

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
THOMAS MORGAN  
TODD TENNIS  
BYRAN CRENSHAW  
MARK POLSDOFER  
RANDY SCHAFER  
RANDY MAIVILLE

**INGHAM COUNTY BOARD OF COMMISSIONERS**  
*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE FINANCE COMMITTEE WILL MEET ON THURSDAY, FEBRUARY 7, 2019 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

**NOTE CHANGE IN DATE**

Agenda

Call to Order

Approval of the [January 16, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Public Defenders Office – Resolution Creating Assistant [Public Defender Positions](#) for the Public Defenders Office
2. Animal Control – Resolution to Authorize a [Reorganization](#) of the Ingham County Animal Control and Shelter
3. Community Mental Health – Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) for [Health Services](#) Millage Eligible Services
4. Parks Department
  - a. Resolution to Authorize Contracts for Trails and Parks Millage [Applications](#)
  - b. Resolution to Authorize a Contract with [Laux Construction, LLC](#)
5. Parks Department and Potter Park Zoo – Resolution to Implement a [Revenue Management System](#)
6. Health Department
  - a. Resolution to Amend Lease Agreement with [Holy Cross](#) Services
  - b. Resolution to Authorize [Amendment # 2](#) to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services
  - c. Resolution to Authorize an Agreement with [Florida State](#) University
  - d. Resolution to Authorize a Lease Agreement for [1100 W. Saginaw](#), Lansing
  - e. Resolution to Authorize an Extension to Agreement with MSU for Psychiatric Services and to Increase [Psychiatric Services](#) to a .7 FTE Position
7. Board of Commissioners Office – Resolution to Enter into an Employment Agreement with William Fowler to Serve as Ingham County [Equalization Director](#)

8. Innovation and Technology Department
  - a. Resolution to Approve the Renewal of the [Internet and Voice Services](#) Provided by Everstream
  - b. Resolution to Approve the Renewal of the [SeamlessDocs](#) Licensing Subscription
9. Road Department – Resolution to Authorize the Purchase of the Sheriff Departments Used [Command Center](#) Mounted on a Single Axle Truck

Announcements  
Public Comment  
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES  
OR SET TO MUTE OR VIBRATE TO AVOID  
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).

## FINANCE COMMITTEE

January 16, 2019

### Draft Minutes

Members Present: Grebner, Crenshaw, Morgan (arrived at 6:03 p.m.), Polsdofer, Maiville and Schafer.

Members Absent: Tennis.

Others Present: Brian Fisher, Deb Fett, Scott LeRoy, Paul Pratt, Lance Langdon, Tracy Smith, Ryan Buck, Stacy Byers, Bill Conklin, Michael Townsend, Liz Noel, and others.

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

#### Approval of the December 5, 2018 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THE DECEMBER 5, 2018 MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioners Tennis and Morgan

#### Additions to the Agenda

None.

Substitutes –

#### 10. Drain Commissioner

- a. Resolution Pledging Full Faith and Credit to Cook and Thorburn Drain Drainage District Refunding Bonds
- b. Resolution Pledging Full Faith and Credit to Gilbert and West Town Intercounty Drain Drainage District Refunding Bonds

#### Limited Public Comment

Lance Langdon, 9-1-1 Director, stated that Ingham County 9-1-1 had launched the Text to 9-1-1 system today. He further stated that there had been a press release, and the only other media was HOMTV.

Mr. Langdon stated that the Text to 9-1-1 system was now available, and they currently only had received couple of texts so far, but it was another way for people to reach them.

Commissioner Schafer asked Mr. Langdon about the mechanism for collecting surcharges from different area codes.

Mr. Langdon stated if an Ingham County resident with a different area code did not change their billing address to Ingham County, then the County did not see the surcharge funds. He further stated the biggest issue was students who were still on their parents' plans, as the home billing address area would see the surcharge funds.

Mr. Langdon stated that the County calculated that there were about 280,000 devices they received the surcharges from.

Commissioner Morgan arrived at 6:03 p.m.

Chairperson Grebner asked when the 9-1-1 surcharge would go into effect.

Mr. Langdon stated the 9-1-1 surcharge was currently 43 cents, but it would go up and the County would see that money on July 1, 2019.

Discussion.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. MORGAN, TO APPROVE A  
CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Sheriff's Office – Resolution to Authorize an Agreement with the LeadsOnline Company
2. Prosecuting Attorney – Resolution for the Ingham County Prosecutor's Office to Accept a \$5000.00 Donation for the Care and Maintenance of Support Dog
3. Circuit Court – Family Division – Resolution to Amend Acceptance of Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court
4. Facilities
  - a. Resolution to Authorize a Purchase Order from A&B Equipment & Sons, Inc. for the Replacement Dryer at the Jail
  - b. Resolution to Authorize an Agreement with TAB Products Co. LLC. for the Mobile Filing System at the Hilliard Building and Veterans Memorial Courthouse (VMC)
  - c. Resolution to Authorize an Agreement with Safety Systems Inc. for the Reconfigurations of the Fire Suppression System in the 3<sup>rd</sup> Floor ITD's Server Room at the Hilliard Building
5. 9-1-1 Dispatch Center – Resolution to Authorize a Contract with AT&T for Telephone Services for the Ingham County 9-1-1 Center
6. Fair – Resolution to Authorize a Contract with Dietz Janitorial for as Needed Cleaning at the Ingham County Fairgrounds Community Hall
7. Health Department
  - a. Resolution to Extend Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors

- b. Resolution to Authorize the Acceptance of Complimentary Movie Theater Passes from NCM
  - c. Resolution to Accept an Award through the National Maternal and Child Oral Health Resource Center at Georgetown University
- 8. Farmland and Open Preservation Board
  - a. Resolution to Approve the Ranking of the 2019 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties
  - b. Resolution to Authorize a Contract with Sheridan Land Consulting for Consulting Services to the Ingham County Farmland and Open Space Preservation Board
- 9. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham Conservation District
- 11. Innovation and Technology
  - a. Resolution to Approve the Purchase of an Encryption Solution from Imagesoft
  - b. Resolution to Approve the Renewal of the AT&T Mobility Netmotion Software Annual Support
  - c. Resolution to Approve the UPS Support Contract from CDWG
- 12. Road Department – Resolution to Authorize Purchase of Softree Technical Systems, Inc. Design Software and Bentley Systems, Inc. Graphics Software

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

- 10. Drain Commissioner
  - a. Resolution Pledging Full Faith and Credit to Cook and Thorburn Drain Drainage District Refunding Bonds
  - b. Resolution Pledging Full Faith and Credit to Gilbert and West Town Intercounty Drain Drainage District Refunding Bonds

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTIONS.

Chairperson Grebner stated the amendments made to the resolutions at the County Services meeting were an attempt to get Drain Office staff and County staff to get language right in these resolutions. He further stated he did not want the County to be in a position where the Board of Commissioners had said the creditworthiness of drainage districts was evaluated if it had not been.

Chairperson Grebner stated if the Board of Commissioners did that, then they should hire an expert to review the drainage districts to make a determination that the bond issues would not put

the County at risk. He further stated since the evaluation was not taking place, the Board of Commissioners should instead indicate the Drain Commissioner had said there was no risk to the County if it pledged full faith and credit.

Chairperson Grebner stated that if something happened to the drainage district, this resolution would make it look like the Board of Commissioners actually reviewed the district, when they did not know anything about it. He further stated whenever there was a request for the County's full faith and credit pledge, the Board of Commissioners should either conduct an independent review, or they should include a statement by someone that they could blame for the political and moral responsibility, but it would not be the legal responsibility.

Discussion.

Chairperson Grebner stated the resolutions were rewritten at his request to include the clauses, but it was not as clear as he would like. He further stated that the substitute resolutions were acceptable, but would like to see language about the Drain Commissioner reviewing and determining the creditworthiness of the drainage district.

Paul Pratt, Deputy Drain Commissioner, stated that the Drain Commissioner's review and determination of the creditworthiness of the drainage districts was included in the meaning of the resolution language. He further stated that Drain Commissioner Pat Lindemann was willing to be politically and morally responsible for these projects.

Mr. Pratt stated that Drain Commissioner Lindemann had thought projects like Groesbeck Park drain were questionable because of the shaky condition of Lansing Township, so the Drain Board had hired its own experts and decided that it was still the least-bad alternative to give full faith and credit to the Groesbeck Park drain. He further stated that these particular resolutions were strange to raise this issue on, as these were to get lower interest rates for the last ten years of the bond issues if it was feasible.

Discussion.

Mr. Pratt stated the Drain Office would work with Chairperson Grebner to come up with better language for future resolutions. He further stated that there would be about five or six more full faith and credit resolutions presented to the Board of Commissioners this year.

Commissioner Morgan asked what the timeline was for the approval of these bond issues.

Chairperson Grebner stated the timeline was soon, otherwise they would start missing deadlines for the call of the bond.

Discussion.

Commissioner Morgan asked if there was enough time to table the resolutions and work on the language.

Chairperson Grebner stated he would not want to table the resolution, for fear of missing deadlines. He further stated that he was more speaking about future bond issues.

Discussion.

Chairperson Grebner stated that what he was reacting to was the historic tradition of pledging full faith and credit, as the resolution had read like the Board of Commissioners had discussed the drain and assessed the credit risk when in reality they had not.

Discussion.

Mr. Pratt stated Drain Commissioner Lindemann wanted to assure the Board of Commissioners that he would keep an eye on this issue going forward. He further stated that in each of the resolutions, Delhi Township was assessed an at-large amount above the 10% threshold, so the township would have to file continuing disclosures to the State Treasurer as to anything that would threaten the security of the bond holders.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

13. Board of Commissioners – Appointments to the Equalization Subcommittee (*No Material*)

Discussion.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. POLSDOFER, TO APPOINT COMMISSIONERS MAIVILLE, MORGAN AND SCHAFFER TO THE EQUALIZATION SUBCOMMITTEE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:21 p.m.

## **FEBRUARY 7, 2019 FINANCE AGENDA STAFF REVIEW SUMMARY**

### **RESOLUTION ACTION ITEMS:**

**The Controller's Office recommends approval of the following resolutions:**

**1.     Public Defenders Office – *Resolution Creating Assistant Public Defender Positions for the Public Defenders Office***

This resolution would create twenty-six Assistant Public Defender positions for the Public Defenders Office. Because attorneys will be hired at various levels of experience, three distinct job classifications are being recommended. The Human Resources Department is recommending these positions be classified as follows:

Senior Assistant Public Defender – MC13 (salary range \$78,740.77 to \$94,510.67)  
Assistant Public Defender – MC11 (salary range \$68,552.79 to \$82,284.70)  
Assistant Public Defender – Entry Level – MC09 (salary range \$58,044.90 to \$69,697.99)

In order to allow flexibility in hiring based on the experience of applicants, it is recommended that a total of twenty-six attorney positions be created, and the Chief Public Defender be given flexibility as to the total number of positions within each classification, so long as the total number remains at twenty-six.

Funds are included in the 2018-2019 Michigan Indigent Defense Commission (MIDC) grant budget for the cost of filling these twenty-six positions at various rates for the full twelve month period.

See memo for details.

**2.     Animal Control – *Resolution to Authorize a Reorganization of the Ingham County Animal Control and Shelter***

This resolution would approve a reorganization of the Ingham County Animal Control and Shelter (ICACS) to eliminate the Animal Control Deputy Director position and create an Animal Care Manager position. The reorganization would also amend the Veterinarian job description to eliminate supervisory responsibility of animal shelter staff, other than the Veterinary Technician, allowing the Veterinarian to focus on the medical needs of animals at the Shelter. This reorganization will address the long standing concerns with the level of staffing and supervision of the animal care staff. It will also result in a long term cost savings of \$18,687.

See memo for details.

**3.     Community Mental Health – *Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) for Health Services Millage Eligible Services***

This resolution authorizes a 2018/2019 Health Services Millage agreement with CMH. The scope of services to be covered is included in the attached document. The resolution authorizes a contract not to exceed \$1,331,769 with CMH for services provided to Ingham County residents for the period of October 1, 2018 through September 30, 2019. Funds are included in the 2019 budget for this contract.



**4a. Parks Department - Resolution to Authorize Contracts for Trails and Parks Millage Applications**

If approved as presented by the Parks Commission, this resolution would allow funding for 17 projects at a total cost of \$3,653,934.48 from the Trails and Parks Millage Fund. Parks staff provided an alternative to what was submitted by the Parks Commission that would fund slightly more. There are sufficient funds for this resolution in the Trails and Parks Millage.

Be advised that resolution #18-110 states the following:

BE IT FURTHER RESOLVED, the role of the Park Commission is to receive, evaluate, and rate all proposals, and to forward them for consideration to the Board of Commissioners, including for each proposal a description of its primary strengths and weaknesses.

BE IT FURTHER RESOLVED, the decision whether to fund a given project is reserved to the Board of Commissioners.

**4b. Parks Department - Resolution to Authorize a Contract with Laux Construction, LLC.**

This resolution authorizes a contract with Laux Construction, LLC for a total construction cost not to exceed \$361,650 to enter into a contract for the purpose of making improvements to Lake Lansing North Park. The general scope of work includes, but is not limited to, new accessible HMA paved trails, gravel entry drive improvement, accessible boardwalk replacement and restroom building improvements. Sufficient funds exist in the Trails and Parks Millage to cover the costs of this project.

**5. Parks Department and Potter Park Zoo –Resolution to Implement a Revenue Management System**

This resolution authorizes a contract with Vermont Systems to provide a Revenue Management System for the Parks and Recreation Department and Potter Park Zoo. Funds are available in the Parks Department 208 fund balance for years one and two as summarized below:

Year 1:	Year 2:
\$151,708 - Vermont Systems	\$14,544 - Vermont Systems
\$18,000 - CDW-G Cradle Points	\$6,239 - Verizon
\$1,374 - CDW-G Monitors	
\$4,679 - Verizon	

Year 1 Grand Total: \$175,761

Year 2 Grand Total: \$20,783

Year 1 and 2 Grand Total: \$196,544

Funds are available in the Zoo Fund Balance for years one and two as summarized below:

Year 1:	Year 2:
\$144,811 - Vermont Systems	\$14,304 - Vermont
\$1,188 - CDW-G Cradle Points	\$480.00 - Verizon
\$480 - Verizon	
\$20,000 - Wiring costs FD Hayes	
\$9,000 – Wi-Fi Survey and Hardware	
\$6,059 - Security Camera Server	

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Year 1 Grand Total: \$181,538  
Year 2 Grand Total: \$ 14,874  
Year 1 and 2 Grand Total: \$196,412

Funding for years 3-7 will be requested as a new request in the yearly budget process as listed below.

**6a. Health Department - *Resolution to Amend Lease Agreement with Holy Cross Services***

This resolution authorizes an amendment to the lease agreement with Holy Cross Services for approximately 1,010 additional square feet of clinical space available at 430 N. Larch St, Lansing, MI, effective February 1, 2019 at the same existing lease rate of \$5.00 per square foot annually. The additional lease costs will be covered by billable individual and group SUD service activities supported through the HRSA grant award and delivered through expanded health center space.

**6b. Health Department - *Resolution to Authorize Amendment # 2 to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services***

This resolution authorizes Amendment # 2 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2018 through September 30, 2019. The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,383,596 to \$5,449,665, an increase of \$66,069. The amendment makes the following specific changes in the budget:

Breast & Cervical Cancer Coordination: increase of \$3,200 from \$175,000 to \$178,200  
Family Planning Services: increase of \$32,831 from \$256,392 to \$289,223  
Local Tobacco Reduction: increase of \$5,000 from \$20,000 to \$25,000  
Hepatitis C: increase of \$52,588 from \$0 to \$52,588  
WISEWOMAN: decrease of \$27,550 from \$41,550 to \$14,000

**6c. Health Department - *Resolution to Authorize an Agreement with Florida State University***

This resolution authorizes Health Department staff to receive the Partners for a Healthy Baby Curriculum training through a partnership with Florida State University effective February 1, 2019 through May 31, 2019. The Partners for a Healthy Baby Curriculum will cost \$15,000.00 and will be covered by the Healthy Start grant.

**6d. Health Department - *Resolution to Authorize a Lease Agreement for 1100 W. Saginaw, Lansing***

This resolution authorizes a lease with Pike Street Properties for approximately 7,988 square feet on the second floor of the office building located at 1100 W. Saginaw, Lansing. The space would accommodate an expansion of ICHC's Women's Health Services to meet growing community need for OB/GYN, family planning services and preventive women's health care. This lease will be effective March 1, 2019 through February 28, 2023. The monthly rent would be \$8,250/month for the first year (March 1, 2019 – February 29<sup>th</sup>, 2020); \$8,750/month for the second year (March 1, 2020 through February 28<sup>th</sup>, 2021); \$9,350/month for the third year (March 1, 2021 through February 28<sup>th</sup>, 2022); and \$9,550/month for the fourth year (March 1, 2022- February 28<sup>th</sup>, 2023). The lease costs will be covered through increased billable revenue captured through increased provider FTE that can be accommodated in the new space, along with additional billable service expansions with the additional space, including Non-Stress Tests (NST), and billable group visits. All common area operating expenses and utilities are included in the lease. Renovation and IT costs to ready the space for occupation, estimated at \$80,000, will be covered through FY 2018 operational surplus from the 511 fund.

**6e. Health Department - Resolution to Authorize an Extension to Agreement with MSU for Psychiatric Services and to Increase Psychiatric Services to a .7 FTE Position**

This resolution authorizes an amendment to extend the agreement with MSU for 0.7 FTE Psychiatrist for the provision of psychiatric services to Community Health Center patients in the Ryan White program through September 30, 2019 for an amount not to exceed \$211,120 annually, which includes the hourly rate plus all administrative fees. Funds are included in the 2019 budget.

**7. Board of Commissioners Office – Resolution to Enter into an Employment Agreement with William Fowler to Serve as Ingham County Equalization Director**

A resolution is offered to authorize an employment agreement with William Fowler to serve as Equalization Director. Appointment of an Equalization Director is required under the Michigan General Property Tax Act (MCL 211.34(3)). Resolution #18-489, approved by the Board of Commissioners on November 27, 2018 authorized the Controller/Administrator and Human Resources Director to negotiate an employment agreement with Mr. Fowler with a total compensation package not to exceed \$130,000. The proposed resolution offers a total compensation package of \$128,457, subject to the same annual percentage increase in compensation as determined for Managerial/Confidential employees beginning January 1, 2020.

**8a. Innovation and Technology Department – Resolution to Approve the Renewal of the Internet and Voice Services Provided by Everstream**

The County's current five-year agreement with Everstream provides building connectivity, phone connectivity and Internet access. This current agreement will expire on March 31, 2019. The Innovation and Technology Department recommends approval of a resolution to renew service through Everstream that will provide Internet speed 10-times greater than the current speed, additional lines to handle phone traffic, and faster connections between buildings. The total cost of the agreement would not exceed \$138,000 per year for the next 3 years.

**8b. Innovation and Technology Department – Resolution to Approve the Renewal of the SeamlessDocs Licensing Subscription**

SeamlessDocs is a comprehensive forms engine and eSignature platform heavily utilized by the County Controller's Office, Human Resources Department and the Health Department. There has been great interest by other departments to use this platform to streamline hard-copy paper workflows. The current SeamlessDocs subscription expires on February 19. Evaluation of pricing options concluded that a five-year renewal would be most economical. The Innovation and Technology Department recommends approval of a resolution to renew the SeamlessDocs licensing subscription for five years at a total cost not to exceed \$24,720 per year.

**9. Road Department – Resolution to Authorize the Purchase of the Sheriff Departments Used Command Center Mounted on a Single Axle Truck**

The Road Department seeks authorization to purchase a used Command Center truck unit from the Sheriff's Office and one new SUV vehicle through MIDEAL. The \$30,000 cost of the Command Center truck would satisfy the terms of a Homeland Security grant used to offset costs of the original purchase. Purchase of the SUV, to be used to by Road Department engineers to transport equipment to and from road projects, would not exceed \$25,000. The Road Department recommends approval of a resolution to authorize purchase of these vehicles.

