Commissioner Washburn provided updates on behalf of the Capital Region Airport Authority and Capitol Council of Governments, and briefly discussed solar farms going up in Clinton County.
 - Commissioner Washington provided an update on behalf of the Mid-State Health Network.
 - Commissioner Mitchell provided data on behalf of the Mid-Michigan District Health Department.
 - Commissioner Stacey discussed the 2021 Clinton County Apportionment Plan that was adopted at the October 18th Clinton County Apportionment Commission Meeting.
 - Commissioner Pohl provided an update regarding the Clinton Lakes Parks Project.

ADJOURNMENT OF COMMITTEE MEETING

6. Human Resources Committee Chairperson Pohl adjourned the meeting at 12:08 p.m.

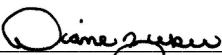
END OF COMMITTEE REPORTS

COMMISSIONERS' COMMENTS

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

ADJOURNMENT

BOARD ACTION: With no further business to come before the Board, Commissioner DeLong moved, seconded by Commissioner Pohl to adjourn the meeting at 10:04 a.m.



 Diane Zuker, Clerk of the Board

NOTE: These minutes are subject to approval on November 30, 2021.