

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

FINANCE COMMITTEE
MARK GREBNER, CHAIR
THOMAS MORGAN
TODD TENNIS
BRYAN 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 WEDNESDAY, MARCH 20, 2019 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [March 6, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner – Resolution Pledging Full Faith and Credit to [Aurelius and Delhi](#) Consolidated Drain Drainage District Bonds
2. Sheriff's Office – Resolution to Continue [Records Management Software](#) Support from Tritech
3. Prosecuting Attorney's Office – Resolution Authorizing the Ingham County Prosecutors Office to Purchase [Support Dog](#)
4. Animal Control
 - a. Resolution Recommending Acceptance of a Donation from the Ingham County Animal Shelter Fund to Purchase [Medical Equipment](#) for the New Animal Shelter
 - b. Resolution to Accept Funding from the [Petco Foundation](#) for Spay/Neuter Voucher Assistance and Other Lifesaving Treatments for Animals
 - c. Resolution to Allow Monthly [Adoption Incentives](#) at the Ingham County Animal Control and Shelter
5. 9-1-1 Dispatch Center
 - a. Resolution to [Modify Resolution #19-034](#) Approving a Contract with AT&T for Telephone Services for the Ingham County 9-1-1 Center
 - b. Resolution Setting the Local Monthly [911 Surcharge](#) within Ingham County
6. Facilities
 - a. Resolution to Authorize an Agreement with [Trane US Inc](#) to Replace Roof Top Unit #1 at the Forrest Community Health Center
 - b. Resolution to Authorize an Agreement with [Williams & Works](#) for the Engineering Services for both the Human Services Building Parking Lot and the Veterans Memorial Courthouse Visitor Lot

7. Potter Park Zoo – Resolution to Authorize a Contract with [Shane's Camels](#)
8. Health Department
 - a. Resolution to Authorize an Agreement with [Comcast](#) for Public Education Advertising about Opioid Overdoses
 - b. Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs ([LARA](#)) to Accept a 2019 Michigan Medical Marihuana Operation and Oversight Grant
 - c. Resolution to Authorize an Agreement with University of Michigan-Flint for Implementation of the [Engaged Father Program](#)
9. Parks Department
 - a. Resolution to Authorize Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to [Hawk Island](#)
 - b. Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to [Hawk Island](#)
 - c. Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to [Lake Lansing South](#)
 - d. Resolution to Authorize Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to [Lake Lansing South](#)
 - e. Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to [Lake Lansing South](#)
 - f. Resolution to Adopt the Ingham County Trail [Wayfinding Signage](#) Plan
 - g. Resolution to Authorize a Contract with [Signs by Crannie](#)

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.

FINANCE COMMITTEE

March 6, 2019

Draft Minutes

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

Members Absent: None.

Others Present: Sheriff Scott Wriggelsworth, Treasurer Eric Schertzing, Tim Dolehanty, Russel Church, Alan Fox, Andy Bouck, George Strander, Michael Townsend, Linda Vail, Tim Morgan, Tyler A Smith, 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 February 20, 2019 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THE FEBRUARY 20, 2019 MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioner Crenshaw.

Additions to the Agenda

6. Health Department
 - c. Jail Medical Reorganization

Chairperson Grebner stated that Agenda Item 1c contained a typographical error and that the effective date of April 1, 2018 would be corrected to April 1, 2019.

Limited Public Comment

None.

Commissioner Crenshaw arrived at 6:03 p.m.