## **Agenda Item 1**

**TO:** Law & Courts, County Services, and Finance Committees

**FROM:** Teri Morton, Deputy Controller

**DATE:** January 23, 2019

**SUBJECT:** Resolution Creating Assistant Public Defender Positions for the Public Defenders Office

For the meeting agendas of January 31, February 5 and 7

### **BACKGROUND**

Every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes. In November 2017, as approved by Resolution 17-445, the Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee. The State of Michigan has approved full funding of the plan effective October 1, 2018.

The plan recommended a Public Defenders Office to be administered by Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court. Resolution 18-355 authorized the Chief Public Defender position for this office. This resolution would create the attorney positions for the office. Because attorneys will be hired at various levels of experience, three distinct job classifications are being recommended. The Human Resources Department is recommending these positions be classified as follows:

Senior Assistant Public Defender – MC13 (salary range \$78,740.77 to \$94,510.67)

Assistant Public Defender – MC11 (salary range \$68,552.79 to \$82,284.70)

Assistant Public Defender – Entry Level – MC09 (salary range \$58,044.90 to \$69,697.99)

In order to allow flexibility in hiring based on the experience of applicants, it is recommended that a total of twenty-six attorney positions be created, and the Chief Public Defender be given flexibility as to the total number of positions within each classification.

### **FINANCIAL IMPACT**

The long-term (topped out) annual cost of the twenty-six positions including wages and fringes, if all positions were filled at the Senior Assistant Public Defender level, would be \$4,067,789. Funds are included in the 2018-2019 MIDC grant budget for the cost of filling these positions at various rates for the full twelve month period.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

### **OTHER CONSIDERATIONS**

The Public Defenders Office will include a total of 36.5 full-time equivalents. Additional resolutions will be brought to the Board of Commissioners for approval of the additional positions.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

## **INGHAM COUNTY JOB DESCRIPTION**

### **SENIOR ASSISTANT PUBLIC DEFENDER**

#### **General Summary:**

Under the direction of the Chief Public Defender, serves as attorney for indigent clients throughout Ingham County. Provides work direction to entry level and assistant public defenders. Performs legal research using electronic and on line tools. Handles all types of felonies in the Circuit Court. Serves as a team leader to other Assistant Public Defenders. Advocates in the best interest for clients.

#### **Essential Functions:**

1. Provides legal representation to the clients appointed to the office as determined by the Chief Public Defender.
2. Handles all types of felonies in the Circuit Court.
3. Serves as a team leader to other Assistant Public Defenders.
4. Provides work direction to entry level and assistant public defenders
5. Promptly meets with clients to understand goals and expectations.
6. Analyzes charging instrument and discovery as furnished by the prosecution.
7. Conducts on-line investigations and arranges for follow up investigation as necessary.
8. Able to handle all aspects of the client's matter through negotiation, plea or trial. Maintains appropriate client contact throughout the entire process.
9. Maintains availability for mentoring and consultation as directed by the Chief Public Defender.
10. Maintains relevance on current developments in the law through external and internal trainings and independent study of case law.
11. Ensures that files being handled are kept current as to status so that other members of the office can determine that status.
12. Performs legal research using electronic and on line tools.

#### **Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

#### **Employment Qualifications:**

**Education:** Graduate of an accredited Law School and a member in good standing of the Michigan Bar Association.

**Experience:** Minimum of ten (10) years of progressively more responsible roles in the practice of criminal law. Significant jury trial experience strongly desired.

**Other Requirements:**

- Ability to handle highly stressful situations

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, handling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

***Union  
Pay Grade***

## **INGHAM COUNTY JOB DESCRIPTION**

### **ASSISTANT PUBLIC DEFENDER**

#### **General Summary:**

Under the direction of the Chief Public Defender, serves as attorney for indigent clients throughout Ingham County. Performs legal research using electronic and on line tools. Handles District Court Cases and some felonies in Circuit Court. Advocates in the best interest for clients.

#### **Essential Functions:**

1. Provides legal representation to the clients appointed to the office as determined by the Chief Public Defender.
2. Handles District Court Cases and some felonies in Circuit Court.
3. Promptly meets with clients to understand goals and expectations.
4. Analyzes charging instrument and discovery as furnished by the prosecution.
5. Conducts on-line investigations and arranges for follow up investigation as necessary.
6. Able to handle all aspects of the client's matter through negotiation, plea or trial.
7. Maintains appropriate client contact throughout the entire process.
8. Maintains availability for mentoring and consultation as directed by the Chief Public Defender. Maintains relevance on current developments in the law through external and internal trainings and independent study of case law.
9. Ensures that files being handled are kept current as to status so that other members of the office can determine that status.
10. Is respectful of the widely divergent backgrounds and special requirements of the clientele the office represents.
11. Passionate about advocating for the needs and interests of the client.
12. Performs legal research using electronic and on line tools.

#### **Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

#### **Employment Qualifications:**

**Education:** Must be a graduate from an accredited Law School and a Member in good standing of the Michigan Bar Association

**Experience:** A minimum of four (4) years of criminal defense experience

#### **Other Requirements:**

- Must be able to work in highly stressful situations

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, handling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

***Union  
Pay Grade***



## **INGHAM COUNTY JOB DESCRIPTION**

### **ASSISTANT PUBLIC DEFENDER – ENTRY LEVEL**

#### **General Summary:**

Under the direction of the Chief Public Defender, serves as attorney for indigent clients throughout Ingham County. Performs legal research using electronic and on line tools. Handles misdemeanor cases in District Court and the first appearance docket. Advocates in the best interest for clients.

#### **Essential Functions:**

1. Provides legal representation to the clients appointed to the office as determined by the Chief Public Defender.
2. Handles misdemeanor cases in District Court and the first appearance docket.
3. Promptly meets with clients to understand goals and expectations.
4. Analyzes charging instrument and discovery as furnished by the prosecution.
5. Conducts on-line investigations and arranges for follow up investigation as necessary.
6. Able to handle all aspects of the client's matter through negotiation, plea or trial.
7. Maintains appropriate client contact throughout the entire process.
8. Maintains availability for mentoring and consultation as directed by the Chief Public Defender. Maintains relevance on current developments in the law through external and internal trainings and independent study of case law.
9. Ensures that files being handled are kept current as to status so that other members of the office can determine that status.
10. Is respectful of the widely divergent backgrounds and special requirements of the clientele the office represents.
11. Passionate about advocating for the needs and interests of the client.
12. Ability to perform legal research using electronic and on line tools.

#### **Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

#### **Employment Qualifications:**

**Education:** Must be a graduate from an accredited Law School and a Member in good standing of the Michigan Bar Association

**Experience:** Up to three (3) three years in the practice of law, criminal law experience highly desired. Those recently accepted by the Bar strongly encouraged to apply.

#### **Other Requirements:**

- Must be able to work in highly stressful situations

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, handling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

***Union  
Pay Grade***

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CREATING ASSISTANT PUBLIC DEFENDER POSITIONS  
FOR THE PUBLIC DEFENDERS OFFICE**

WHEREAS, every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes; and

WHEREAS, the Ingham County Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee and funding has been approved by the State of Michigan, effective October 1, 2018; and

WHEREAS, the recommended Public Defenders Office included in this plan will be administered by Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court; and

WHEREAS, the Board of Commissioners must authorize the staffing and budget in order to create the Public Defenders Office; and

WHEREAS, Resolution 18-355 created the Chief Public Defender position, and Resolution 18-450 created an Administrator and an Executive Assistant; and

WHEREAS, the next positions recommended for approval as part of the Public Defenders Office are Assistant Public Defender attorneys; and

WHEREAS, the MIDC Compliance plan authorized the creation of twenty-six attorney positions, to be filled at various salary levels, depending on years of experience; and

WHEREAS, three distinct job descriptions have been created and point-rated by the Human Resources Department, and the recommended classifications are as follows:

Senior Assistant Public Defender – MC13 (salary range \$78,740.77 to \$94,510.67)

Assistant Public Defender – MC11 (salary range \$68,552.79 to \$82,284.70)

Assistant Public Defender – Entry Level – MC09 (salary range \$58,044.90 to \$69,697.99); and

WHEREAS, in order to allow flexibility in hiring based on the experience of applicants, it is recommended that a total of twenty-six attorney positions be created, and the Chief Public Defender be given flexibility as to the total number of positions within each classification; and

WHEREAS, the Public Defenders Office will include a total of 36.5 full-time equivalents; and

WHEREAS, the budget for these positions is included in the grant budget authorized by Resolution 18-476; and

WHEREAS, the remaining staffing will be brought to the Board of Commissioners for approval at a later date.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creation of twenty-six attorney positions in the Public Defenders Office, with three separate classifications; Senior Assistant Public Defender – MC13, Assistant Public Defender – MC11, and Assistant Public Defender – Entry Level – MC09.

BE IT FURTHER RESOLVED, that the Chief Public Defender will have discretion as to the total number of positions to be filled at each classification, as long as the total is within the approved allocation of twenty-six positions.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2019 budget and position allocation list.

## Agenda Item 2

**TO:** Ingham County Board of Commissioners, Law & Courts, County Services and Finance Committees

**FROM:** Jodi LeBombard, Ingham County Animal Control Director

**DATE:** 01-16-2019

**SUBJECT:** Animal Control and Shelter Reorganization

For the meeting agendas of January 31, February 5, 6 and 12, 2019

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### **BACKGROUND**

Presently, the Ingham County Animal Control and Shelter Deputy Director position remains vacant. The shelter Director as well as the controller's office and human resources seek to reorganize the shelter structure with a focus on care of shelter animals. With this, we are confident with presenting the elimination of the Deputy Director position with the creation of a new position- Animal Care Manager. The shelter veterinarian position would be freed of the supervisory responsibilities allowing for focus on the medical needs of the shelter animals.

### **ALTERNATIVES**

If the Deputy Director position was filled as is or reverted to a general shelter manager position the shelter would not be addressing the long rooted issue- the need for more direct animal care staffing resources. The 2015 National Animal Control Association assessment of the shelter as well as the most recent investigations in 2018 prompt additional animal care resources as well. Without the resources being moved toward the direct care of the shelter animals, the care of the shelter animals could be negatively affected.

### **FINANCIAL IMPACT**

The proposed reorganization would be a cost savings to the animal shelter. The long-term cost savings is estimated to be approximately \$18,687.

### **OTHER CONSIDERATIONS**

The Michigan Department of Agriculture and Rural Development Regulation 151 governing animal shelters states under rule 35, "Enough employees to maintain compliance with these regulations are required and expected". The regulations in 151 refer to the adequate care and housing of shelter animals.

This reorganization is scheduled for a discussion at the January 28 Animal Control Shelter Advisory Committee meeting.

### **RECOMMENDATION**

With the above information, I respectfully recommend approval of the attached resolution to support the elimination of the animal shelter Deputy Director position with the addition of the animal care manager position.

**INGHAM COUNTY  
JOB DESCRIPTION  
ANIMAL CARE MANAGER**

**General Summary:**

Under the direction of the Animal Control Director will supervise and direct the Animal Care staff of the Ingham County Animal Control Shelter. Will develop policies and procedures for the care of animals, cleaning of kennels and facility, ordering of supplies, TNR program, Barn cat program, and shelter maintenance. Creates schedules and ensures shifts are covered in case of absences. Ensures shelter animal records are kept up to date and accurate. Works with Animal Control Director to develop budget for shelter supplies.

**Essential Functions:**

1. Supervises, directs, trains, schedules and assigns work to Animal Care staff and ensures shifts are covered in cases of absence.
2. Works with Animal Control Director in making hiring, discipline and termination decisions for Animal Care staff.
3. Develops budget for shelter supplies in coordination with the Animal Control Director.
4. Establishes and updates as needed policies and procedures for Animal Care staff as they relate to the care of shelter animals, cleaning and maintenance of the shelter and other protocols.
5. Ensures Animal Care staff are trained in the proper care of shelter animals, know policies and procedures and how they related to their job functions.
6. Ensures that shelter animal records are kept up to date and accurate, properly trains Animal Care staff in proper record keeping protocols.
7. Ensures that shelter animals are feed, medicated as needed, and that any safety or behavioral issues with animals are brought to the attention of the Animal Control Veterinarian and Animal Control Director.
8. Addresses safety and maintenance issues with kennel and shelter facilities with the Animal Control Director and Facilities Department.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** Associate's degree in animal science, zoology, business administration or a related field

**Experience:** One year of related experience with lead experience required. Supervisory experience preferred.

OR

High School diploma and three years of related experience with lead experience required. Supervisory experience preferred.

**Other Requirements:**

- None

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
3. This position is exposed to noise levels which require shouting in order to be heard.
4. This position works closely with domestic and wild animals with unpredictable temperaments.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, kneeling, crawling, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, lifting, and carrying.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

**November 7, 2018**  
**MCF 6**

## **INGHAM COUNTY JOB DESCRIPTION**

### **VETERINARIAN - ANIMAL CONTROL**

#### **General Summary:**

Under the general supervision of the Animal Control Director and Deputy Director will perform surgeries, spay/neuter, pre-surgery exams and provide medical care to ill and injured animals at the shelter. He/she will substitute for the Animal Control Director in his/she absence. Interviews, trains, evaluates and makes recommendations regarding staff. Establish and administer a comprehensive shelter medicine program to ensure overall health, treatment and diagnosis of shelter animals. Maintain proper medical records. Supervises, schedules and processes time card for veterinary technician.

#### **Essential Functions:**

1. Develop, implement and manage a comprehensive shelter medicine program including preventative medicine, surgeries including spay/neuter, evaluation and treatment of shelter animals, evidence gathering for cruelty cases and other duties. Stays informed on new developments in shelter medicine and modify our medical program as needed.
2. Develop and manage partnerships with veterinarians, colleges, universities and vocational training programs for veterinarians and veterinary technicians, animal related non-profits and other entities to expand ICAC's capacity to provide high quality care to its animals and animals in our community and to assist in training of shelter medical professionals.
3. Perform surgeries, spay/neuter, pre-surgery exams and general shelter medicine to ill and injured animals at the shelter in accordance with acceptable professional standards.
4. Ensure shelter veterinary licenses and registrations are current and up to date. Ensure compliance with state and federally mandated drug inventory and reporting requirements.
5. Ensure overall health, treatment and diagnosis of shelter animals by providing physical exams, treatment and follow up as needed on known medical issues and re-checks.
6. Ensure proper documentation of daily medical procedures, physical exams, diagnosis, treatment, medications and follow up.
7. Responsible for conducting drug inventory for both controlled and non-controlled substances and ensures a consistent supply of veterinary and animal care supplies are maintained, including assisting in budget and monitoring for the animal care department.
8. Develops standard operating procedures which includes but is not limited to: animal care from intake of an animal, to testing temperament, medication delivery and feeding.
9. Interviews, trains, supervises, evaluates and disciplines veterinary technician as needed in compliance with ICAC policy. Trains staff in the awareness of diseases, the spread of infectious diseases, detection and prevention.



10. Provide veterinary evaluation, care and documentation for animals involved in cruelty and other criminal cases including testifying in court or in deposition.

**Other Functions:**

Performs other duties as assigned

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** Doctor of Veterinary Medicine Degree from an Association of American Veterinary Medical College accredited school.

**Experience:** Experience with large and small animal veterinary care. Experience with shelter medicine a plus.

**Other Requirements:**

- Must maintain current Michigan Veterinarian License free from complaints.
- Must be a team player with excellent interpersonal skills.
- Must have effective written and verbal communication skills.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position operates non-powered hand tools such as scalpels, clamps, and other surgical tools.
3. This position operates power hand tools such as dental tools, etc.
4. This position is exposed to noise levels which require shouting in order to be heard.
5. This position is exposed to communicable diseases, blood, other body fluids, etc.
6. This position works closely with domestic and wild animals with unpredictable temperaments.
7. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

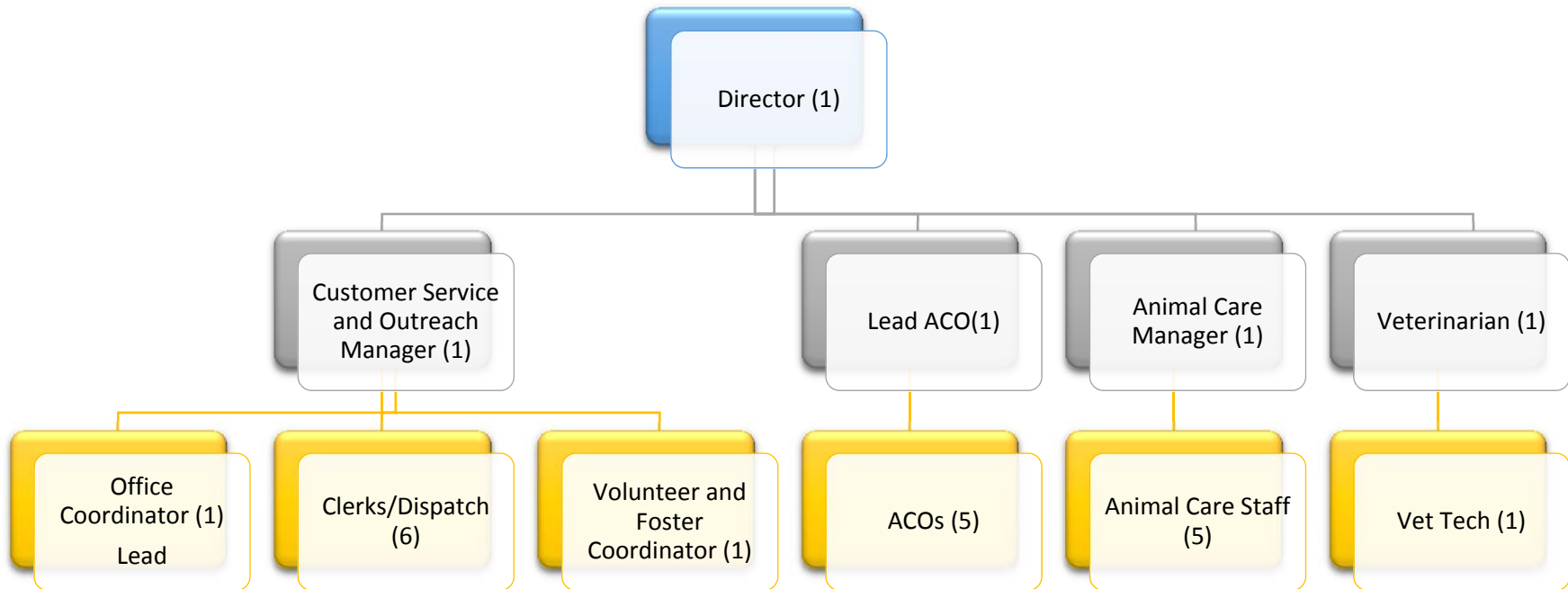
**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, traversing, climbing, balancing, bending, stooping/crouching, squatting, kneeling, crawling and typing
- This position's physical requirements require continuous stamina in standing, walking, twisting, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.

- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

***MCF 11***  
***November 16, 2018***



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE INGHAM COUNTY  
ANIMAL CONTROL AND SHELTER**

WHEREAS, the vacancy of the Deputy Director position at the Ingham County Animal Control and Shelter (ICACS) has allowed opportunity for review of the ICACS organization chart; and

WHEREAS, there have been concerns with the level of staffing and supervision of the animal care staff; and

WHEREAS, after review by Human Resources, the Controller's Office and the Animal Control Director, a recommendation for a reorganization is being made; and

WHEREAS, this reorganization takes into consideration budgetary constraints as well as the most critical needs of ICACS.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the elimination of the Animal Control Deputy Director position (MCF09) and the creation an Animal Care Manager position (MCF06).

BE IT FURTHER RESOLVED, that the job description of the Veterinarian is amended to eliminate supervisory responsibility of animal shelter staff, other than the Veterinary Technician, allowing the Veterinarian to focus on the medical needs of animals at the Shelter.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the 2019 Position Allocation List and budget in accordance with this resolution.

### Agenda Item 3

**TO:** Board of Commissioners County Services and Finance Committees

**FROM:** Jared Cypher, Deputy Controller

**DATE:** January 14, 2019

**SUBJECT:** Resolution Authorizing a Health Services Millage Agreement with CMH  
For the meeting agendas of February 4 and February 6

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#### **BACKGROUND**

This resolution authorizes a 2018/2019 Health Services Millage agreement with CMH. The scope of services to be covered is included in the attached document.

#### **ALTERNATIVES**

None.

#### **FINANCIAL IMPACT**

The resolution authorizes a contract not to exceed \$1,331,769 with CMH for services provided to Ingham County residents for the period of October 1, 2018 through September 30, 2019. Funds are included in the 2019 budget for this contract.

#### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long term objective of promoting accessible health care.

#### **OTHER CONSIDERATIONS**

None.

#### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support a 2019 Health Services Millage agreement with CMH.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE COMMUNITY MENTAL HEALTH  
AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH)  
FOR HEALTH SERVICES MILLAGE ELIGIBLE SERVICES**

WHEREAS, the State of Michigan dramatically reduced State General Fund payments to CMH in fiscal year 2015; and

WHEREAS, the cut eliminated 67% of the State General Fund dollars to the CMH system; and

WHEREAS, these cuts continue to cause ongoing fiscal and service gaps for CMH; and

WHEREAS, in November 2014 the electorate renewed a countywide health services millage level of 52/100 (.52) of one mill for a period of five years (2015-2019) to be used for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than \$28,000 and who do not have medical insurance; and

WHEREAS, CMH has submitted a proposal to Ingham County to use Health Services Millage dollars to fund essential services and alleviate the cut in State General Fund dollars; and

WHEREAS, funds from the health services millage are allocated in the County's 2019 budget for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract not to exceed \$1,331,769 with CMH for services provided to Ingham County residents for the period of October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, funds for this contract with CMH will come from the Health Services Millage.

BE IT FURTHER RESOLVED, funds will be utilized by CMH for Health Services Millage eligible services as provided in the attached proposal.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties  
Proposal for the continued use of Ingham County Health Services Millage  
to close gaps in Ingham County's behavioral health care system  
FY2019

**Summary of proposal:** This proposal requests the continuation of Ingham County Health Services Millage funding, to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI), to support a comprehensive package of behavioral healthcare services designed to address of the most pressing behavioral healthcare needs in the Ingham County community.

**Context:** Since the significant State General Fund reduction (2/3 of the funds formerly provided to CMHA-CEI) and the implementation of the Healthy Michigan Plan, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) has gained clarity as to the fiscal and service gaps resulting from these changes. This clarity underscores the substantial set of services and persons that are not covered by the Healthy Michigan Plan – costs which must be covered by the scarce State General Fund and local dollars within CMHA-CEI's budget. Many of these costs are related to the provision of services to persons for whom CMHA-CEI is the provider and cost underwriter, but who are not eligible for the Healthy Michigan Plan. This group includes: 1) Individuals enrolled in Medicare and not eligible for Medicaid. 2) Those with "spend down" Medicaid eligibility, which means they become eligible for Medicaid benefits only after meeting the monthly spend-down amount. 3) Those with severe, chronic and urgent mental health treatment needs (crisis stabilization, community living supports or skill-building services, residential care, case management) not covered by any other coverage plan.

The services proposed in this document **address longstanding gaps in services and gaps that emerged with the dramatic cut in state General Fund dollars** to this CMH and CMHs across the state.

**A. Closing gaps in Ingham County's essential behavioral health care services system:**

**The community's free-standing (outside of hospital grounds) 24/7 Psychiatric Crisis Services and Inpatient Pre-Screening Unit:** This unit provides around-the-clock access to highly trained behavioral health clinicians who provide: crisis intervention, psychiatric inpatient pre-screening (and funding authorization), short-term stabilization, diversion to appropriate levels of care, housing assistance, and linkages to needed services to adults, children, and adolescents. In effort to meet the growing need for crisis stabilization services in our service area and to reduce the need for scarce psychiatric hospital placements in situational crisis, CMHA-CEI has expanded adult

and youth Urgent Care Services as part of the Crisis Services continuum, launch youth mobile crisis and is building capacity for adult mobile crisis services. These services provide immediate intensive support to individuals and families in order to intervene, stabilize, and connect them to longer term resources for ongoing care.

**The community's Assessment and Referral Team:** This unit provides a full bio-psychosocial assessment and a comprehensive behavioral health and ancillary treatment, supports, and referral plan (using person-centered planning methods) for adults who are uninsured.

**The community's urgent care and intensive home-based treatment program for at-risk children, youth, and their families:** This program works to improve the ability of children and youth, with serious emotional disturbance, to function better at home, in school, in the community, and with peers by providing - primarily in the home, school, and workplace of the families enrolled in this program (with some services provided at CMHA-CEI offices) - family and individual psychotherapy, psychiatry, nursing, parenting skills, crisis therapeutic respite services, training and coaching, school liaison services, and referral network linkages.

**A spectrum of community-based treatment teams for vulnerable populations:** These multidisciplinary teams, made up of mental health therapists/casemanagers, psychiatrists, nurses, mental health workers/consumer services specialists, and peer support specialists, provide psychotherapy, psychiatry, nursing, and a range of supports to **adults in a variety of settings with very high levels of mental health needs, those enrolled in a specialized older adult program, and adults with intellectual/developmental disabilities.**

**Psychiatric inpatient care for jail inmates:** CMHA-CEI pays all psychiatric inpatient claims on individuals admitted directly from the jail to psychiatric inpatient facilities. Given that these claims are paid with State General Fund dollars and given the dramatic cut in this CMH's State General Fund revenues, **CMHA-CEI has limited funds to pay these psychiatric inpatient costs** and others previously funded by State General Fund dollars.

<b>B. Low cost safety net services to meet the needs of the unserved:</b>
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**Psychiatric care and outpatient therapy for children and adults with moderate mental health needs:** This community has long experienced a significant and growing gap in the availability of office-based outpatient psychotherapy for children, adolescents and adults. These services (along with CMHA-CEI's 24/7 psychiatric crisis services unit) provide the community's mental health safety net.



Cost of proposed services in FY2019:

\$ 1,331,769

Estimated number of Ingham County residents meeting the millage criteria who will be served: 1,800\* Please note, the number of residents served with funds are variable from year to year based on the intensity of eligible individuals service needs and the cost of those services.

#### **FY 18 Summary of Services:**

In total in FY18 CMHA-CEI served 8,869 Ingham County Residents and Ingham County Millage dollars were used to help support services for 1,286 eligible Ingham County residents\*. The table below provides an overview of services, costs, and numbers of Ingham County residents served utilizing Ingham County Millage dollars in FY 18.

<b>Category</b>	<b>Amount</b>	<b>Individuals*</b>
<b>24/7 Psychiatric Crisis Services and Inpatient Screening</b>		
Crisis Intervention	\$42,565.19	60
Transportation	\$9,247.55	11
<b>Assessment</b>		
Assessments and Treatment Planning	\$177,965.96	212
<b>Community-Based Mental Health Treatment and Supports</b>		
Assertive Community Treatment (ACT)	\$93,108.35	11
Clubhouse Psychosocial Rehabilitation Programs	\$30,111.89	7
Nursing Facility Mental Health Monitoring	\$28,443.04	11
Peer Directed & Operated Support Services	\$14,116.77	19
Targeted Case Management	\$284,561.09	168
Therapy (mental health)	\$45,171.56	82
<b>Families Forward Children's Services</b>		
Home Based Services	\$8,712.60	8
Respite	\$3,955.81	5
Family Training	\$868.85	2
<b>Community Services for Developmentally Disabled</b>		

<b>Category</b>	<b>Amount</b>	<b>Individuals*</b>
Applied Behavioral Analysis	\$1,015.20	1
Community Living Supports	\$451,247.48	94
Health Services	\$25,066.42	30
Supports Coordination	\$5,484.14	7
Personal Care in Licensed Specialized Residential Setting	\$110,953.30	47
Skill Building Assistance	\$81,964.20	19
Housing Assistance	\$19,858.08	1
Supported Employment Services	\$3,725.40	2
<b>Psychiatric and Residential Care</b>		
Medication	\$14,226.26	9
Medication Administration	\$13,921.08	7
Medication Review	\$31,146.63	27
Residential Services	\$661,832.92	332
Room and Board	\$65,595.87	114
<b>Total</b> (Millage allocation fully billed for \$1,292,480 Oct. 2017-June, 2018)	\$2,224,865.64**	1,286*

\*Individuals may be duplicate if receiving services in multiple categories

\*\*Expenses beyond Millage Allocation covered by CMHA-CEI funds during this period.

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** January 22, 2019  
**SUBJECT:** Ingham County Trails and Park Millage  
For the meeting agenda of 2/4/19 Human Services and 2/7/19 Finance

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### **BACKGROUND**

Board of Commissioners Resolution #18-231 approved a fourth round of applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report and special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects. Board of Commissioner Resolution #18-231 approved the scoring/ranking criteria for the Trails and Parks Program Application.

Following the directives of the Board of Commissioners, the Park Commission reviewed the 17 applications that were received from Aurelius Township (1), Delhi Township (1), City of East Lansing (2), City of Lansing (7), Lansing Township (1), Meridian Township (1), Williamston Township (1), Ingham County (2), and the Village of Dansville (1). The Park Commission scored and ranked these applications (Exhibit A) for approval for the Board of Commissioners based off of the approved scoring criteria, site visits and consultant viability reports (Exhibit B). The Parks Department staff has also included their proposed ranking based off of the scores from the Park Commission scoring criteria (Exhibit C).

### **ALTERNATIVES**

The Ingham County Trails and Parks Comprehensive Report provided for a detailed inventory and assessment of the County's existing trails, identification of planned trails and regional corridors, public and stakeholder preferences for millage expenditures and regional corridors. These Park Commission recommendations for the new countywide trails and parks millage allocations and funding request through the current application process by each community present priorities in an effort to accomplish these tasks. Without these new construction enhancements and rehabilitation of existing trails, bridges and County Park infrastructure, which had been deferred in the past, with the goal to provide opportunities for people to walk and bike to more places through non-motorized trails linking people to places such as parks, neighborhoods, schools, places of employment and businesses for both recreation and commuting purposes may fall short. Approving this resolution will allow local communities to provide for the Trails & Parks Task Force's recommendation and the Board of Commissioner's directive to address new construction, special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects.

### **FINANCIAL IMPACT**

The projected funds *available* for 2019 from the Trails and Parks Millage for the fourth round of applications is \$1,267,806.00 The total projected Trails and Parks Millage funds *available* for 2020 funds and not exceeding 70% is \$2,425,693.00. The total available funds for 2019 and 2020 is \$3,693,499.00.

The total amount based of the ranked applications for the round four applications by the Park Commission is \$3,653,934.48 from the Trails and Parks Millage Fund which includes a percentage of 2019 funds as well as from 2020 funds. The total amount of local match for this round is \$3,467,351.

The total amount based off of the ranked applications for the round four applications by the Parks Department is \$3,693,499.00 from the Trails and Parks Millage Fund which includes a percentage of 2019 funds as well as 2020 funds.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission reviewed and scored the projects and they support Table A shown in the attached resolution at their December 10, 2018 meeting.

The Ingham County Parks staff respectively does not concur with the Park Commission scoring and is submitting their own scored project sheet as shown in Table B in the attached resolution.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

# EXHIBIT A

## PARK COMMISSION RANKING



### INGHAM COUNTY TRAILS & PARKS MILLAGE GRANTS

Score	Project Type	Applicant	Project Title	Grant Request	Fund in 2019	2020 Or Multiple Yrs.	2019 Total Amount Recommended	Total Available in 2020	Total Amount Recommended 2019-2020
42.07	Special	Williamston	Red Cedar River Water Trail	\$50,000.00	Yes		\$50,000.00	\$0.00	
41.21	New	Lansing Township	Waverly Road Shared Use Path	\$344,750.00	Yes		\$344,750.00	\$0.00	
31.96	Special	FLRT/Col	Volunteer Trail Ambassador/Coordinator	\$15,000.00	Yes		\$15,000.00	\$0.00	
31.16	Repair	Bridge 13	CL-13	\$86,442.85	Yes		\$86,442.85	\$0.00	
26.21	Special	Dansville	Dansville Hiking/Walking Trails	\$13,500.00	Yes		\$13,500.00	\$0.00	
38.96	New	Meridian	MSU to Lake Lansing Connector, Phase II	\$645,000.00		Yes (19-20)	\$322,500.00	\$322,500.00	
32.54	Repair	Bridge 18	CL-18-LTE-RC (between Aurelius and Crego)	\$714,017.94		Yes (19-20)	\$357,008.97	\$357,008.97	
31.16	Repair	Bridge 15	CL-15	\$344,042.54		Yes (2020)	\$0.00	\$344,042.54	
31.16	Repair	Bridge 14	CL-14	\$100,980.97		Yes (2020)	\$0.00	\$100,980.97	
28.98	Repair	Ingham Co.	Hawk Island Park \$300,000	\$548,500.00		Yes (19-20)	\$78,604.18	\$221,396.00	
24.86	Repair	Ingham Co.	Lake Lansing S. Improvements	\$1,040,200.00		Yes (2020)	\$0.00	\$1,040,200.00	
33.89	New	City of Lansing	Trail Connect-Cambridge to Frances Park	\$400,030.00	No		\$0.00	\$0.00	
33.29	New	Delhi	Holt to Mason, Phase I	\$3,543,380.00	No		\$0.00	\$0.00	
31.16	Repair	Bridge 31	CL-31	\$373,511.70	No		\$0.00	\$0.00	
29.75	New	E. Lansing	NTT-Ped. Connection at Riveria Drive	\$370,796.00	No		\$0.00	\$0.00	
29.36	New	E. Lansing	NTT-Ped Connection at Colorado Drive	\$191,684.00	No		\$0.00	\$0.00	
22.64	Special	Aurelius	Glenna Droschia Comm. Park	\$45,118.00	No		\$0.00	\$0.00	
			Amount Requested	\$8,826,954.00		TOTAL ASK	\$1,267,806.00	\$2,386,128.48	
							\$1,267,806.00	\$39,564.52	\$3,653,934.48

## EXHIBIT B

### FOURTH ROUND OF TRAILS & PARKS MILLAGE APPLICATION INFORMATION AND VIABILITY REPORTS

The Ingham County Parks Department accepted the fourth round of trails and parks millage application this past fall with the deadline of August 31, 2018. After receipt of these 17 applications, site visits were performed, and the Park Commission was tasked with scoring and ranking these applications for submission to the Board of Commissioners.

The following chart is an overview of the fourth round of applications. After the chart you will find the scoring sheet, followed by the viability reports for each application provided by our consultant at Spicer Group. After the viability reports, the minutes from the December Park Commission meeting outlining the pros and cons for each application are provided. The final scoring/ranking by the Park Commission can be found in the submitted resolution.

<b>Applicant</b>	<b>Project Title</b>	<b>Grant Request</b>
Williamston	Red Cedar River Water Trail	\$50,000.00
Lansing Township	Waverly Road Shared Use Path	\$344,750.00
Meridian	MSU to Lake Lansing Connector, Phase II	\$645,000.00
City of Lansing	Trail Connect-Cambridge to Frances Park	\$400,030.00
Delhi	Holt to Mason, Phase I	\$3,543,380.00
City of Lansing	Bridges	
Bridge 18	CL-18-LTE-RC (between Aurelius and Crego)	\$714,017.94
FLRT/Col	Volunteer Trail Ambassador/Coordinator	\$15,000.00
City of Lansing	Bridges-see below breakdown (Total:\$904,978.06)	
Bridge 13	CL-13	\$86,442.85
Bridge 15	CL-15	\$344,042.54
Bridge 14	CL-14	\$100,980.97
Bridge 31	CL-31	\$373,511.70
E. Lansing	NTT-Ped. Connection at Riveria Drive	\$370,796.00
E. Lansing	NTT-Ped Connection at Colorado Drive	\$191,684.00
Ingham Co.	Hawk Island Park	\$548,500.00
Dansville	Dansville Hiking/Walking Trails	\$13,500.00
Ingham Co.	Lake Lansing S. Improvements	\$1,040,200.00
Aurelius	Glenna Droscha Comm. Park	\$45,118.00

# SCORING SUMMARY

## TRAILS AND PARKS MILLAGE

2018 ROUND (August 2018)

	Applicant	Project	Project Type	Match	App. Rank	Score
1	Williamston Township	Red Cedar River Water Trail	Small /Special	54.00%	sole app	42.07
2	Lansing Township	Waverly Road Shared Use Path	New	58.00%	sole app	41.21
3	Meridian Township	MSU to Lake Lansing Connector, Phase II	New	25.00%	sole app	38.96
4	City of Lansing	Trail Connect.-Cambridge to Frances Park	New	43.00%	1	33.89
5	Delhi Township	Holt to Mason Trail, Phase 1	New	10.50%	sole app	33.29
6	City of Lansing	Bridges **see below breakdown			2-*	32.54
	Bridge 18	CL-18-LTE-RC (bet. Aurelius and Crego)	Replace	21.00%	2-1	
7	FLRT / City of Lansing	Volunteer Trail Amabassador/Coordinator	Special	33.00%	sole app	31.96
8	City of Lansing	Bridges **see below breakdown		21.00%	2-*	31.16
	Bridge 13	CL-13-LTE-RC (east of Pennsylvania Ave)	Repair		2-2	
	Bridge 15	CL-15-LTE-SP (bridge over Pennsylvania Ave)	Repair		2-3	
	Bridge 14	CL-14-LTE-RC (east of Pennsylvania Ave)	Repair		2-4	
	Bridge 31	CL-31-LT-GR (under Caesar Chavez Ave)	Repair		2-5	
9	City of East Lansing	NTT - Ped Connection at Riveria Drive	New	35.00%	1	29.75
10	City of East Lansing	NTT - Ped Connection at Colorado Drive	New	34.00%	2	29.36
11	Ingham County	Hawk Island Park	Repair	51.90%	2	28.98
12	Village of Dansville	Dansville Hiking/Walking Trail Plan	Small/Special	10.00%	sole app	26.21
13	Ingham County	Lake Lansing Park South Improvements	Repair	36.60%	1	24.86
14	Aurelius Township	Glenna Droscha Community Park	Small	50.00%	sole app	22.64

Max. Score = 59.75

## VIABILITY REPORTS

### PROJECT EVALUATION AND VIABILITY REPORT TRAILS AND PARKS MILLAGE REVIEW 2018 ROUND (August 2018)

**Project:** GLENNA DROSCHA COMMUNITY PARK PICNIC PAVILION AND PLAYGROUND  
**Community:** AURELIUS TOWNSHIP

**Type of Application:** SMALL GRANT

**Reviewed By:** SPICER GROUP, TANYA MOORE  
**Date:** 10/3/2018, revised 11/15/18

#### Funding Sources

<b>Millage Funds Requested:</b>	\$45,118.00	
<b>Applicant Funds/Match:</b>	\$45,118.00	% Match: 50%
<b>Total Project Cost:</b>	\$90,236.00	Match Source: Township General Fund
Construction Cost:	\$84,309.00	
Design Engineering:	\$0.00	
Construction Engineering:	\$0.00	
<b>Contingency Amount:</b>	\$5,927	6.57%

#### Project Details:

The proposed improvements at Glenna Drosche Community Park include a new picnic pavilion, playground, picnic tables and grills.

**MDOT / DNR Comments:** NA, not applying for other grant funding.

**Is the Project Viable?** YES

#### Comments / Concerns:

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: There are no design or engineering costs figured into the proposal; engineered sealed prints are included for the pavilion, but not the site work and playground. Engineering costs are included in their proposal. Does the playground meet current safety standards and ADA standards? Proposal will meet or exceed current ADA and safety standards. Is there a concrete walkway provided to the playground and pavilion? There is 42 ft of 5' wide concrete walk provided from the parking to pavilion and pavilion to playground. Is the proposed safety surfacing in the playground going to be sand? Sand is not an ADA acceptable surfacing material for playgrounds. The safety surfacing will be Playmat which is an engineered wood composition which is ADA compliant. We will need to see a layout of the proposed playground and proposed improvements. Township will provide a copy of the layout during the design process.