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

1. Treasurer's Office
 - a. 3rd Quarter Investment Report
 - b. 4th Quarter Investment Report

2. Sheriff's Office
 - a. Resolution to Authorize Contracts with Identified Service Providers as Authorized by the Justice Millage
 - b. Resolution to Allow the Ingham County Sheriff's Office to Enter into a Subcontract Agreement with the City of Lansing for the 2019 Byrne JAG State Grant
3. Public Defenders Office
 - b. Resolution to Authorize a Lease Agreement with 320 North Washington Partners and Ingham County
4. Community Corrections – Resolution to Authorize a Contract with Prevention and Training Services for MRT Programming as Authorized by the Justice Millage
5. 9-1-1 Dispatch Center
 - a. Resolution for the Renewal of the 9-1-1 Telephone Support Agreement with Carousel Industries Inc.
 - b. Resolution to Authorize Software Purchase Agreement with Tritech for Inform CAD Routing Server and Implementation Services to Enhance the 9-1-1 Center Computer Aided Dispatch (CAD) System
 - c. Resolution to Authorize Purchase of Scheduling Software/Services for the 9-1-1 Center
 - d. Resolution to Approve a Contract and Join the MPSCS (Michigan Public Safety Communications System) to Include System Monitoring and Infrastructure Maintenance
6. Health Department
 - a. Resolution to Amend Agreement with MDHHS for HIV Care Coordination
 - b. Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files
7. Parks Department
 - a. Resolution to Establish Additional Guidelines for Trails and Parks Millage Grant Recommendations
 - b. Resolution to Amend Resolution #19-047, Resolution to Authorize Contracts for Trails and Parks Millage Applications
8. Health Services Millage – Resolution Authorizing a Contract Extension with MaLannoy Consulting, LLC to Review Member Eligibility and Expenses Relative to the Health Services Millage Contracts with Ingham Health Plan Corporation
9. Farmland and Open Preservation Board – Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds

10. Equalization Department
 - a. Resolution to Award a Contract for Monumentation and Remonumentation Project Representative
 - c. Resolution to Award Contracts for Peer Review Group Members
11. Innovation and Technology Department
 - a. Resolution to Approve the Purchase of Wireless Access Points and Associated Licenses from Sentinel Technologies, Inc.
 - b. Resolution to Authorize Planned Annual Continuing Education Program from MUNIS
12. Human Resources Department – Resolution to Approve a Collective Bargaining Agreement with the Capital City Labor Program, Inc. Supervisory Unit
13. Probate Court – Resolution to Authorize an Agreement with Tel Systems to Upgrade Technology and Provide Maintenance Support for the Probate Court Courtrooms
14. Controller/Administrator's Office
 - a. Resolution Establishing the Budget Calendar for 2020
 - b. Resolution to Approve an Inter-Local Agreement Granting Limited Waiver of Exemption of Property Taxes from Capture by Meridian Charter Township Downtown Development Authority
 - c. Resolution Approving Transfer of Reimbursement Agreement from Ingham County Brownfield Redevelopment Authority to Meridian Township Brownfield Redevelopment Authority

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. Treasurer's Office
 - c. Resolution to Authorize a Reorganization within the Ingham County Treasurer's Office

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AS AMENDED.

Commissioner Schafer stated that this was a \$300,000 increase in personnel costs, and that he needed to hear a great explanation why the Treasurer's Office was not using the budget process.

Chairperson Grebner stated that the reclassification system by definition happened outside of the budget process.

Treasurer Eric Schertzing stated that the resolution was a reorganization and an addition of several positions. He further stated that it had been a long process, and thanked Alan Fox, Chief Deputy Treasurer, for his contributions.

Treasurer Schertzing stated that his Office had issues in 2017 with staffing, which were his responsibility, but had cleaned up those problems. He further stated that there had been major challenges with the Lansing office, which currently operated with a staff of one person, and which would be more adequately staffed under the reorganization.

Treasurer Schertzing stated that his Office had approached the reorganization in accordance with the best advice it had received. He further stated that he had transferred a position from the Treasurer's Office to Financial Services in order to resolve the 2017 issues, which had added stress on Treasury staff.

Treasurer Schertzing stated that several Treasury employees were consistently working five to fifteen hours of overtime, and that the Foreclosure Prevention Specialist position was an elevation of a current position. He further stated that two part-time positions were eliminated under the reorganization to help control costs.