11/15/2018

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**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2018 ROUND (August 2018)**

**Project:** DANSVILLE BIKING/WALKING TRAIL PLAN  
**Community:** VILLAGE OF DANSVILLE

**Type of Application:** SPECIAL PROJECT, SMALL GRANT

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** 10/3/2018, revised 11/15/18

**Funding Sources**

<b>Millage Funds Requested:</b>	\$13,500.00	
<b>Applicant Funds/Match:</b>	<u>\$1,500.00</u>	<b>% Match:</b> 10%
<b>Total Project Cost:</b>	\$15,000.00	<b>Match Source:</b> Village of Dansville DDA
Construction Cost:	NA	
Design Engineering:	NA	
Construction Engineering:	NA	
Other Costs:	\$15,000.00	
<b>Contingency Included?</b>	NO	
<b>Contingency Amount:</b>	\$0	

**MDOT / DNR Comments:** NA, not applying for other grant funding; DNR Recreation Plan expired in 2004.

**Is the Project Viable?** YES

**Comments / Concerns:**

The proposed project will hire a consultant to study the best route(s) for a designated path system through the Village of Dansville with conceptual plans, cost estimates and strategies for implementation. The Village will also create a Recreation Plan in order to be eligible for DNR grant funding. Re-application from Round 2 (2016)

11/15/2018

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**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2018 ROUND (August 2018)**

**Project:** HOLT TO MASON TRAIL, PHASE 1 (to be named Hayhoe Trail)  
**Community:** DELHI TOWNSHIP

**Type of Application:** NEW CONSTRUCTION

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** 10/12/2018, revised 11/15/18

**Funding Sources**

<b>Millage Funds Requested:</b>	\$3,543,380.00	
<b>Millage Funds allocated, 2017:</b>	\$40,000.00	
<b>Applicant Funds/Match:</b>	<u>\$420,223.00</u>	<b>% Match:</b> 10.50%
<b>Total Project Cost:</b>	\$4,003,603.00	<b>Match Source:</b> Delhi Township George and Lisa Hayhoe
Construction Cost:	\$3,034,500.00	
Design Engineering:	\$150,000.00	
Construction Engineering:	\$303,700.00	
Other Costs:	\$60,223.00	
<b>Contingency Amount:</b>	\$455,200	11.37%

<b>Project Details:</b>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Total Trail Dimensions:			
Paved Trail Length:	2	10	Asphalt
Bridge Length:	0	0	
Boardwalk:	0	0	

**MDOT / DNR Comments:** Meeting 10/19/18

DNR - Currently have and 2017 DNR Trust Fund application to develop Esker Park as a trail head, lake access, restrooms, etc. with construction estimated for summer 2019; plans and specifications have been approved by the DNR. The DNR would anticipate a 2019 Trust Fund application for this project. MDOT - Project has good connectivity at the north end; connecting Mason to Holt would be a good regional connection; have a completed feasibility study. Project has poor connectivity/logical termini at the south end; users would have nowhere to go until the next phase it built. MDOT sees little benefit as a stand-alone project with little traffic generators in the proposed route other than a residential neighborhood and very few businesses. The proposed storm sewer 58% of the project cost (or approx. \$1 million more than their average grant); will snow storage be an issue? Costs for mobilization and traffic control are too low. MDOT would encourage a 50% local match.

**Is the Project Viable?** YES, but is contingent on DEQ approval of enclosing the drain

**Comments / Concerns:**

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: \$40,000 allocated in 2017 round, from IC millage, is included in this application. Math doesn't add up correctly and front page requested amount does not match the amount on the cost page of the application. **Corrected math error.** A trail connecting Holt to Mason is the 2nd highest priority for new trails in Ingham County. Reviewing the project, some of the costs seem low, however due to the size of the project, the lower, per unit, costs may be justified. The scope of the project would take a large portion of the millage—is there any way to phase this into smaller projects? The Township requests the project be funded over multiple funding years rather than break the project up into multiple phases. Can state grants (DNR, MDOT) be applied for to offset the costs to the millage? Township has a current DNR TF grant and thinks an additional DNR grant would not be funded. Since Township is not an Act 51 agency, they would need to apply through the County Road Dept. (ICRD); They do not think their project would be competitive enough as compared with other TAP projects being funded through ICRD. Have wayfinding signs been included? Yes. Additionally, the Township's millage was approved in and will provide local match. PRATT - enclosing the drain will need DEQ approval and that may be difficult.

11/15/2018

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**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW**

**Project:** NORTHERN TIER TRAIL, PEDESTRIAN CONNECTION AT RIVERIA DRIVE  
**Community:** CITY OF EAST LANSING

**Type of Application:** NEW CONSTRUCTION **PRIORITY:** 1  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE  
**Date:** 10/14/2018, revised 11/15/18

**Funding Sources**

<b>Millage Funds Requested:</b>	\$370,796.00	
<b>Applicant Funds/Match:</b>	<u>\$200,000.00</u>	<b>% Match:</b> 35%
<b>Total Project Cost:</b>	\$570,796.00	<b>Match Source:</b> DNR Trust Fund
Construction Cost:	\$440,157.00	
Design Engineering:	\$27,399.00	
Construction Engineering:	\$41,097.00	
Other Costs:	\$16,480.00	
<b>Contingency Amount:</b>	\$45,663	10.37%

<b>Project Details:</b>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Total Trail Dimensions:			
Paved Trail Length:	160' +/-	10'	Asphalt
Bridge Length:	60'	14'	
Boardwalk:	0	0	

**MDOT / DNR Comments:**

The City will apply for DNR grant in April 2019. MDOT -  
Project provides neighborhood residents with access to a popular local trail. Only a local benefit; beneficiaries are limited to residents of those subdivisions; TAP prefers to connect to trails that meet AASHTO standards, but the ex. NTT does not meet AASHTO (too narrow); no non-motorized connection on Colorado and little ex. sidewalk in the Bessemaur neighborhood; project is likely overdesigned, especially the H10 load rating and (to a lesser extent) the width of the bridge and culvert.

**Is the Project Viable?** YES

**Comments / Concerns:**

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: DNR funding award expected in December 2019, with late 2020 or early 2021 construction. Numbers on cost page don't add up correctly. **Corrected.** Wayfinding signs have been included. **Yes.**



**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW**

**Project:** NORTHERN TIER TRAIL, PEDESTRIAN CONNECTION AT COLORADO DRIVE  
**Community:** CITY OF EAST LANSING

**Type of Application:** NEW CONSTRUCTION

**PRIORITY:** 2  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** 10/14/2018, revised 11/15/18

**Funding Sources**

<b>Millage Funds Requested:</b>	\$191,684.00	
<b>Applicant Funds/Match:</b>	<u>\$100,000.00</u>	<b>% Match:</b> 34%
<b>Total Project Cost:</b>	\$291,684.00	<b>Match Source:</b> DNR Trust Fund
Construction Cost:	\$216,868.00	
Design Engineering:	\$14,000.00	
Construction Engineering:	\$21,002.00	
Other Costs:	\$16,480.00	
<b>Contingency Amount:</b>	\$23,334	10.76%

<b>Project Details:</b>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Total Trail Dimensions:			
Paved Trail Length:	100' +/-	10'	Asphalt
Bridge Length:	20'	10'	Box Culvert
Boardwalk:	0	0	

**MDOT / DNR Comments:** Meeting 10/19/18, DNR application April 2019

The City will apply for DNR grant in April 2019.

**MDOT -**

Project provides neighborhood residents with access to a popular local trail. Only a local benefit; beneficiaries are limited to residents of those subdivisions; TAP prefers to connect to trails that meet AASHTO standards, but the ex. NTT does not meet AASHTO (too narrow); no non-motorized connection on Colorado and little ex. sidewalk in the Bessemaur neighborhood; project is likely overdesigned, especially the H10 load rating and (to a lesser extent) the width of the bridge and culvert.

**Is the Project Viable?** YES

**Comments / Concerns:**

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: Bridge is only 10-feet wide; doesn't meet AASHTO. Clarified that the "bridge" is actually a box culvert and adequate space will be provided on either side of the 10-ft wide path to provide the AASHTO required 2-ft of clearance on both sides. DNR funding award expected in December 2019, with late 2020 or early 2021 construction. Numbers don't add up correctly on the cost page. Corrected. Wayfinding signs have been included. Yes.

11/15/2018

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**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2018 ROUND (August 2018)**

**Project:** VOLUNTEER TRAIL AMBASSADOR COORDINATOR  
**Community:** FLRT / CITY OF LANSING

**Type of Application:** SPECIAL PROJECT

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** 10/12/2018, **Revised** 11/15/18

**Funding Sources**

<b>Millage Funds Requested:</b>	\$15,000.00	
<b>Applicant Funds/Match:</b>	<u>\$7,500.00</u>	<b>% Match:</b> 33%
<b>Total Project Cost:</b>	\$22,500.00	<b>Match Source:</b> FLRT
Construction Cost:	\$22,500.00	
Design Engineering:	NA	
Construction Engineering:	NA	
Other Costs:	NA	
<b>Contingency Amount:</b>	NA	

**Project Details:**

This request funds the Trails Ambassador position for a 3rd year.

**MDOT / DNR Comments:** NA

**Is the Project Viable?** YES

**Comments / Concerns:**

**Presented** 10/22/18. FLRT is working on funding sources to fund this position in the future.

11/15/2018

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**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2018 ROUND (August 2018)**

**Project:** LAKE LANSING PARK SOUTH IMPROVEMENTS  
**Community:** INGHAM COUNTY

**Type of Application:** REPAIR/REHAB

**PRIORITY:** 1  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** 10/12/2018, **updated 11/15/18**

**Funding Sources**

<b>Millage Funds Requested:</b>	\$1,040,200.00	
<b>Applicant Funds/Match:</b>	<u>\$600,000.00</u>	<b>% Match:</b> 36.6%
<b>Total Project Cost:</b>	\$1,640,200.00	<b>Match Source:</b> DNR Trust Fund
Construction Cost:	\$1,285,460.00	DNR LWCF
Design Engineering:	\$148,600.00	
Construction Engineering:	\$74,800.00	
Other Costs:	\$20,000.00	
<b>Contingency Amount:</b>	\$126,340	9.83%

**Project Details:**

**Presented 10/22/18.** The DNR Trust Fund portion of the project will include replacement of the existing bathhouse with restrooms, changing rooms, concessions, storage, first aid area and staff room. The project will also include relocation of the Sunrise Shelter, new picnic tables with umbrellas near the concessions, interpretive signs depicting the historical significance of the park, new paths and outdoor showers. The LWCF (Land and Water Conservation Fund) portion of the project will include parking lot paving, improvements to the overflow parking, drainage, new paths for better circulation, and landscaping to create bio-swales with native plantings.

**MDOT / DNR Comments:** **DNR Grants will be submitted in April 2019.**

**Is the Project Viable?** YES

**Comments / Concerns:**

No concerns.

11/15/2018

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**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2018 ROUND (August 2018)**

**Project:** HAWK ISLAND PARK  
**Community:** INGHAM COUNTY

**Type of Application:** REPAIR/REHAB

**PRIORITY:** 2  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE  
**Date:** 10/12/2018, **updated 11/15/18**

**Funding Sources**

<b>Millage Funds Requested:</b>	\$548,500.00	
<b>Applicant Funds/Match:</b>	<u>\$592,100.00</u>	<b>% Match:</b> 51.9%
<b>Total Project Cost:</b>	\$1,140,600.00	<b>Match Source:</b> DNR Trust Fund
Construction Cost:	\$873,310.00	DNR <b>LWCF</b>
Design Engineering:	\$108,800.00	
Construction Engineering:	\$36,700.00	
Other Costs:	\$33,500.00	
<b>Contingency Amount:</b>	\$88,290	10.11%

**Project Details:**

**Presented 10/22/18.** The DNR Trust Fund portion of the project will include replacement of the boardwalk on the south end of the lake with a pathway on land and overlook/fishing docks extended out to the water, replacement of some existing paths, striping of the existing loop path around the lake, parking lot striping for ADA parking spaces, a bench, trash receptacle, interpretive sign and native landscaping. The Recreation Passport portion of the project will include a new accessible canoe/kayak launch, a new floating pedal boat/row boat dock, (2) new sun-shade shelters, picnic tables, grills, fencing, paths, bench, interpretive sign, parking lot striping for ADA spaces, and native landscaping.

**MDOT / DNR Comments:** DNR Grants will be submitted in April 2019.

**Is the Project Viable?** YES

**Comments / Concerns:**  
No concerns.



**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2018 ROUND (August 2018)**

**Project:** TRAIL CONNECTION, CAMBRIDGE TO FRANCES RIVER TRAIL  
**Community:** CITY OF LANSING

**Type of Application:** NEW CONSTRUCTION

**PRIORITY:** 1  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** 10/14/2018, revised 11/15/18

**Funding Sources**

<b>Millage Funds Requested:</b>	\$400,030.00	
<b>Applicant Funds/Match:</b>	\$300,000.00	<b>% Match: 43%</b>
<b>Total Project Cost:</b>	\$700,030.00	<b>Match Source: DNR Trust Fund</b>
Construction Cost:	\$567,905.00	
Design Engineering:	\$30,000.00	
Construction Engineering:	\$35,375.00	
Other Costs:	\$5,750.00	
<b>Contingency Amount:</b>	\$61,000	10.74%

**Project Details:**

	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Total Trail Dimensions:			
Paved Trail Length:	1875'	10'	Asphalt
Bridge Length:	0	10'	
Boardwalk:	??	??	

**MDOT / DNR Comments:** Meeting 10/19/18, DNR application April 2019

DNR - A DNR Trust Fund application for \$300,000 was submitted in April 2018. Award announcements will be made Dec. 12, 2018. Preliminary score was a 320 with supplemental information submitted bringing that score to about a 340. Trust Fund grants in the past couple years were awarded to projects with a score of 320-330. MDOT - Extends an ex. non-motorized path; part of an overall plan to fill an ex. gap with the LRT; scenic location would encourage use; not a significant connection as a stand alone project (extends a relatively short distance but does not connect to a destination); not a good ending point at Cambridge (drops users into the intersection); appears to be limited space between the river and path (given the terrain and the potential for boardwalk, the proposed location on the river side likely makes the overall cost higher than if the path was on the other side of the road); PE and CE costs are likely too low (combined 11.5%, typical costs for an MDOT funded project are 10% for PE and 15% for CE); what is plan for future phases? Concerns with path continuing along Moores River Drive eastward.

**Is the Project Viable?** YES

**Comments / Concerns:**

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: Costs were not included for curb cuts, detectable warnings, crosswalk striping or wayfinding signage. Are there curb cuts on existing sidewalk at Cambridge? There is ex. curb cut at Cambridge and Moores River Dr (MRD), but not the north side of MRD. The costs are included in the project costs, lumped with HMA and subbase. Have you considered connecting to the small parking lot near the Frances Park entrance? The City has explored the connection and has deemed it unnecessary and unsafe. Have wayfinding signs been included in the costs? Yes.



**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2018 ROUND (August 2018)**

**Project:** BRIDGE REHABILITATION - BRIDGE # 18

**Community:** CITY OF LANSING

**Type of Application:** REPAIR/REHAB

**PRIORITY:** 2

(if multiple projects)

**Reviewed By:** SPICER GROUP, TANYA MOORE

(See priority of bridges below)

**Date:** 10/14/2018, updated 11/15/18

**Funding Sources** (Below cost is for all 5 bridges---see breakdown between 5 bridges below)

<b>Millage Funds Requested:</b>	\$1,618,996.00	
<b>Applicant Funds/Match:</b>	<u>\$441,204.00</u>	<b>% Match: 21%</b>
<b>Total Project Cost:</b>	\$2,060,200.00	<b>Match Source: Lansing Park Millage</b>
Construction Cost:	\$1,580,600.00	
Design Engineering:	\$158,300.00	
Construction Engineering:	\$83,000.00	
Other Costs:	\$51,000.00	
<b>Contingency Amount:</b>	\$187,300	11.85%

**Project Details:** LENGTH WIDTH TYPE

Bridge repairs to include deck, railing, pilings, superstructure and repainting (deck was previously funded).

Total Trail Dimensions:

Paved Trail Length:	0	10	
Bridge Length:	varies	10	Wood/Weathering Steel
Boardwalk:	0	0	

**MDOT / DNR Comments:** No comments from DNR or MDOT.

**Is the Project Viable?** YES

**Comments / Concerns:**

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: The existing bridges do not meet AASHTO and proposed bridge repair/replacement will not meet AASHTO.

CL-18-LTE-RC - along Red Cedar River between Aurelius Road and Crego Park; trail is currently shut down.

CL-13-LTE-RC and CL-14-LTE-RC - located just east of Pennsylvania Ave. along north bank Red Cedar River.

CL-15-LTE-SP - bridge over Pennsylvania Ave.

CL-31-LT-GR - located along the east bank of the Grand River under the Cesar E Chavez Ave bridge

Application is missing pages. Pages were submitted. There was no detailed cost estimate submitted. Detailed estimates were submitted. Were wayfinding signs included in the costs? These are ex. Sections of trail so they will be part of the wayfinding "big fix". Numbers on cost sheet don't add up correctly. Corrected.

Priority	1	2	3	4	5
Bridge #	18	13	15	14	31
	REPLACE	REPAIR	REPAIR	REPAIR	REPAIR
Millage Req:	\$714,017.94	\$86,442.85	\$344,042.54	\$100,980.97	\$373,511.70
Local Match:	<u>\$194,582.06</u>	<u>\$23,557.15</u>	<u>\$93,757.46</u>	<u>\$27,519.03</u>	<u>\$101,788.30</u>
Total Proj Cost:	\$908,600.00	\$110,000.00	\$437,800.00	\$128,500.00	\$475,300.00
Constr. Cost:	\$688,000.00	\$70,000.00	\$346,000.00	\$101,300.00	\$375,300.00
Design Eng.:	\$70,000.00	\$10,000.00	\$32,000.00	\$10,000.00	\$36,300.00
Constr. Eng.:	\$33,000.00	\$5,000.00	\$20,000.00	\$5,000.00	\$20,000.00
Other Costs:	\$35,000.00	\$15,000.00	\$0.00	\$500.00	\$500.00
Contingency:	\$82,600.00	\$10,000.00	\$39,800.00	\$11,700.00	\$43,200.00

11/15/2018

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**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2018 ROUND (August 2018)**

**Project:** WAVERLY ROAD SHARED USE PATHWAY  
**Community:** LANSING TOWNSHIP

**Type of Application:** NEW CONSTRUCTION

**PRIORITY:** 1  
(if multiple projects)

**Reviewed By:** SPICER GROUP, TANYA MOORE  
**Date:** 10/12/2018, revised 11/15/18

**Funding Sources**

<b>Millage Funds Requested:</b>	\$344,750.00	
<b>Applicant Funds/Match:</b>	\$485,250.00	<b>% Match:</b> 58%
<b>Total Project Cost:</b>	\$830,000.00	<b>Match Source:</b> MDOT HSIP
Construction Cost:	\$690,500.00	MDOT TAP
Design Engineering:	\$50,000.00	
Construction Engineering:	\$50,000.00	
Other Costs:	\$39,500.00	
<b>Contingency Amount:</b>	\$0	0.00%

**Project Details:**

Project includes the completion of a priority path system along the east side of Waverly Road from St. Joe Hwy. to Old Lansing Road.

<b>Total Trail Dimensions:</b>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	.88 miles	10	Concrete
Bridge Length:	0	0	
Boardwalk:	0	0	

**MDOT / DNR Comments:** Meeting 10/19/18

DNR - No comments. MDOT - Submitted a TAP grant application for October 2018 deadline. Project addresses a documented safety concern (fatality of pedestrian); evidence of need demonstrated by worn "goat path" along route; connectivity is poor (some sidewalk on St. Joe east of Waverly, but many gaps and no bike lanes or marked shoulders; sidewalks north and south sides of St. Joe west of Waverly but there is a 1500' gap on the north side and no bike lanes or marked shoulders; no connectivity to north other than about 200' of ex. sidewalk on west side of Waverly; connects to bike lanes on Old Lansing Rd west of Waverly but no sidewalks or ped accommodations; nothing on Old Lansing east of Waverly or on Waverly south of Old Lansing Rd); appears to be limited room for path at north end (to meet AASHTO will need 10 ft for path with 2-ft clearance on both sides, and 5-ft of separation between face of curb and clearance (Totals 19-ft)); project appears to remove newer sidewalk, why not fill gaps in the ex. sidewalk system?; estimates for mobilization and traffic control are probably too low; using concrete instead of asphalt makes it more expensive.

**Is the Project Viable?** YES

**Comments / Concerns:**

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: MDOT HSIP grant applied for. MDOT TAP schedule? Application has been submitted (Oct. 2018) Have wayfinding signs been included in the cost? No. Presentation comments: 1. have ex. bike lanes on Michigan Ave., 2. Non-motorized transportation plan updated in spring 2018., 3. County Road Department may rebuild Waverly in 2019, but are still looking for funding.; 4. Concrete paths match better with ex. sidewalks.



**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2018 ROUND (August 2018)**

**Project:** MSU TO LAKE LANSING CONNECTOR, PHASE II  
**Community:** MERIDIAN TOWNSHIP

**Type of Application:** NEW CONSTRUCTION

**PRIORITY:** 1  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE  
**Date:** 10/15/2018, revised 11/15/18

**Funding Sources**

<b>Millage Funds Requested:</b>	\$645,000.00	
<b>Applicant Funds/Match:</b>	\$215,000.00	<b>% Match:</b> 25%
<b>Total Project Cost:</b>	\$860,000.00	<b>Match Source:</b> Township
Construction Cost:	\$740,000.00	In-kind Labor (Engineering)
Design Engineering:	\$25,000.00	
Construction Engineering:	\$10,000.00	
Other Costs:	\$15,000.00	
<b>Contingency Amount:</b>	\$70,000	9.46%

<b>Project Details:</b>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Total Trail Dimensions:			
Paved Trail Length:	1.2 miles	10'	Asphalt
Bridge Length:			
Boardwalk:			

**MDOT / DNR Comments:** Meeting 10/19/18

MDOT - Project would benefit a high number of users. There is good connectivity (ex. Path on west end, entrance to park on east end). TAP conditional commitment will be issued for Phase I. Good public involvements and feasibility study. Follows an ex. gravel path which reduces costs. A lot of retaining wall needed for the proposed alignment; endangered species and other environmental issues may complicate and/or delay the project; there are potential issues if any part of the project ends up in the rail ROW; there is lots of tree removal; need to add a pay item for crosswalk striping.

**Is the Project Viable?** YES

**Comments / Concerns:**

Presented 10/22/18 and submitted additional information (as noted in RED below) to clarify questions: At approximately station point 14+00 the proposed trail is intersecting the corner of a "dog enclosure". Will this be addressed in the design? **The dog enclosure will be adjusted as part of the project.** Are any railings required where the proposed trail crosses the Mud Creek Drain (approx. stn. pt. 17+00)? **The crossing will be wide enough so railing will not be required.** At the proposed trail terminus at Okemos Road---the north trail terminus looks like it will cross Okemos Road and connect to the boardwalk (funded in 2017), what will the south terminus point connect to? Is it necessary to have both access points? **The second access point is not path, but for the sanitary force main and is necessary.** The terminus at Grand River Ave. appears to cross private property; has an easement been provided? The application eludes to 3 easements, but only discusses one of those. Where are the other 2? **No easements have been acquired; easements needed are from 2494 and 2498 Grand River (stn 0+00-6+00) and from DTN Management (Campus Hill Apartments, stn. 6+00-17+00).** Have wayfinding signs been included? **No.**



**MINUTES FROM THE DEC. 10, 2018 PARK COMMISSION MEETING  
WILLIAMSTOWN TOWNSHIP**

**Project Title:** Red Cedar River Water Trail

**Type of Project:** Special Project, Small Project

**Amount Requested:** \$50,000

Ms. Gregg stated she was impressed with the interdepartmental cooperation for this project. Mr. Unsworth stated this project is good for connectivity. Commissioner Banas stated we should recommend a blueways project. Ms. Pawar stated she is in support of this project.

Ms. Pawar stated she would like a better way of scoring small projects for the next round of millage applications. For example, reserving a certain amount of money for small projects.

Commissioner Banas stated she likes supporting communities that have not been previously awarded. Commissioner Banas recommended staff provide these justifications for the recommendations in the memo to the Board of Commissioners. Mr. Bennett stated the Park Commissioners' scoring should be shared with the Board of Commissioners. Mr. Unsworth clarified these are recommendations to the Board of Commissioners.

MOVED BY MS. HAMRICK, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND FUNDING WILLIAMSTOWN TOWNSHIP'S RED CEDAR RIVER WATER TRAIL IN YEAR 2019.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON. MOTION CARRIED.

**FLRT/CITY OF LANSING**

**Project Title:** Volunteer Trail Ambassador Coordinator

**Type of Project:** Special Project

**Amount Requested:** \$15,000

Mr. Morgan stated this position is crucial to be able to support the wayfinding program. Ms. Hamrick stated Ms. Ross has been integral in involving different communities. Ms. Hamrick stated one more year of funding is critical. Ms. Gregg stated she is worried that the wayfinding process may not be done in a year, and wonders if there is an alternative way to fund this position. Ms. Ross stated she agrees with her comments about wayfinding, and she has applied for grant programs and will do more events to get revenue. She is working on building a model that relies less on millage funding.

Commissioner Banas asked if this position wasn't funded how the work would get done. Ms. Hamrick stated the work wouldn't get done. Commissioner Banas stated she thinks the volunteer turnout hasn't been very good. Mr. Unsworth stated it is harder to get younger volunteers to participate. Mr. Unsworth stated TART has a lot of retired volunteers, and it will take time to get more volunteers.

MOVED BY MS. HAMRICK, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND FUNDING THE CITY OF LANSING/FLRT'S VOLUNTEER TRAIL AMBASSADOR COORDINATOR IN YEAR 2019.

YES-6; NO-0; ABSTAIN-1 (CHERRY HAMRICK). ABSENT: PAUL PRATT AND BRIAN JACKSON. MOTION CARRIED.

## **VILLAGE OF DANSVILLE**

**Project Title:** Village of Dansville Biking/Walking Trail Plan

**Type of Project:** Special Project, Small Grant

**Amount Requested:** \$13,500

Mr. Morgan stated the Village of Dansville previously applied for this and was denied. Mr. Morgan encouraged the Park Commission to recommend this project. Ms. Buzzard stated she met with the Village of Dansville to discuss the plan which would allow for the village be able to apply for grants and future connectivity. Ms. Gregg stated we should encourage communities to have plans so that they can apply for grants in the future. Mr. Unsworth stated they are a part of the community and he supports this. Ms. Pawar stated she supports this too. Commissioner Banas stated there is an interest from bike groups to ride into the community. Mr. Unsworth stated this is a nice bike ride to Dansville. Mr. Bennett stated we would like to get to the Iron Belle Trail eventually, and the only way to do this is through Dansville. Mr. Bennett stated they alluded to this, but he suggests the Park Commission makes the recommendation with a stipulation they must include how to get from the Mason Hayhoe trail to Stockbridge.

MOVED BY MS. GREGG, SUPPORTED BY COMMISSIONER BANAS

TO RECOMMEND FUNDING THE VILLAGE OF DANSVILLE'S BIKING/WALKING TRAIL PLAN IN 2019.

COMMISSIONER BANAS SUGGESTED A FRIENDLY AMENDMENT SUPPORTED BY MS. GREGG TO RECOMMEND FUNDING THE PLAN WITH THE STIPULATION THAT THE VILLAGE OF DANSVILLE MUST INCLUDE IN THE PLAN ALL INFORMATION REQUIRED TO DEVELOP A TRAIL CONNECTING THE HAYHOE TRAIL IN MASON TO STOCKBRIDGE THROUGH DANSVILLE.

THIS AMENDMENT WAS ACCEPTED AS FRIENDLY BY THE COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON. MOTION CARRIED.

## **AURELIUS TOWNSHIP**

**Project Title:** Glenna Droscha Community Park Picnic Pavilion & Playground

**Type of Project:** Small Grant

**Amount Requested:** \$45,118

Commissioner Banas stated she does not recommend funding this project. Ms. Hamrick reminded Commissioners this is a trails and parks millage. Commissioner Banas stated it is both, it isn't that we just help build a park, but where there is a park that is being developed, the amenity that is being put into the park should improve the value of the trail. Ms. Pawar stated the population is 4,400. The park that is there is sufficient for their needs. From a population perspective, not many people would benefit from this project. Mr. Morgan stated the *park* part of the millage is referring to Ingham County Parks. Mr. Morgan stated ~8-10% has been allocated for County Parks and 90% has been allocated to fund trail projects for other municipalities. Mr. Bennett stated it is a good project for 10 years down the road, but we need to work on connectivity now.

MOVED BY COMMISSIONER BANAS, SUPPORTED BY MR. EARL

TO RECOMMEND NOT FUNDING AURELIUS TOWNSHIP'S GLENNA DROSCHA COMMUNITY PARK PICNIC PAVILION & PLAYGROUND.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.

MOTION CARRIED.

**DELHI TOWNSHIP**

**Project Title:** Holt to Mason Trail, Phase 1 (to be named Hayhoe Trail)

**Type of Project:** New Construction

**Amount Requested:** \$3,543,380

Ms. Gregg asked if we can commit funding past the current millage. Mr. Morgan stated no, it would only be a show of support not a commitment. Mr. Morgan stated the DNR needs an actual resolution showing an actual commitment. Ms. Buzzard stated Spicer Group and the State said we could possibly fund a portion of the amount, contingent upon the community applying for a grant.

Ms. Buzzard said the Township has stated they will not apply for a grant. Commissioner Banas stated the Township is unwilling to apply for a grant because they are applying for grants for local projects. Commissioner Banas stated other communities have made a choice to prioritize certain projects over other projects. The Township thinks they should not have to make that choice, and they deserve the funding.

Ms. Gregg asked if there is a limit to the number of grants a community can apply. Ms. Buzzard stated no, there is not a limit. Ms. Longpre stated typically two grants could be awarded to a community, usually not more than that. Mr. Morgan stated Ms. Buzzard met with TAP who said this was a good project. Mr. Bennett stated this application had the lowest match provided in this round. Commissioner Banas stated she is reluctant about this, it is our obligation to make our dollars stretch as far as possible, and to deal with public safety needs. In particular she would like to fund the Lansing Township project because it would remedy a safety issue. Commissioner Banas would like to support Delhi Township, but not the full amount, it is not realistic. Can they do a portion of this project, if it would makes sense? If not she doesn't see this happening.

Mr. Morgan stated if they apply for a TAP grant, maybe the Park Commission could fund a portion of the project. Mr. Unsworth stated they lowballed the cost on the ditch. Mr. Unsworth stated from a bicyclist's point of view, there are other routes in that area you could choose for a lot cheaper. He would recommend a signed bike route instead of a trail that he considers is not very attractive. Ms. Buzzard stated there are some other alternatives. Mr. Bennett stated he is abstaining from this discussion since he works for Delhi Township.

Ms. Gregg stated if we are okay with partially funding this, she would like to discuss other projects to see what other funds we may have and return to this at a later time in the meeting. Ms. Hamrick stated she doesn't want to fund the whole amount, but would like to show some support. Ms. Gregg stated she would like to fund a portion for them to plan this, and encourage them to apply for a grant and to prioritize this project. Mr. Bennett stated he is against giving money to communities if they don't have a clear plan. This applies to any community. Ms. Hamrick asked if County staff had asked the Township to break this down and give a phased approach. Ms. Buzzard stated we have asked the Township this, and if they did phase it, that could result in a trail to nowhere.

MOVED BY COMMISSIONER BANAS, SUPPORTED BY MS. GREGG

TO RECOMMEND NOT FUNDING 3.5 MILLION AT THIS TIME IN THE MEETING FOR DELHI TOWNSHIP'S HOLT TO MASON TRAIL, PHASE 1 (TO BE NAMED HAYHOE TRAIL).

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.  
ABSTAIN MATT BENNETT. MOTION CARRIED.

**LANSING TOWNSHIP**

**Project Title:** Waverly Road Shared Use Pathway Project

**Type of Project:** New Construction

**Amount Requested:** \$344,750

Ms. Hamrick stated she recommends this project. This is a safety concern. She has witnessed a person in a wheelchair getting hit along this stretch. Mr. Unsworth stated this is a necessary project. Commissioner Banas stated there was a pedestrian death and the number one goal of government is to protect public safety. The collaboration with other communities is also important. Ms. Buzzard stated this is a big safety concern. Ms. Gregg stated she supports the project.

MOVED BY COMMISSIONER BANAS, SUPPORTED BY MS. HAMRICK

TO RECOMMEND FUNDING LANSING TOWNSHIP'S WAVERLY ROAD SHARED USE PATHWAY PROJECT IN YEAR 2019.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.  
MOTION CARRIED.

### **MERIDIAN TOWNSHIP**

**Project Title:** MSU to Lake Lansing Connector Trail - Phase II

**Type of Project:** New Construction

**Amount Requested:** \$645,000

Commissioner Banas stated public input shows that there is supports of this project. Connecting MSU and the parks is great. We would like to see the momentum of this project and see it completed. Mr. Unsworth stated this is an important project. Ms. Gregg stated this opens up a section of trails that are attractive and will be enjoyed and heavily used. It will make it easier to commute by bike. Ms. Pawar stated this project is important for connectivity.

MOVED BY COMMISSIONER BANAS, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND FUNDING MERIDIAN TOWNSHIP'S MSU TO LAKE LANSING CONNECTOR TRAIL - PHASE II WITH 50% FUNDING IN 2019 AND 50% IN 2020

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.  
MOTION CARRIED.

### **CITY OF LANSING**

**Project Title:** Cambridge to Francis River Trail Connection

**Type of Project:** New Construction

**Amount Requested:** \$400,030

Ms. Gregg stated in her opinion this is too small of a connector to fund. It is not of regional significance. Commissioner Banas urged staff include in the memo to the Board of Commissioners that this is a fine connector project, just not of regional importance yet.

MOVED BY MS. GREGG, SUPPORTED BY COMMISSIONER BANAS

TO RECOMMEND NOT FUNDING THE CITY OF LANSING'S CAMBRIDGE TO FRANCIS RIVER TRAIL CONNECTION.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.  
MOTION CARRIED.



## **CITY OF LANSING**

**Project Title:** Bridge #13, 14, 15, 18 and 31

**Type of Project:** Repair/Rehab

**Amount Requested:** \$1,618,996 breakdown of cost:

**Bridge #18 Replace:** \$714,017.94

**Bridge #13 Repair:** \$86,442.85

**Bridge #15 Repair:** \$344,042.54

**Bridge #14 Repair:** \$100,980.97

**Bridge #31 Repair:** \$373,511.70

Mr. Morgan stated Bridge #18 could have been funded in the big fix. Mr. Bennett stated this is a safety concern and should be recommended.

## **BRIDGE 18**

MOVED BY COMMISSIONER BANAS, SUPPORTED BY MR. BENNETT

TO RECOMMEND FUNDING THE CITY OF LANSING'S BRIDGE #18 WITH 50% FUNDING IN 2019 AND 50% IN 2020.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.  
MOTION CARRIED.

Ms. Hamrick asked for the condition of the Caser Chavez bridge. Commissioner Banas asked if there is an immediate need. Ms. Gregg stated can this can wait three years for the next millage. Ms. Gregg stated the Pennsylvania Bridge is heavily used. The Caesar Chavez bridge would have the least impact if not funded now.

## **BRIDGE 13, 15, 14, 31**

MOVED BY MS. GREGG, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND FUNDING THE CITY OF LANSING'S BRIDGE #13 IN YEAR 2019.

TO RECOMMEND FUNDING THE CITY OF LANSING'S BRIDGE #15 IN YEAR 2020

TO RECOMMEND FUNDING THE CITY OF LANSING'S BRIDGE #14 IN YEAR 2020.

TO RECOMMEND NOT FUNDING THE CITY OF LANSING'S BRIDGE #31.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.  
MOTION CARRIED.

Ms. Gregg stated we encourage the City of Lansing to reapply for Bridge #31 if the millage is renewed.

## **EAST LANSING**

**Project Title:** Pedestrian Connection to Northern Tier Trail at Riveria Drive

**Type of Project:** New Construction

**Amount Requested:** \$370,796

**Project Title:** Pedestrian Connection to Northern Tier Trail at Colorado Drive

**Type of Project:** New Construction

**Amount Requested:** \$191,684

Mr. Unsworth stated these are local projects, and some of the routes were on sidewalks to get to the trails. According to the census, it is a poverty stricken area, but in reality he thinks this is reaching. Mr. Unsworth stated it is not a regional connection. Mr. Bennett stated he agrees, this is similar to why we didn't fund the City of Lansing's Cambridge to Francis River Trail Connection. Mr. Unsworth stated it is not appropriate for the whole population of the County, it just benefits two neighborhoods. Ms. Gregg stated eventually she sees this as an important connection for the future. Ms. Gregg said there is an apartment complex it would connect to, which could be considered low income.

Commissioner Banas asked why is it so expensive. Ms. Longpre stated they have to meet the requirements of going over a County drain, it has to be clear span and be outside of drain flow, etc. Colorado Drive goes across a City drain and their engineers said they can do a box culvert which is less expensive. Mr. Morgan stated this is a project they cannot fund on their own, it is a spoke and important on a local level. Ms. Longpre stated extending the trail further is challenging, they will have to go through neighborhoods. These small connections is the only way they can make their way down to the River Trail. Ms. Pawar stated it is a local project, it does connect to neighborhoods and it would make a great connection for them. Connectivity has to start somewhere, and maybe in a few years we can think about this. Commissioner Banas stated to get to regional connections it does require small steps to go through neighborhoods, and we do need to be mindful of that.

MOVED BY MR. UNSWORTH, SUPPORTED BY MR. BENNETT

TO RECOMMEND NOT FUNDING EAST LANSING'S PEDESTRIAN CONNECTION TO  
NORTHERN TIER TRAIL AT RIVERIA DRIVE AND EAST LANSING'S PEDESTRIAN  
CONNECTION TO NORTHERN TIER TRAIL AT COLORADO DRIVE.

YES-5; NO-1 (JESSY GREGG); ABSTAIN-1 (CHERRY HAMRICK). ABSENT: PAUL PRATT  
AND BRIAN JACKSON. MOTION CARRIED.

## **INGHAM COUNTY**

**Project Title:** Lake Lansing Park South Improvements

**Type of Project:** Repair/Rehab

**Amount Requested:** \$1,040,200

Commissioner Banas stated she is partial to the Lake Lansing Park South project since the bathhouse is crumbling. It is a regional destination park. It would be hard to do this improvement without County dollars. Can we do both County projects? Ms. Gregg reminded the commissioners we have not allocated any money to Delhi Township yet. Ms. Pawar said there is a need for this project, and she would prioritize Lake Lansing Park South over the Hawk Island project. Commissioner Banas asked if we can use different CIP funds for the Hawk Island project. Mr. Morgan stated insurance will cover some improvements to Hawk Island.

Ms. Hamrick and Ms. Gregg stated they are concerned if we fund this there will not be enough money for Delhi Township's project. Mr. Unsworth stated the biggest part of Lake Lansing is the bathhouse and paving. Mr. Witte stated this is a safety concern, the bathhouse is a need. Ms. Pawar stated that parks need improvements, a diverse population uses the park and bathroom accessibility is important. There is a need for this to be funded.

Commissioner Banas stated the bathhouse is a big component but the rest of the project is ADA accessibility. The Park Commission has pledged to support accessibility, which is a part of public safety. We are trying to use millage dollars to improve regional connectivity as well as public safety. This is a park that attracts people from across the greater Lansing area. Commissioner Banas urges the commission to fully fund the project. This deals with public safety. Mr. Bennett stated we should fully fund this project.

Mr. Bennett stated if we had the money we could fund Delhi Township, but if we funded them, we would have

nothing else to give to other communities. If the millage is renewed, and Delhi Township reapplied, that would allow for funding to be spread out over six years. Ms. Gregg stated other communities like Meridian Township has provided high matches for their projects, whereas Delhi Township has not shown this same level of commitment. Commissioner Banas recommended this point be included in the memo to the Board of Commissioners. Commissioner Banas stated Delhi Township would have been funded if they would have asked for less money and provided more match.

Mr. Morgan stated he is thankful the Park Commission is recommending this project. Commissioner Banas read from Mr. Morgan's monthly report "we received notice on this round of MDNR Trust Fund Grant for Lake Lansing South which we scored number one for Trust Fund and should get that award." Mr. Morgan clarified it is not for this project, this would be a new application but it could score high because it is a high population area just like the grant we scored number one. Mr. Morgan stated currently there are no showers at Lake Lansing South and this project would be a facelift for the park. Mr. Witte stated it is a destination and Lake Lansing South has a body of water which attracts many visitors. Commissioner Banas said she has heard from some people that their only vacation was to Lake Lansing.