Treasurer Schertzing stated that he had been encouraged by Human Resources to reorganize the Treasurer's Office after several reorganizations had occurred in other departments over several years. He further stated that his Office had worked with the bargaining units involved, and could now bring existing positions up to par with other departments.

Mr. Fox stated that the Treasurer's Office job descriptions still had language about the old tax system from 1999, and that none of the job descriptions had anything to do with reality. He further stated that it was interesting to hire a clerk under a job description that did not actually describe the job.

Mr. Fox stated that the Office had seen almost everything it did get more complicated over time. He further stated that customers felt it should not be hard to take tax receipts, but that these transactions required background, preparation, and some social services work in trying to reduce the amount collected.

Mr. Fox stated that the foreclosure prevention office had been a great success, and that it took a lot of time to figure out why people were in trouble and to direct them on how they could fix it.

Commissioner Schafer stated that the reorganization increased County costs by \$300,000. He further asked where the funds were meant to come from.

Chairperson Grebner stated that it would be built into the budget in the coming year, and that the Controller would find ways to fund it during the current year.

Commissioner Schafer asked if the increased costs would be paid from the fund balance.

Michael Townsend, Budget Director, stated that the funds basically would come from fund balance. He further stated that there were various adjustments that could be made, so the budget would be monitored throughout the year, and the fund balance adjusted if needed.

Commissioner Schafer stated that he understood what the Treasurer's Office needed to do, but that lots of money was being spent on Jail Medical, the Public Defenders Office, and with the Treasurer's Office reorganization, almost \$1 million more was being added to the budget. He further stated that he would vote against the resolution, to make sure someone was pointing that out.

Chairperson Grebner stated that this was a 30-35% increase to the Treasurer's Office base. He further stated that on the other hand, the Treasurer's Office had not tinkered with positions in 20 years.

Treasurer Schertzing stated that the number of positions had remained static, but that tax foreclosure changes had changed how the positions were used.

Chairperson Grebner stated that the reclassification process was relatively rare, unless the position was already at the top step. He further stated that overall, 1% to 3% of all positions in the County get reclassified every year, and that some got reclassified down.

Chairperson Grebner stated that he could only talk about reclassification on the average, and that the average position got reclassified every 20-40 years. He further stated that the Treasurer's Office had not had a reclassification in many years.

Chairperson Grebner stated that he felt very close to Treasurer Schertzing and Mr. Fox, so he felt uncomfortable. He further stated that he wanted the minutes to reflect that he had a close professional relationship with Mr. Fox.

Discussion.

Commissioner Maiville stated that several departments had experienced cuts in the 2008-09 timeframe.

Treasurer Schertzing stated that some things in his Office were just like 20 years ago, like the Land Bank and tax foreclosure. He further stated that lots of complexity had been added to the work due to changes made by federal, state and local authorities.

Treasurer Schertzing stated that he had had employees demanding more resources over the years, and that there was a lot of work to be done, more than staff could ever get to. He further stated that dog licensing had recently earned over \$10,000, but that it could not be done without people.

Treasurer Schertzing stated that many of his Office's problems were a function of not having enough people to do everything the Office was required to do.

Discussion.

Treasurer Schertzing stated that licensing one-third of the dogs in the County would bring in \$400,000 in revenue.

THE MOTION CARRIED. **Yeas:** Crenshaw, Grebner, Maiville, Morgan, Polsdofer, Tennis
Nays: Schafer **Absent:** None.

Commissioner Crenshaw left at 6:19 p.m.

3. Public Defenders Office
 - a. Resolution Creating Positions for the Public Defenders Office

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION.

Chairperson Grebner stated that there was a market for entry-level defense attorneys, and that there were two law schools in the County pumping out graduates, who learned on the fly from judges ruling against them. He further stated that there was nothing in the positions created for incoming, unskilled attorneys.

Russel Church, Chief Public Defender, stated that he had set up a specific category for attorneys with less than four years of experience.