MOVED BY MS. PAWAR, SUPPORTED BY COMMISSIONER BANAS

TO RECOMMEND FUNDING INGHAM COUNTY'S LAKE LANSING PARK SOUTH IMPROVEMENTS PROJECT IN YEAR 2020.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON.  
MOTION CARRIED.

#### **INGHAM COUNTY**

**Project Title:** Hawk Island Park Improvements

**Type of Project:** Repair/Rehab

**Amount Requested:** \$548,500

MOVED BY MS. GREGG, SUPPORTED BY MS. HAMRICK

TO RECOMMEND NOT FUNDING INGHAM COUNTY'S HAWK ISLAND PARK IMPROVEMENTS.

Commissioner Banas asked if we could break the project up? Mr. Morgan stated we split this into a Trust Fund and a Land and Water Conservation Fund grant, so we could choose one or the other. Mr. Morgan stated the Trust Fund grant is for a new paved path, three new fishing piers, etc. Mr. Morgan stated the Land and Water Conservation Fund grant is for an accessibly canoe / kayak launch, new shelters, and new walkways which would replace the current dock. Mr. Morgan stated the priority is the Trust Fund grant in the amount of \$300,000. Ms. Hamrick stated if this project is funded, that would leave no funding for Delhi Township.

MS. GREGG WITHDREW HER MOTION AND MS. HAMRICK WITHDREW HER SUPPORT OF THE MOTION. MR. UNSWORTH PROPOSED THE FOLLOWING MOTION:

MOVED BY MR. UNSWORTH, SUPPORTED BY COMMISSIONER BANAS

TO RECOMMEND FUNDING A PORTION OF INGHAM COUNTY'S HAWK ISLAND PARK IMPROVEMENTS PROJECT IN THE AMOUNT OF \$300,000 FOR THE PORTION OF THE APPLICATION TIED TO THE DNR TRUST FUND APPLICATION TO INCLUDE A NEW PAVED PATH, IN LIEU OF THE BOARDWALK ALONG BANK OF THE LAKE, REPLACEMENT OF ASPHALT WALKWAYS BETWEEN THE BATHHOUSE, PARKING LOT AND DOCKS, THREE NEW FISHING PIERS / OVERLOOK DOCKS, NATIVE LANDSCAPING, PARKING LOT

STRIPING, AND STRIPING OF THE TRAIL LOOP AROUND THE LAKE AND OUT TO CAVANAUGH ROAD WITH \$78,604.18 FUNDED IN 2019 AND \$221,395.82 FUNDED IN 2020.

THE MOTION CARRIED UNANIMOUSLY. ABSENT: PAUL PRATT AND BRIAN JACKSON. MOTION CARRIED.

**Project Title:** Holt to Mason Trail, Phase 1 (to be named Hayhoe Trail)

**Type of Project:** New Construction

**Amount Requested:** \$3,543,380

Mr. Unsworth recommended Delhi Township look at alternative routes. Ms. Pawar stated there is a connectivity issue, what the proposal writers have done is not enough. It should be broken down in segments, and how it is being brought forward needs work. Mr. Unsworth said they lowballed the cost for ditches. Tri-County Regional Planning Commission will have a plan that will be unveiled in March, so he thinks there is reason to delay this. Ms. Gregg stated arranging easements can be time consuming. With creative application of funds, there could be a more enjoyable route.

Mr. Bennett stated if the millage is renewed, maybe we could forgo this for a couple of years. We could work between different communities to come up with a plan for connectivity. Ms. Gregg thinks we will have to lead this. Mr. Bennett stated Aurelius Township is small, they are not going to want to take ownership. Maybe Dart could get involved. Mr. Bennett stated if our Park Commission wants this as a priority, we may need to be proactive. Mr. Unsworth stated the way the Ingham County Trails and Parks Comprehensive Report was written is that it is in the hands of the communities. Commissioner Banas stated the Task Force didn't want to take ownership since we didn't want to get in over our heads. Maybe there is a discussion that needs to be had. Commissioner Banas stated it is not productive to have the Township ask to have the County fully fund their project. Commissioner Banas stated we funded 10 out of 14 communities, and if we funded Delhi Township we would only be able to fund 2 projects. Commissioner Banas recommended not funding this because it is the only project we could fund and then there would be other worthy projects we could not fund. We would welcome an application in the future.

MOVED BY COMMISSIONER BANAS, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND NOT FUNDING DELHI TOWNSHIP'S HOLT TO MASON TRAIL, PHASE 1 (TO BE NAMED HAYHOE TRAIL) PROJECT THIS YEAR DUE TO THE HIGH COST.

YES-6; NO-0; ABSTAIN-1 (MATT BENNETT). ABSENT: PAUL PRATT AND BRIAN JACKSON. MOTION CARRIED.

### **BOARD/STAFF COMMENTS**

Ms. Hamrick stated she will get back to the Park Commission about jackets. Ms. Pawar thanked Ms. Buzzard for setting up the site visits. Ms. Buzzard thanked the Park Commissioners for their hard work.

# PARKS DEPARTMENT RANKING



## INGHAM COUNTY TRAILS & PARKS MILLAGE GRANTS

Score	Project Type	Applicant	Project Title	Grant Request	Fund in 2019	2020 Or Multiple Yrs.	2019 Total Amount Recommended	Total Available in 2020	Total Amount Recommended 2019-2020
42.07	Special	Williamston	Red Cedar River Water Trail	\$50,000.00	Yes		\$50,000.00	\$0.00	\$3,693,499.00
41.21	New	Lansing Township	Waverly Road Shared Use Path	\$344,750.00	Yes		\$344,750.00	\$0.00	
38.96	New	Meridian	MSU to Lake Lansing Connector, Phase II	\$645,000.00	Yes		\$645,000.00	\$0.00	
33.89	New	City of Lansing	Trail Connect-Cambridge to Frances Park	\$400,030.00		Yes (19-20)	\$200,015.00	\$200,015.00	
33.29	New	Delhi	Holt to Mason, Phase I (\$1,000,000)	<del>\$3,543,380.00</del>			\$0.00	\$1,000,000.00	
32.54		City of Lansing	Bridges				\$0.00	\$0.00	
	Repair	Bridge 18	CL-18-LTE-RC (between Aurelius and Crego)	\$714,017.94		Yes (2020)	\$0.00	\$714,017.94	
31.96	Special	FLRT/Col	Volunteer Trail Ambassador/Coordinator	\$15,000.00	Yes		\$15,000.00	\$0.00	
31.16		City of Lansing	Bridges-see below breakdown (Total:\$904,978.06)				\$0.00	\$0.00	
	Repair	Bridge 13	CL-13	\$86,442.85		Yes (2020)	\$0.00	\$86,442.85	
	Repair	Bridge 15	CL-15	\$344,042.54		Yes (2020)	\$0.00	\$344,042.54	
	Repair	Bridge 14	CL-14 (\$94,215)	<del>\$100,990.97</del>		No	\$13,041.00	\$81,174.67	
	Repair	Bridge 31	CL-31	\$373,511.70	No	No	\$0.00	\$0.00	
29.75	New	E. Lansing	NTT-Ped. Connection at Riveria Drive	\$370,796.00	No	No	\$0.00	\$0.00	
29.36	New	E. Lansing	NTT-Ped Connection at Colorado Drive	\$191,684.00	No	No	\$0.00	\$0.00	
28.98	Repair	Ingham Co.	Hawk Island Park \$300,000	\$548,500.00	No				
26.21	Special	Dansville	Dansville Hiking/Walking Trails	\$13,500.00	No		\$0.00	\$0.00	
24.86	Repair	Ingham Co.	Lake Lansing S. Improvements	\$1,040,200.00	No		\$0.00	\$0.00	
22.64	Special	Aurelius	Glenna Droscha Comm. Park	\$45,118.00	No		\$0.00	\$0.00	
			Amount Requested	\$8,826,954.00		TOTAL ASK	\$1,267,806.00	\$2,425,693.00	

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR TRAILS AND PARKS  
MILLAGE APPLICATIONS**

WHEREAS, Board of Commissioners Resolution #18-231 approved a fourth round of applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects; and

WHEREAS, 17 applications that were received from Aurelius Township (1), Delhi Township (1), City of East Lansing (2), City of Lansing (7), Lansing Township (1), Meridian Township (1), Williamston Township(1), Ingham County (2), Village of Dansville (1); and

WHEREAS, after careful review and evaluation of the applications by the Park Commission, the Park Commission submits the following ranking shown in Table A for funding of the below applications.

Table A

<b>Entity</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Millage Funds Recommended for Funding</b>	<b>Year Funded</b>
Williamston Township	Red Cedar River Water Trail	\$50,000.00	\$50,000.00	2019
Lansing (FLRT)	Volunteer Trail Ambassador Coordinator	\$15,000.00	\$15,000.00	2019
Lansing	Bridge 13	\$86,442.85	\$86,442.85	2019
Lansing Township	Waverly Road Shared Use Path	\$344,750.00	\$344,750.00	2019
Village of Dansville	Dansville Hiking/Walking Trails Plan	\$13,500.00	\$13,500.00	2019
Lansing	CL-18	\$714,017.94	\$714,017.94	2019-2020
Lansing	CL-15	\$344,042.54	\$344,042.54	2020
Lansing	CL-14	\$100,980.97	\$100,980.97	2020
Meridian Township	MSU to Lake Lansing Connector, Phase 2	\$645,00.00	\$645,000.00	2019-2020
Ingham Co.	Hawk Island Park	\$300,000.18	\$300,000.18	2019-2020
Ingham Co.	Lake Lansing S. Improvements	\$1,040,200.00	\$1,040,200.00	2020

WHEREAS, after careful review and evaluation of the applications the Parks Department respectfully submits the following ranking in Table B for funding of the below applications.

Table B

<b>Entity</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Millage Funds Recommended for Funding</b>	<b>Year Funded</b>
Williamston Township	Red Cedar River Water Trail	\$50,000.00	\$50,000.00	2019
Lansing Township	Waverly Road Shared Use Path	\$344,750.00	\$344,750.00	2019
Meridian Township	MSU to Lake Lansing Connector, Phase 2	\$645,00.00	\$645,000.00	2019-2020
City of Lansing	Trail Connect-Cambridge to Frances Park	\$400,030.00	\$400,030.00	2019-2020
Delhi Township	Holt to Mason, Phase 1	\$3,543,380.00	\$1,000,000.00	2020
City of Lansing	CL-18	\$714,017.94	\$714,017.94	2019-2020
Lansing/(FLRT)	Volunteer Trail Ambassador Coordinator	\$15,000.00	\$15,000.00	2019
City of Lansing	Bridge 13	\$86,442.85	\$86,442.85	2019
City of Lansing	Bridge CL-15	\$344,042.54	\$344,042.54	2020
City of Lansing	Bridge CL-14	\$100,980.97	\$100,980.97	2020

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves entering into contracts with the following entities designated within the below Table \_\_\_\_.

BE IT FURTHER RESOLVED, that all work will be completed within two years from the date the contracts are executed except in the case of projects that are being funded across multiple years, which will be completed in 2022.

BE IT FURTHER RESOLVED, that if work is not completed within two years due to delay from awaiting other funding sources that an extension may be requested and negotiated and mutually agreed upon between both parties.

BE IT FURTHER RESOLVED, granting of millage dollars to municipalities is subject to the acquisition of local or grant match funding awarded when included in the original proposal.

BE IT FURTHER RESOLVED, to require the entity to include signage provided by the Ingham County Parks Department referencing the millage funds during the construction phase, a permanent sign to remain on the site in perpetuity post completion of the project as well as wayfinding signage provided by the County if applicable.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, the role of the Park Commission is to receive, evaluate, and rate all proposals, and to forward them for consideration to the Board of Commissioners, including for each proposal a description of its primary strengths and weaknesses.

BE IT FURTHER RESOLVED, the decision whether to fund a given project is reserved to the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** January 17, 2019  
**SUBJECT:** Lake Lansing North Grant  
For the meeting agenda of 2/4/19 Human Services and 2/6/19 Finance

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**BACKGROUND**

The county received a 2017 Michigan Natural Resource Trust Fund Grant from the Michigan Department of Natural Resources for improvements at Lake Lansing North Park. The project will provide accessibility improvements throughout the park. The Purchasing Department solicited proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Lake Lansing North Park. The general scope of work includes, but is not limited to, new accessible HMA paved trails, gravel entry drive improvement, accessible boardwalk replacement and restroom building improvements.

**ALTERNATIVES**

This project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. This grant will allow for accessibility improvements throughout the park which include paved parking spaces, restroom improvements for ADA and paved walkways to connect facilities within the park for people of all abilities. The only alternative is to not complete the project.

**FINANCIAL IMPACT**

Board of Commissioners Resolution #18-307 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement in the amount of \$244,700, plus a local match of \$115,000 for a total project amount of \$359,700.

Board of Commissioners Resolution #18-185 authorized a contract with the prime professional, ROWE Professional Services Company in the amount of \$28,787 plus an additional \$3,000 by short form authorization leaving a remaining balance of \$327,913. An additional \$1,865 is required for permitting.

The Evaluation Committee recommends that a contract be awarded to Laux Construction, LLC as quoted in the base bid in the amount of \$330,700 plus Alternate 1 in the amount of \$4,750, Alternate 2 in the amount of \$13,000, and Alternate 3 in the amount of \$3,200, plus a contingency of \$10,000 for a total construction cost not to exceed \$361,650.

This resolution authorizes an additional an additional \$35,602 from the Trails and Parks Millage fund balance to be able to complete this project.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.



**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their January 14, 2019 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

## Agenda Item 4b

TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: December 4, 2018

RE: Memorandum of Performance for RFP No. 220-18 Lake Lansing North Park Improvements

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Lake Lansing North Park.

The scope of work includes, but is not limited to, new HMA paved trails and/or concrete sidewalk, gravel entry drive improvement, boardwalk replacement and restroom building improvements.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	39	12
Vendors attending pre-bid/proposal meeting	14	6
Vendors responding	3	2

A summary of the vendors' costs is located on the next page.

*A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.*

*You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.*

*This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.*

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

## SUMMARY OF VENDORS' COSTS

<b>VENDOR NAME</b>	<b>LOCAL PREF</b>	<b>BASE BID</b> Total Cost for Completing Work	<b>ALT 1</b> Add Alternate to Provide Removal and Replacement of Entry Door and Hardware at Men's and Women's Toilet Room at the Main Shelter Building Location	<b>ALT 2</b> Add alternate to provide new room exhaust fan above each ADA toilet stall in each men's and women's room at both main shelter building and sand hill shelter	<b>ALT 3</b> Add alternate to provide removal and replacement of existing interior light fixtures in each men's and women's room at both main shelter building and sand hill shelter building	<b>ALT 4</b> Total cost for installing an 8' wide concrete path and concrete barrier free parking pad.	<b>Substitutions</b> (Optional)
Laux Construction	Yes, Holt MI	\$330,700.00	\$4,750.00	\$13,000.00	\$3,200.00	\$26,300.00	\$25.00/cu yd excavate and dispose of poor soils
Sorensen Gross	No, Flint MI	\$395,000.00	\$1,600.00	\$7,700.00	\$8,400.00	\$44,000.00	
Moore Trosper	Yes, Holt MI	\$398,000.00	\$4,600.00	\$10,500.00	\$5,400.00	\$32,000.00	

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH LAUX CONSTRUCTION, LLC.**

WHEREAS, Board of Commissioners Resolution #18-307 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement for the grant application titled Lake Lansing North Park Improvements #TF17-0157; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Lake Lansing North Park. The general scope of work includes, but is not limited to, new accessible HMA paved trails, gravel entry drive improvement, accessible boardwalk replacement and restroom building improvements; and

WHEREAS, Board of Commissioners Resolution #18-307 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement in the amount of \$244,700, plus a local match of \$115,000 for a total project amount of \$359,700; and

WHEREAS, Board of Commissioners Resolution #18-185 authorized a contract with the prime professional, ROWE Professional Services Company in the amount of \$28,787 plus an additional \$3,000 by short form contract authorization; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Laux Construction, LLC as quoted in the base bid in the amount of \$330,700 plus Alternate 1 in the amount of \$4,750, Alternate 2 in the amount of \$13,000, and Alternate 3 in the amount of \$3,200, plus a contingency of \$10,000 for a total construction cost not to exceed \$361,650; and

WHEREAS, an additional \$1,865 is required for permitting; and

WHEREAS, the actual cost for the permitting, construction, and contingency exceeds the original budget by \$35,602; and

WHEREAS, additional funds need to be appropriated for the project from the Trails and Parks Millage fund balance in an amount of \$35,602.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Laux Construction, LLC as quoted in the base bid in the amount of \$330,700 plus Alternate 1 in the amount of \$4,750, Alternate 2 in the amount of \$13,000, and Alternate 3 in the amount of \$3,200, plus a contingency of \$10,000 for a total construction cost not to exceed \$361,650 to enter into a contract for the purpose of making improvements to Lake Lansing North Park.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$35,602 from the Trails and Parks Millage fund balance for the Lake Lansing North Park project for permitting and construction and the Controller is authorized to transfer \$35,602 from the Trails and Parks Millage fund balance into line item #245-75299-974000-7P14.

BE IT FURTHER RESOLVED, that the term of the contract shall be from the date of execution until June 30, 2020.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

## Agenda Item 5

**TO:** Board of Commissioners Human Services, County Services & Finance Committees

**FROM:** Tim Morgan, Parks Director & Cynthia Wagner, Zoo Director

**DATE:** January 18, 2019

**SUBJECT:** Revenue Management System

For the meeting agenda of 2/4/19 Human Services, 2/5/19 County Services, and 2/6/19 Finance

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### **BACKGROUND**

Currently the Park uses a web based reservation system (ActiveNet) for shelter reservations, inflatables, band shell, special events, canoe/kayaks, and snow tubing hill reservations in the administrative office. Currently the Zoo uses a web based reservation system (Doubleknot) for shelter reservations, education programs, memberships, and events in the administrative office. A variety of tickets, cash registers and credit card terminals are used in the collection of revenue throughout the zoo and parks and are not networked. Revenue information/paperwork is then physically transported to the administrative office for receipting and data collection. Financial information for the zoo and parks is entered and stored in MUNIS. A new revenue management system will streamline and make our operations more efficient.

Ingham County Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a turnkey Revenue Management System for the Parks and Recreation Department and Potter Park Zoo. Three vendors were invited to present hands on demonstrations to Zoo, Parks, I.T. Department, Treasures' Office and Financial Services staff. Then two finalists were selected for another webinar interview. Then we did a site visit with the top pick-Vermont Systems and went over all the hardware and software for each location. Based on the site visit the bid totals were adjusted and the recommendation from staff was that Vermont Systems was the only viable vendor for both the Parks and Zoo.

### **ALTERNATIVES**

The alternative is to continue to operate with our current system which is outdated.

### **FINANCIAL IMPACT**

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department and Zoo staff, to award the contract to Vermont Systems, Inc. Funds are available in the Parks 208 fund balance for year one and two. Funds are available in the Zoo fund balance for year one and two. Funding for year 3-7 will be requested as a new request in the yearly budget process.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of developing a performance-based measurement system for monitoring and reporting County service delivery and outcomes, specifically Section A. 3 (f) of the Action Plan - by developing a performance measurement system to track the success of County services.

This resolution supports the overarching long-term objective of ensuring employees provide complete and courteous responses to resident questions and inquiries, specifically Section A. 4 (b) of the Action Plan - Provide responsive customer service and public engagement.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their January 14, 2019 meeting. The Zoo Advisory Board supported this resolution at their January 9, 2019 meeting.

**RECOMMENDATION**

Based on the information presented, we respectfully recommend approval of the attached resolution to implement a Revenue Management System.

## Agenda Item 5

TO: Cynthia Wagner, Potter Park Zoo Director  
Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: August 23, 2018

RE: Memorandum of Performance for RFP No. 139-18: Point of Sale System

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Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a turnkey Point of Sale System for the Parks and Recreation Department and Potter Park Zoo.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	52	2
Vendors responding	7	0

A summary of the vendors' costs is on the next page:

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.



SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Grand Total Parks	Grand Total Potter Park Zoo
Doublenot LLC	No, Essex Junction, VT	Together pay \$168,237.00; World pay \$163,263.00	Together pay \$65,799.00; World pay \$67,947.00
Centaman, Inc.	No, Saratoga, CA	\$194,471.00	No Bid
NewBold Corporation	No, Chicago IL	\$238,474.00	\$258,759.00
Vermont Systems Inc.	No, Roslyn Heights, NY	\$290,511.50	\$288,227.50
Explorer Systems Inc., dba: Versi	No, Rocky Mountain, VA	\$296,888.05	\$269,303.79
Flatland Software, dba: RocketRez	No, Allen, TX	\$342,100.00	\$340,200.00
US eDirect	No, Canada	\$461,691.00	\$391,719.00

Introduced by the Human Services, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO IMPLEMENT A REVENUE MANAGEMENT SYSTEM**

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a turnkey Revenue Management System for the Parks and Recreation Department and Potter Park Zoo; and

WHEREAS, a new revenue management system will streamline and make our operations more efficient; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Vermont Systems, Inc.

THEREFORE BE IT RESOLVED, that the Parks and Recreation Commission and Potter Park Zoo Advisory Board recommend that the Ingham County Board of Commissioners approve entering into a contract with Vermont Systems, Inc. for a term of five years with an option to renew for an additional 2-year period, contingent upon funding being approved from the annual budget request for years 3 through 7 of the contract term.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a contract with Vermont Systems, Inc. in an amount of \$151,708 for year one and \$14,544 for year two (\$7,944 in annual maintenance and support and \$6,600 for Card Connect Lease fees) for the Parks Department and authorizes \$144,811 for year one and \$14,304 for year two (\$7,404 annual maintenance and \$6,900 Card Connect fees) for the Zoo.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the Ingham County I.T. Department to purchase 10 new monitors from CDW-G for the Park's Department administrative office in an amount not to exceed \$1,374.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize a contract with F.D. Hayes for wiring at the Zoo in an amount not to exceed \$20,000.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize the Ingham County I.T. Department to purchase Wi-Fi hardware for the Zoo in an amount not to exceed \$9,000.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize the purchase of a camera server from VidCom Solutions in an amount not to exceed \$6,100 for the Zoo.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the Ingham County I.T. Department to purchase the hardware from CDW-G for 13 cradle points in an amount not to exceed \$18,000 for the Park's Department and authorizes the purchase of 1 cradle point in an amount not to exceed \$1,189 for the Zoo.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a service fee for the 13 cradle points paid to Verizon Wireless Services, LLC in the amount of \$4,679 for 2019 and \$6,239 for 2020 for the Park's Department and authorizes a service fee for 1 cradle point in an amount of \$480 annually for the Zoo.

BE IT FURTHER RESOLVED, funds are available in the Parks Department 208 fund balance for years one and two as summarized below:

Year 1:	Year 2:
\$151,708 - Vermont Systems	\$14,544 - Vermont Systems
\$18,000 - CDW-G Cradle Points	\$6,239 - Verizon
\$1,374 - CDW-G Monitors	
\$4,679 - Verizon	

Year 1 Grand Total: \$175,761

Year 2 Grand Total: \$20,783

Year 1 and 2 Grand Total: \$196,544

BE IT FURTHER RESOLVED, funds are available in the Zoo Fund Balance for years one and two as summarized below:

Year 1:	Year 2:
\$144,811 - Vermont Systems	\$14,304 - Vermont
\$1,188 - CDW-G Cradle Points	\$480.00 - Verizon
\$480 - Verizon	
\$20,000 - Wiring costs FD Hayes	
\$9,000 - Wi-Fi Survey and Hardware	
\$6,059 - Security Camera Server	

Year 1 Grand Total: \$181,538

Year 2 Grand Total: \$ 14,874

Year 1 and 2 Grand Total: \$196,412

BE IT FURTHER RESOLVED, funding for year 3-7 will be requested as a new request in the yearly budget process as listed below:

#### Parks

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Subscription License Year 4-7 Paid to CDW-G	Total
Year 3	\$8,341	\$6,600	\$6,239		\$21,180
Year 4	\$8,341	\$6,600	\$6,239	\$900	\$22,080
Year 5	\$8,758	\$6,600	\$6,239		\$21,597
Year 6	\$8,758	\$6,600	\$6,239		\$21,597
Year 7	\$9,196	\$6,600	\$6,239		\$22,035

Zoo

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Subscription License Year 4-7 Paid to CDW-G	Total
Year 3	\$7,774	\$6,900	\$480.00		\$15,154
Year 4	\$7,774	\$6,900	\$480.00	\$300	\$15,454
Year 5	\$8,163	\$6,900	\$480.00		\$15,543
Year 6	\$8,163	\$6,900	\$480.00		\$15,543
Year 7	\$8,571	\$6,900	\$480.00		\$15,951

BE IT FURTHER RESOLVED, the Board of Commissioners authorize a contract with Vermont Systems, Inc. in an amount of \$14,941 for year three, \$14,941 for year four, \$15,358 for year five, \$15,358 for year six, and \$15,796 for year 7 for the Parks Department, and \$14,674 for year three, \$14,674 for year four, \$15,063 for year five, \$15,063 for year six and \$15,471 for year 7 for the Zoo contingent upon funding being approved from the annual budget request for years 3 through 7 of the contract term.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a service fee for years 3-7 for the 13 cradle points paid to Verizon Wireless Services, LLC in the amount of \$6,239 annually for the Park's Department and \$480 annually for the Zoo contingent upon funding being approved from the annual budget request for years 3 through 7 of the contract term.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an additional \$900 for a subscription license paid to CDW-G for use of the cradle points for year 4-7 for the Park's Department and \$300 for the Zoo, contingent upon funding being approved from the annual budget request for years 4 through 7 of the contract term.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 17, 2019  
**SUBJECT:** Amendment to Lease Agreement with Holy Cross Services  
For the meeting agenda of February 4 and February 6, 2019

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wishes to amend the lease agreement with Holy Cross Services for the New Hope Community Health Center to acquire an additional 1,010 square feet of contiguous clinical space. Through Resolution #18-446, ICHD accepted an award of funding from the U.S. Department of Health Resources and Services Administration (HRSA) to improve the quality of mental health and Substance Use Disorder services (SUD). Acquisition of this additional space will support service enhancements associated with this funding award including integrated SUD treatment, Medication Assisted Treatment (MAT) and group and individual counseling. This amendment will be effective February 1, 2019 through September 30, 2020.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The current lease terms between ICHD and Holy Cross Services for the property located at 430 N. Larch Street, Lansing, MI, 48912, extend from October 1, 2017 through September 30, 2020, at the rate of \$5.00/ square foot, for a total lease amount of \$20,000 annually. The addition of the 1010 square feet would increase the annual costs of the lease by \$5,050 annually, at the same existing lease rate of \$5.00/ square foot annually. The additional lease costs will be covered by billable individual and group SUD service activities supported through the HRSA grant award and delivered through expanded health center space.

**STRATEGIC PLAN**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1 (e) of the Action Plan – Expand access to healthcare for County residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes an amendment to the lease agreement with Holy Cross Services for approximately 1,010 additional square feet of clinical space available at 430 N. Larch St, Lansing, MI, effective February 1, 2019 at the same existing lease rate of \$5.00 per square foot annually.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND LEASE AGREEMENT WITH HOLY CROSS SERVICES**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wishes to amend the lease agreement with Holy Cross Services for the New Hope Community Health Center to acquire an additional 1,010 square feet of contiguous clinical space; and

WHEREAS, through Resolution #18-446, ICHD accepted an award of funding from the U.S. Department of Health Resources and Services Administration (HRSA) to improve the quality of mental health and Substance Use Disorder services (SUD); and

WHEREAS, acquisition of this additional space will support service enhancements associated with this funding award including integrated SUD treatment, Medication Assisted Treatment (MAT) and group and individual counseling; and

WHEREAS, the current lease terms between ICHD and Holy Cross Services for the property located at 430 N. Larch Street, Lansing, MI, 48912, extend from October 1, 2017 through September 30, 2020, at the rate of \$5.00/ square foot, for a total lease amount of \$20,000 annually; and

WHEREAS, this amendment will be effective February 1, 2019 through September 30, 2020; and

WHEREAS, the additional lease costs will be covered by billable individual and group SUD service activities supported through the HRSA grant award and delivered through expanded health center space; and

WHEREAS, the Ingham Community Health Center Board of Directors and the Health Officer support the amendment to the lease agreement with Holy Cross Services for approximately 1,010 additional square feet of clinical space available at 430 N. Larch St, Lansing, MI, at the same existing lease rate of \$5.00 per square foot annually.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the lease agreement with Holy Cross Services for approximately 1,010 additional square feet of clinical space available at 430 N. Larch St, Lansing, MI, effective February 1, 2019 at the same existing lease rate of \$5.00 per square foot annually.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committee  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 14<sup>th</sup>, 2019  
**SUBJECT:** FY 19 State of Michigan Comprehensive Agreement Amendment # 2  
For the meeting agendas of February 4<sup>th</sup>, 2019 and February 6<sup>th</sup>, 2019

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### **BACKGROUND**

Ingham County Health Department (ICHHD) currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2018-2019 Comprehensive Agreement through Resolution #18-351 and Amendment # 1 through Resolution #18-470.

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,383,596 to \$5,449,665, an increase of \$66,069. The amendment makes the following specific changes in the budget:

Breast & Cervical Cancer Coordination: increase of \$3,200 from \$175,000 to \$178,200

Family Planning Services: increase of \$32,831 from \$256,392 to \$289,223

Local Tobacco Reduction: increase of \$5,000 from \$20,000 to \$25,000

Hepatitis C: increase of \$52,588 from \$0 to \$52,588

WISEWOMAN: decrease of \$27,550 from \$41,550 to \$14,000

### **STRATEGIC PLANNING IMPACT**

This resolution supports the long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 2 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2018 through September 30, 2019.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT # 2 TO THE 2018-2019 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and ICHD have entered into a 2018-2019 Comprehensive Agreement authorized in Resolution #18-351 and Amendment # 1 in Resolution #18-470; and

WHEREAS, MDHHS has proposed Amendment # 2 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment # 2 to the 2018-2019 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that the total amount of the Comprehensive Agreement funding shall increase from \$5,383,596 to \$5,449,665, an increase of \$66,069.

BE IT FURTHER RESOLVED, that the increase consists of the following specific change to program budget:

Breast & Cervical Cancer Coordination: increase of \$3,200 from \$175,000 to \$178,200

Family Planning Services: increase of \$32,831 from \$256,392 to \$289,223

Local Tobacco Reduction: increase of \$5,000 from \$20,000 to \$25,000

Hepatitis C: increase of \$52,588 from \$0 to \$52,588

WISEWOMAN: decrease of \$27,550 from \$41,550 to \$14,000

BE IT FURTHER RESOLVED, that Resolution 18-470 is amended to reflect the amount of the Comprehensive Agreement after Amendment # 1 should be \$5,383,596.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit Amendment # 2 of the 2018-2019 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.



**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 8, 2019  
**SUBJECT:** Agreement with Florida State University  
For the meeting agendas of February 4 and February 6, 2019

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**BACKGROUND**

Ingham County Health Department's (ICHD) Healthy Start (HS) program wishes to partner with Florida State University for training in the Partners for a Healthy Baby Curriculum. Participating in this training will allow HS staff to enhance their skills and further ICHD's current HS program. This training will be two days and will be facilitated by a certified Partners for a Healthy Baby Curriculum facilitator to be hosted at ICHD. This training will cost \$15,000.00 which includes all travel arrangements for the trainer(s) including airfare, lodging, transportation, meals, shipment of the training materials to the site and back, folder packets for participants with printed PowerPoints, activity sheets, resources, training props, and all AV equipment including a laptop, speaker, projector, and wireless microphones. The cost of this training will be covered by the HS Project Grant authorized in Resolution # 14-413. This agreement will be effective February 1, 2019 through May 31, 2019.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The Partners for a Healthy Baby Curriculum will cost \$15,000.00 and will be covered by the Healthy Start grant.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Board of Commissioners approve the resolution for ICHD's HS staff to receive the Partners for a Healthy Baby Curriculum training through a partnership with Florida State University effective February 1, 2019 through May 31, 2019.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH FLORIDA STATE UNIVERSITY**

WHEREAS, Ingham County Health Department's (ICHD) Healthy Start (HS) program wishes to partner with Florida State University for training in the Partners for a Healthy Baby Curriculum; and

WHEREAS, participating in this training will allow HS staff to enhance their skills and further ICHD's current HS program; and

WHEREAS, this training will be two days and will be facilitated by a certified Partners for a Healthy Baby Curriculum facilitator to be hosted at ICHD; and

WHEREAS, this training will cost \$15,000.00 which includes all travel arrangements for the trainer(s) including airfare, lodging, transportation, meals, shipment of the training materials to the site and back, folder packets for participants with printed PowerPoints, activity sheets, resources, training props, and all AV equipment including a laptop, speaker, projector, and wireless microphones; and

WHEREAS, the cost of this training will be covered by the HS Project Grant authorized in Resolution # 14-413; and

WHEREAS, the Health Officer recommends entering into an agreement with Florida State University for training in the Partners for a Healthy Baby Curriculum to be effective February 1, 2019 through May 31, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Florida State University for training in the Partners for a Healthy Baby Curriculum effective February 1, 2019 through May 31, 2019.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 17, 2019  
**SUBJECT:** Authorization to Enter a Lease Agreement for 1100 W. Saginaw, Lansing  
For the meeting agenda of February 4, and February 6, 2019

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**BACKGROUND**

Ingham County Health Department's (ICHHD) Community Health Centers (CHC) wishes for Ingham County to enter into a lease with Pike Street Properties for approximately 7,988 square feet on the second floor of the office building located at 1100 W. Saginaw, Lansing. The space would accommodate an expansion of ICHC's Women's Health Services to meet growing community need for OB/GYN, family planning services and preventive women's health care. Women's Health is an area that has been identified for strategic expansion by the ICHC Board. This need is emphasized by the current constriction of community providers that accept Medicaid for prenatal care in the community. The expanded space offered at 1100 W. Saginaw will allow for additional provider FTE and billable services to help meet the growing demand. This lease will be effective March 1, 2019 through February 28, 2023.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The monthly rent would be \$5,000/month for the first year (March 1, 2019 – February 29<sup>th</sup>, 2020); \$5,550/month for the second year (March 1, 2020 through February 28<sup>th</sup>, 2021); \$5,950/month for the third year (March 1, 2021 through February 28<sup>th</sup>, 2022); and \$6,500/month for the fourth year (March 1, 2022- February 28<sup>th</sup>, 2023). The lease costs will be covered through increased billable revenue captured through increased provider FTE that can be accommodated in the new space, along with additional billable service expansions with the additional space, including Non-Stress Tests (NST), and billable group visits. All common area operating expenses and utilities are included in the lease. Renovation and IT costs to ready the space for occupation, estimated at \$80,000, will be covered through FY 2018 operational surplus from the 511 fund.

**STRATEGIC PLAN**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval for Ingham County to enter a lease agreement with Pike Street Properties for 7,988 square feet on the 2<sup>nd</sup> floor of the office building located at 1100 W. Saginaw, Lansing, effective March 1, 2019 through February 28, 2023.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A LEASE AGREEMENT FOR 1100 W. SAGINAW, LANSING**

WHEREAS, Ingham County Health Department (ICHD) Community Health Centers (CHC) wishes to enter into a lease with Pike Street Properties for approximately 7,988 square feet on the 2<sup>nd</sup> floor of the office building located at 1100 W. Saginaw, Lansing; and

WHEREAS, the space would accommodate an expansion of ICHC's Women's Health Services to meet growing community need for OB/GYN, family planning services and preventive women's health care; and

WHEREAS, Women's Health is an area that has been identified for strategic expansion by the ICHC Board; and

WHEREAS, this need is emphasized by the current constriction of community providers that accept Medicaid for prenatal care in the community; and

WHEREAS, the expanded space offered at 1100 W. Saginaw will allow for additional provider FTE and billable services to help meet the growing demand; and

WHEREAS, this lease will be effective March 1, 2019 through February 28, 2023; and

WHEREAS, the lease covers common area operating expenses and utility costs; and

WHEREAS, the lease costs will be covered through increased billable revenue captured through increased provider FTE that can be accommodated in the new space, along with additional billable service expansions with the additional space, including Non-Stress Tests (NST), and billable group visits; and

WHEREAS, renovation and IT costs to ready the space for occupation, estimated at \$80,000, will be covered through FY 2018 operational surplus from the 511 fund; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support entering a lease agreement with Pike Street Properties for the second floor of the office building located at 1100 W. Saginaw, Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a lease agreement with Pike Street Properties for 7,988 square feet on the second floor of the office building located at 1100 W. Saginaw, Lansing.

BE IT FURTHER RESOLVED, that the monthly rent shall be \$5,000/month for the first year (March 1, 2019 – February 29<sup>th</sup>, 2020); \$5,500/month for the second year (March 1, 2020 through February 28<sup>th</sup>, 2021); \$5,950/month for the third year (March 1, 2021 through February 28<sup>th</sup>, 2022); and \$6,500/month for the fourth year (March 1, 2022- February 28<sup>th</sup>, 2023).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services, County and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 17, 2019  
**SUBJECT:** Authorization to extend the agreement with MSU for psychiatric service and to increase psychiatric services to a .7 FTE position  
For the meeting agenda of February 4, and February 6, 2019

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to extend an agreement with Michigan State University (MSU) to continue providing psychiatric services at Ingham Community Health Centers (IHC). This agreement enables IHCs to provide mental health services to new and existing patients with severe and complex needs which is included in the IHC scope of behavioral health services. This agreement would be extended for an additional year, effective October 1, 2018 through September 30, 2019.

ICHD's CHCs are also seeking to add an additional 0.1 FTE for Psychiatric Services, funded by the Michigan Department of Health and Human Services (MDHHS) HIV Care Coordination grant, accepted through Resolution #18-417. The addition of this .1 FTE position will increase IHC's current .6 FTE contractual position to a .7 FTE.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The amended agreement term (October 1, 2018 through September 30, 2019) for 0.7 FTE Psychiatrists would be for an amount not to exceed \$211,120 annually, which includes the hourly rate plus all administrative costs. The funds for 0.6 FTE of the services has been included in the FY 2019 budget, and the 0.1 additional FTE is covered through the HIV Care Coordination award funds.

**STRATEGIC PLAN**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the an amendment to extend the agreement with MSU for 0.7 FTE Psychiatrist for the provision of psychiatric services to Community Health Center patients in the Ryan White program through September 30, 2019 for an amount not to exceed \$211,120 annually, which includes the hourly rate plus all administrative fees.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EXTENSION TO AGREEMENT WITH MSU FOR PSYCHIATRIC SERVICES AND TO INCREASE PSYCHIATRIC SERVICES TO A .7 FTE POSITION**

WHEREAS, Ingham County Health Department (ICHD) wishes to extend an agreement with Michigan State University (MSU) to continue providing psychiatric services at Ingham Community Health Centers (IHC); and

WHEREAS, this agreement enables IHCs to provide mental health services to new and existing patients with severe and complex needs, which is included in the IHC scope of behavioral health services; and

WHEREAS, this agreement enables the scope of behavioral health services to include the provision of mental health services to new and existing patients with severe and complex needs; and

WHEREAS, this agreement would be extended for an additional year, effective October 1, 2018 through September 30, 2019; and

WHEREAS, ICHD's CHCs are also seeking to add an additional 0.1 FTE for Psychiatric Services, funded by the Michigan Department of Health and Human Services (MDHHS) HIV Care Coordination grant, accepted through Resolution #18-417; and

WHEREAS, the amended agreement term October 1, 2018 through September 30, 2019 for 0.7 FTE Psychiatrists would be for an amount not to exceed \$211,120 annually which includes the hourly rate plus all administrative costs; and

WHEREAS, the funds for 0.6 FTE of the services has been included in the FY 2019 budget, and the 0.1 additional FTE is covered through the HIV Care Coordination award funds; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board of Directors recommend approval of this resolution to extend the agreement with MSU for 0.7 FTE Psychiatrist for the provision of psychiatric services to Community Health Center patients.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to extend the agreement with MSU for 0.7 FTE Psychiatrist for the provision of psychiatric services to Community Health Center patients for an amount not to exceed \$211,120 annually which includes the hourly rate plus all administrative costs, for a term of October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the county after approval as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO AN EMPLOYMENT AGREEMENT WITH WILLIAM FOWLER  
TO SERVE AS INGHAM COUNTY EQUALIZATION DIRECTOR**

WHEREAS, the Michigan General Property Tax Act (MCL 211.34(3)) requires that the Board of Commissioners appoint an Equalization Director; and

WHEREAS, the Equalization Director Search Committee unanimously recommended appointment of William Fowler as Ingham County Equalization Director; and

WHEREAS, Resolution 18-489 authorized the Controller/Administrator and Human Resources Director to negotiate an employment agreement with William Fowler to serve as Ingham County Equalization Director with a total compensation package not to exceed \$130,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints and enters into the attached employment agreement with William Fowler to serve as Ingham County Equalization Director with a total compensation package of \$128,457, subject to the same annual percentage increase in compensation as determined for Managerial/Confidential employees beginning January 1, 2020.