Chairperson Grebner asked whether that category included clueless new attorneys.

Mr. Church stated that that was one of his challenges at the time, and that he had eight to nine applicants who were graduating in May, taking the bar in July, and maybe starting in August. He further stated that this was problematic as far as getting up and running by April or May of 2019.

Commissioner Crenshaw returned at 6:22 p.m.

Chairperson Grebner stated that he had misunderstood, and had thought that the lowest level of Public Defender attorneys would need four or more years of experience. He further stated that he hoped the door would be open to lawyers who were new and did not know what they were doing.

Discussion.

Mr. Church stated that the number of law school graduates was down 30% in the present year.

Chairperson Grebner stated that it was probably down more than that at Western Michigan University Thomas M. Cooley Law School.

Mr. Church stated that that depended on what year you measured it from, but that the numbers had definitely gone down. He further stated that things were generally improving for attorneys, and that the County court-appointed list had a problem because attorneys were voluntarily removing themselves because they did not need the money, and had other matters to handle.

Mr. Church stated that he was still wrestling with how to get enough people in place in time to start taking cases by the end of March, or in early April. He further stated that new attorneys would be placed with teams of experienced attorneys in order to help them get up to speed.

Chairperson Grebner asked whether there would be a probationary period for newly-hired attorneys.

Mr. Church stated that Public Defender employees would be at-will, but that he would not fire them unless they appeared not to be trying after several months.

Chairperson Grebner stated that the existence of the Public Defender meant that if an attorney was not hired by the Public Defender, there would be no court appointment list anymore for them to get on.

Mr. Church stated that he had watched a young attorney do a child support bench trial without having slept at all the night before, because she was working third shifts at a factory in order to get by.

THE MOTION CARRIED UNANIMOUSLY.

6. Health Department
c. Jail Medical Reorganization

Commissioner Tennis stated that the Human Services Committee had examined Jail Medical for months now, and that Sheriff Wriggelsworth and Health Officer Linda Vail had originally proposed a privatization model where the County would hire a contractor to provide jail medical services. He further stated that the privatization plan had been unpopular.

Commissioner Tennis stated the Human Services Committee had instructed the Health Department to draft a reorganization proposal in order to provide the necessary services. He further stated that that was the resolution the Human Services Committee had passed unanimously at its March 4, 2019 meeting.

Commissioner Tennis stated that County Services Committee Chairperson Celentino had asked that the resolution be pulled, and had asked if there were time restraints on the resolution. He further stated that County Services Committee Chairperson Celentino had been told there were not time constraints, probably by mistake.

Commissioner Tennis stated that the Jail Medical Reorganization was already a bit behind, and that it needed to be in front of the full Board of Commissioners at its March 12, 2019 meeting. He further stated that County Services Committee Chairperson Celentino had stated that he was in agreement with that.

Commissioner Tennis stated that because the resolution had been pulled from the County Services Committee agenda, it was automatically pulled from the Finance Committee agenda. He

further stated that Board of Commissioners rules stated that as long as one Committee approved a resolution, it could go to the full Board of Commissioners unless another Committee objected.

Chairperson Grebner stated that it would not be in order to move the resolution, because there was no resolution.

Commissioner Tennis stated that the Jail Medical proposal created additional costs, but that costs would have increased by a similar amount under the privatization plan. He further stated that the reorganization would cost a little more than privatization, and that the first year would be funded out of settlement funds from a settlement with Blue Cross Blue Shield (BCBS).

Commissioner Tennis stated that after the first year, Jail Medical would be part of 2020 budget discussions.

Tim Dolehanty, Controller, stated that Ms. Vail was running off copies of the resolution in order to provide them to the Committee.

Chairperson Grebner stated that the question was the policy now. He further stated that the BCBS settlement had occurred because someone at the Sheriff's Office many years ago did not update the database of BCBS identification cards.