BE IT FURTHER RESOLVED, this agreement will begin February 25, 2019 and continue, unless terminated by either party as outlined in the attached agreement.

BE IT FURTHER RESOLVED, that for the duration of this agreement the position of Ingham County Equalization Director shall be opted out of the Michigan Employment Retirement System Hybrid Plan.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.



**COUNTY OF INGHAM EQUALIZATION DIRECTOR  
EMPLOYMENT AGREEMENT**

**THIS EMPLOYMENT AGREEMENT**, effective February 25, 2019, is made and entered into by and between **County of Ingham**, a municipal corporation and political subdivision of the State of Michigan, acting through the Board of Commissioners of the County of Ingham ("Board" or "Employer"), and **William Fowler** ("Employee").

**WITNESSETH:**

**WHEREAS**, the Michigan General Property Tax Act (MCL 211.34(3)) requires that the Board of Commissioners appoint an Equalization Director; and

**WHEREAS**, the Employee desires to provide such services as the Equalization Director and is qualified to perform the same.

**NOW, THEREFORE**, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** between the parties as follows:

1. **Employment.** The Employee will be employed as the Equalization Director for the County of Ingham, upon the terms and conditions in this Agreement. It is expressly understood and agreed by the Board and the Employee that the Employee will be an "at-will" employee of the Board, serving at the pleasure of the Board. Employee represents that he holds all certificates and other qualifications required to perform the duties set forth herein. The Board may terminate the Employee upon 30 calendar days' prior written notice without cause or immediately upon notice for cause. The Employee may terminate his employment at any time upon 14 calendar days' prior written notice to the Board.

2. **Scope of Services:**

- A. The Employee will perform such duties and responsibilities of the Equalization Director as required and directed by the Board and in accordance with the policies and directives of the County and the laws of the State of Michigan.

The Employee agrees that at all times he will faithfully and to the best of his ability, experience and talents perform all the duties that may be required as the Equalization Director. The Employee will report to the Board and such specific commissioners or County staff as may be designated by the Board from time to time in its discretion.

- B. While employed under this Agreement, the Employee will abide by, enforce, and comply with the policies and governance directives of the Employer.

- C. The Employee agrees to represent the Employer and its essential interests at appropriate meetings and by means of correspondence as authorized by policy or directives of the Employer.
- D. It is understood and agreed by the parties that in order to perform the expectations of the Employer under this Agreement the Employee will devote (1) whatever time and attention is necessary and (2) that the endeavor will require at a minimum the full time effort of at least forty (40) hours per week toward the discharge of the Employee's duties and responsibilities set forth in this Agreement. The parties understand that the employment is that of a salaried Equalization Director and is subject to irregular work hours and demands.

3. **Term.** The term of this Agreement will commence on February 25, 2019, and continue, unless terminated by either the Board or Employee, with or without cause, pursuant to the termination provisions of this Agreement.

4. **Return of Property.** Upon termination of employment, the Employee will return all documents, correspondence, files, papers or property of any kind, of all type or nature pertaining to the Employer, which the Employee may possess or control, and will sign a statement verifying return of such property.

5. **Compensation:**

- A. The Board will pay, and the Employee will receive, an annual salary of \$128,456.20 (\$130,000.00 less the current waiver for medical/hospitalization insurance of \$128.65/mo.) effective at the beginning of the term of this Agreement, in accordance with County policy to be paid in bi-weekly installment payments, for services rendered pursuant to this Agreement.

On January 1, 2020, and continuing on or after January 1 of subsequent years, the Employee will receive the same annual percentage increase, if any, as is determined for executive County employees. It is agreed between the parties that the Employee is exempt from the overtime provisions of the Federal Fair Labor Standards Act and that the Employee will not be entitled to and will not receive overtime compensation. In the event of termination of employment, the Employee's salary will be prorated to the effective date of termination.

- B. The Board may further increase the salary and/or other benefits of the Employee in such amounts and to the extent as the Board, in its sole discretion, may desire.

- C. The Employer will provide and pay for professional liability insurance for the Employee, in addition to all other liability insurance coverage provided by the County for its employees.

6. **Fringe Benefits.** Effective upon eligibility, the Employee will be entitled to the following fringe benefits as provided by the Board to its other executive Employees:

- A. Benefits as set forth in the County's Managerial and Confidential Employee Personnel Manual, except for the Retirement Plan (the Employee has elected to irrevocably opt out of the MERS Hybrid Plan and the Employer will pass a resolution to satisfy the requirements of the MERS plan to accomplish this opt-out).
- B. Participation in the County's Health Plan is available to the Employee. Employee is eligible for and has elected to take the waiver for medical/hospitalization insurance (\$128.65/mo.). Employee is entitled to receive the same annual adjustment in the waiver amount per the Managerial and Confidential Employee Personnel Manual. The Employer will not adjust Employee's annual salary based upon any change to the waiver. The Employee may discontinue the waiver and enroll in the County's Health Plan at which point the Employer may adjust the Employee's total compensation to account for this change consistent with the intent of the total compensation package authorized by the Board.

7. **Performance Evaluation.** The Board may review and evaluate the performance of the Employee. The review and evaluation will be in accordance with criteria developed by the Board. Criteria may be added or deleted as the Board may, from time to time, determine. The Employee will have an opportunity to discuss his evaluation with the Board and may be requested by the Board to submit a self-evaluation. The Board's failure to evaluate or provide advance notice of written criteria or objectives to the Employee will not constitute a breach of this Agreement.

8. **Non-Discrimination.** The Employee, as required by law, will not discriminate against any person seeking services from the County or against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or matters directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, or because of race, color, height, weight, marital status, religion, national origin, age, or sex. Breach of this covenant may be regarded as a material breach of this Agreement.

9. **Outside Employment.** It is anticipated that the Employee will devote his full time, attention and energies to his employment under this Agreement. Accordingly, the Employee will not engage in any employment or business outside of this Agreement, except when approved in advance by the Board and under the following circumstances:

A. The Employee, while engaging in outside or supplemental employment will:

1. Not use the County's facilities as a source of referral for private customers or clients.
2. Not be engaged in outside employment during the Employee's regular working hours.
3. Not use the name of the County as a credential in advertising or soliciting customers or clients.
4. Not use the County's supplies, facilities, staff or equipment in conjunction with any outside or supplemental employment or private practice.
5. Maintain a clear separation of outside or supplemental employment from activities performed for the County.
6. Not cause any conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of the Employee's duties.

B. The Board and County will not be liable, either directly or indirectly, for any activities performed during outside or supplemental employment.

10. **Compliance with the Law.** The Employee will perform all duties and obligations hereunder in complete compliance with all applicable federal, state and local laws, ordinances, rules and regulations.

11. **Complete Agreement.** This Agreement constitutes the complete agreement concerning the employment arrangement between the parties and will, as of the effective date hereof, supersede any and all prior contracts, oral or written, between the parties, if any. It is understood and agreed that this Agreement will supersede and take precedence over any other document, handbook, benefit plan or other material which could otherwise be construed as being contractual in nature, whether in existence prior to, currently or subsequent to the execution of this Agreement, unless such other document, handbook, plan or material is made expressly applicable to the Employee by this Agreement or by formal action of the Board. It is further understood that no County personnel has authority to enter into any employment contract with the Employee for any specified period of time, or to make any agreement contrary to the provisions herein, except when the same is approved by a formal action of the Board.

12. **Applicable Law and Venue.** This Agreement will be construed according to the laws of the State of Michigan. In the event any actions arising under this Agreement are brought by or against the Employer, or the Employer is made a party thereof, the parties acknowledge and agree that the venue for such actions will be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event an action is brought in a Federal Court, the venue for such action will be the Federal Judicial District of Michigan, Eastern District, Southern Division.

13. **Waivers.** No failure or delay on the part of either of the parties to this Agreement in exercising any right, power, or privilege hereunder will operate as a waiver thereof, nor will a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

14. **Assignment or Subcontracting.** The Employee may not assign, subcontract or otherwise transfer any duties and/or obligations under this Agreement.

15. **Modification of Agreement.** Modifications, amendments, or waivers of any provisions of this Agreement may be made only by the written mutual consent of the parties hereto.

16. **Disregarding Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and will be disregarded when construing or interpreting any of the provisions of this Agreement.

17. **Invalid Provisions.** If any provision of this Agreement is held to be invalid, the remainder of the Agreement will not be affected thereby, except where the invalidity of the provision would result in the illegality and/or unenforceability of this Agreement.

18. **Certification.** The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully executed this Agreement on the day and year first above written.

TO: Board of Commissioners, County Services, & Finance Committees

FROM: Deb Fett, CIO

DATE: 01/22/2019

SUBJECT: Renewal of the Internet and Voice Services Provided by Everstream

**BACKGROUND**

Ingham County currently has an agreement with Everstream that is the result of our previous provider that went bankrupt - Comlink - being purchased by Everstream in 2016. This agreement provides Ingham County with our connectivity between sites, our main phone connectivity, and our Internet access. This current agreement has been in place for 5 years and expires on March 31<sup>st</sup>, 2019.

Innovation and Technology (ITD) has been happy with the service and response we have received since the takeover by Everstream. Since they are also on the MI Deal State of Michigan contract, ITD would like to continue this service. The new quote that we have received will allow ITD to increase the service available to our departments that serve our citizens while remaining within our currently budgeted amount. This new plan will give us 10 times greater Internet speed which is greatly needed, additional lines to handle phone traffic, as well as faster connections between our buildings for an amount that while \$7,000.00/year higher is still well within our budget.

**ALTERNATIVES**

In order to use a different provider or service, it would require completely redoing our connectivity. Given that the pricing has improved greatly on this service and requires no configuration changes, as well as it being on the State of Michigan competitively bid contract, other alternatives are not very attractive.

**FINANCIAL IMPACT**

The funding for the not to exceed \$138,000.00 annual cost will come from the County's Communication Fund – Telephone, and Long Distance (#636-26600-921053 and 921060 respectively). Everstream has quoted this renewal under the State of Michigan MI Deal contract (#07185500026) to provide the County with the highest discount possible.

**OTHER CONSIDERATIONS**

As articulated in the Strategic Plan, Ingham County is continually working on making our processes more efficient which drives our technological needs. As we continue to interact with more outside agencies and work cooperatively between departments and organizations, it requires great bandwidth and connectivity. This proposal addresses those needs.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long term objective of enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for Renewal of Internet and Voice Services Provided by Everstream in the amount not to exceed \$138,000.00 per year for the next 3 years.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE INTERNET AND VOICE SERVICES  
PROVIDED BY EVERSTREAM**

WHEREAS, Ingham County currently utilizes Everstream for our Internet, connectivity between sites, and our main voice services; and

WHEREAS, ITD desires to continue with Everstream and increase the service available to our departments at no increase to our budgeted amount; and

WHEREAS, the current agreement will expire on March 31<sup>st</sup>, 2019 unless renewed; and

WHEREAS, the requested annual contract amount is in the 2019 budget; and

WHEREAS, Everstream has been awarded the co-operatively bid contract with the State of Michigan that provides the best pricing available to Ingham County and is the vendor of choice for providing these services.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Internet and Voice Services from Everstream in the amount not to exceed \$138,000.00 per year for three years with the option to add additional years.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Communication Fund Telephone and Long Distance accounts (636-26600-921053 and 63626600-921060 respectively).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 1/22/2019

SUBJECT: Renewal of the SeamlessDocs Licensing Subscription

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**BACKGROUND**

SeamlessDocs is a comprehensive forms engine and eSignature platform heavily utilized by government entities. It is currently being utilized by the County Controllers Office, Human Resources, and the Health Department since it was implemented in February, 2015. There has been great interest by other departments to use this to streamline clunky paper workflows. Our current SeamlessDocs subscription expires on 2/19/19. The last renewal was done on Resolution #17-499 with all the annual contract renewals. Although this contract was preapproved on Resolution #18-492, there was a significant price increase this year if we stay at the one year renewal. Since an approval is needed on a new resolution, it is more cost effective to request a 5 year renewal.

**ALTERNATIVES**

SeamlessDocs is the sole sourced provider of the SeamlessDocs application.

**FINANCIAL IMPACT**

The funding for the \$24,720.00 per year for 5 years will come from the County's Innovation and Technology Department Network Maintenance – Software Fund #636-25810-932030

**OTHER CONSIDERATIONS**

Total cost at both an annual rate and a 5 year subscription rate:

Annual cost for 5 years at current 5% annual rate of increase: \$145,876.67

5 year cost for a 5 year contract: \$123,600.00

This renewal will change our subscription from the annual renewal to the 5 year renewal which saves us a 5% increase per year. This is the most cost effective solution for moving forward that will allow us to continue to increase efficiency.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for SeamlessDocs renewal in the amount not to exceed \$24,720.00 per year for 5 years.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE  
SEAMLESSDOCS LICENSING SUBSCRIPTION**

WHEREAS, SeamlessDocs is a sole sourced comprehensive forms engine and eSignature platform heavily utilized by government entities; and

WHEREAS, utilization of the SeamlessDocs application by the County provides County constituents a higher level of service concerning response times and approvals; and

WHEREAS, the current licensing subscription agreement will expire on February 19<sup>th</sup>, 2019 unless renewed; and

WHEREAS, the annual contract amount is in the 2019 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Seamless Docs licensing subscription in the amount not to exceed \$24,720.00 per year for 5 years.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Contract Maintenance Fund (636-25810-932030).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

## Agenda Item 9

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations, ICRD

DATE: January 16, 2019

SUBJECT: Purchase of used equipment from the Ingham County Sheriff's Departments/Homeland Security (ICSD) and one new vehicle purchase for the Ingham County Road Department (ICRD).

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### **BACKGROUND**

The purpose of this correspondence is to support the attached resolution to request authorization of purchase from the Ingham County Sheriff Department (ICSD) Homeland Security division for the Ingham County Road Department (ICRD), of one used Command Center truck unit, plus purchase of one new SUV vehicle via MIDEAL, and an adjustment to the ICRD Capital Improvement Plan (CIP) to show inclusion of the two requested vehicle purchases in addition to the two tandem truck replacements currently shown on ICRD's previously approved 2019 CIP.

ICRD seeks to obtain the subject Command Center Unit, which is essentially a roll-off type, flat-bed truck and related pod-type van unit, to augment and upgrade functionality to ICRD's older similar truck used for vehicle recovery and general flat-bed transport. ICSD purchased the former Command Center Unit with a FY2005 Federal grant for the State Homeland Security Program in 2007 and has now replaced the used Command Center Unit with a new unit. This resulted in the former Command Center Unit becoming available to ICRD at a cost of \$30,000 to satisfy the terms of the original Homeland Security grant, which ICRD finds to be a good value for the type, condition and age of the subject truck.

ICRD also currently needs one additional new Sport Utility Vehicle (SUV) for ICRD engineering staff and related equipment transportation on road projects. SUV's and other new, standard vehicle types are typically purchased under the State of Michigan's MIDEAL cooperative purchasing program to take advantage of the state's larger bidding and purchasing program which results in more favorable unit pricing. The preferred SUV is estimated to cost \$25,000 through MIDEAL.

If the above two purchases are approved, ICRD's previously approved 2019 Capital Improvement Plan (CIP) will need to be adjusted to include purchase of the used ICSD Command Center Unit and purchase of one new SUV vehicle for a total of \$55,000 for both vehicles. The proposed, updated CIP is attached.

### **FINANCIAL IMPACT**

The ICRD's adopted 2019 budget includes \$397,678 in Capital Outlay for vehicles and road equipment. ICRD's related 2019 approved CIP indicates two tandem truck replacements. However as the two tandem truck replacements are currently estimated at a total of \$340,000 for both trucks, \$57,678 would remain available in the 2019 budget and CIP for purchase of the ICSD Command Center Unit and purchase of one new SUV through MIDEAL, again estimated at \$55,000 total for both vehicles. Thus, no current budget adjustment is necessary for the two currently requested purchases.

### **ALTERNATIVES CONSIDERED**

The ICSD Command Center Unit has less than 4,500 miles on the International single axle truck chassis and includes a Swaploader system for loading and unloading of the Command pod. For ICRD to purchase a comparable unit from a truck dealer, the estimated cost would be approximately double the cost of the used ICSD Command Center truck and van pod.

### **OTHER CONSIDRATIONS**

The Purchasing Department supports the interdepartmental transfer of the used ICSD Command Center truck and van pod at a cost of \$30,000 to ICRD. The Purchasing Department also supports ordering one new SUV vehicle at a cost under \$25,000 thru the MIDEAL program for ICRD.

### **RECOMMENDATIONS**

Therefore, approval of the attached resolution is recommended to authorize the purchase of the used ICSD Command Center truck and van pod and one new SUV vehicle through MIDEAL, with the related CIP amendment, for the ICRD.

## 2019 CAPITAL BUDGET REQUEST FORM

**DEPARTMENT:** Road (Proposed amendment—January, 2019)

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
1	2 tandem truck replacements at \$170,000 each	F/E	Renew
2	1 used Sheriff Dept. Command Center Unit at \$30,000	F/E	Renew
3	New SUV thru MIDEAL at \$25,000	F/E	Renew

	<u>2019</u>
ESTIMATED CAPITAL COST OF PROJECT	\$395,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$395,000
SOURCES OF FUNDING (DESCRIBE)	
Road Fund—201 (MVH revenue) Capital Road Equipment 2019 approved Budget	\$397,678
TOTAL SOURCES	\$397,678

### BRIEF DESCRIPTION OF PROJECT:

Following vehicle purchases to replace and/or augment existing older vehicles of similar type:

Replacement of two tandem plow/dump trucks (Approved on original CIP).

\*Purchase of 1 used Ingham County Sheriff Dept. Command Center Unit--single axle, roll-off type flat-bed truck and related pod-type van unit.

\* Purchase of one new Sport Utility Vehicle through MIDEAL for engineering department use on county road projects.

\*Items proposed this amendment.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF THE SHERIFF DEPARTMENTS  
USED COMMAND CENTER MOUNTED ON AN SINGLE AXLE TRUCK**

WHEREAS, the Ingham County Road Department (ICRD) plans to make a interdepartmental transfer from the Sheriff Department, Homeland Security division to the ICRD, of one used Command Center mounted on an Single axle truck; and

WHEREAS, there shall be a Capital Improvement Plan (CIP) adjustment to include the used Command Center Unit and one additional SUV vehicle; and

WHEREAS, the ICRD adopted 2019 budget includes in capital road equipment expenditures and funds for this purchase; and

WHEREAS, the Sheriff Dept. purchased the Command Center Unit with grant money in 2007 and has now replaced the Command Center with a new unit, this has made the Command Center Unit available to the ICRD at a cost of \$30,000 to satisfy the terms of the original Sheriff Dept. grant; and

WHEREAS, it is the recommendation of the Sheriff Dept., Purchase Dept. and the ICRD to proceed with the interdepartmental transfer, with \$30,000 in ICRD fund to the Sheriff Department.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the interdepartmental transfer and the purchase of one used Command Center Unit from the Sheriff Dept. at a cost to the ICRD of \$30,000.00.

BE IT FURTHER RESOLVED, the Financial and Purchasing Department is hereby authorized to execute any necessary transfer of documents and funds on behalf of the County.