Chairperson Grebner stated that when people who received medical services while in custody of the Sheriff's Office found that they came up in BCBS's system as having full coverage, which cost the county a lot of money.

Commissioner Tennis stated that the County had continued to reimburse health costs to people after they were released from County custody, in an unspecified total amount.

Commissioner Schafer stated that Chairperson Grebner often talked about the level of service the County wanted in terms of cars. He further asked whether the services would be a Cadillac, or more like a Kia.

Chairperson Grebner stated that over decades there had been many issues with Jail Medical, including preventable deaths. He further stated that the County had lurched from one solution to another many times, but that there was no danger of anyone being provided a Cadillac.

Chairperson Grebner stated that outside contractors provided barely-adequate care to people who had no access to services from any other provider, and that a contractor who provided barely-adequate services in Alabama would provide the same level of service here. He further stated that the level of care that would be provided under the reorganization would be a 12-year old used Kia with duct tape on it.

Chairperson Grebner stated that providing jail medical services in-house would cost more, because the County would be trying to hire people who actually cared, and who could work elsewhere if they wanted to. He further stated that this would mean better care, but would cost more.

Commissioner Tennis stated that the jail medical care under the reorganization would not be a Cadillac.

Chairperson Grebner stated that if one talked to someone who had actually spent time in jail, they mainly just wanted a pillow more than one inch thick to use while sleeping on their concrete bunk.

Sheriff Wriggelsworth stated that bunks were steel now, but the pillows were still one inch thick.

Chairperson Grebner stated that the question was whether to pay extra because the County was actually concerned about these people and was willing to put in time and effort. He further stated that the closest thing to a “Cadillac” in Jail Medical service was people giving care who wished things were better for these inmates.

Ms. Vail distributed copies of the resolution.

Commissioner Tennis stated that the reorganization focused more on the management side, and that staff would be essentially the same. He further stated that the key change was having a manager working in the jail full time.

Ms. Vail stated that the reorganization also added a nurse and a medical assistant. She further stated that the Health Department had allocated about 0.15 FTE to the jail.

Ms. Vail stated that things did not remain steady or status quo for long in jail medical, and that a manager was needed to handle vacancies and staffing issues, and to backfill, hire and recruit. She further stated that full-time work was required to do that.

Ms. Vail stated that the County needed to bring up the standard of care, and bringing in a full-time manager was much better than having someone doing it part-time, being distracted by other responsibilities. She further stated that the current manager was trying to drive forward Health Centers and jail medical services.

Ms. Vail stated that there was currently a nurse practitioner in the jail, and that under the reorganization, that person would be an employee of the Health Department instead of a contractor. She further stated that it would be very difficult to find a replacement on short notice if a contract not renewed, and that bringing the nurse practitioner on as a County employee created job security without being at the mercy of contract employees.

Ms. Vail stated that it was perfectly within MSU Nursing’s rights to terminate its contract, but that it had put the County in a difficult place. She further stated that addition of the manager made it unnecessary to have a senior nurse, so all jail nurses would be registered nurses.

Ms. Vail stated that all three unions involved had emailed their support, and that she had provided copies to the Committee.

Commissioner Crenshaw stated that he did not know if should move the resolution. He further stated that one of the issues in the past had been salaries for people in the jail.

Commissioner Crenshaw asked whether the new positions in jail medical would be a better draw.

Ms. Vail stated that the new positions would be a better draw, but that there were still five registered nurse positions that the County struggled to fill. She further stated that the salary range at the County was \$51-62,000, but the average entry-level salary nationwide was \$66,000.

Ms. Vail stated that hospitals always paid registered nurses more than the jail would, and that jail nurses would also have difficult shifts to work. She further stated that the Health Department could not refactor those positions without reclassifying the position, and that she was hoping to look at the market exception to increase salary.

Ms. Vail stated that the contract with Cross-Country Staffing would provide backfill so the County could get the rest of it all together. She further stated that the reorganization would not fix everything, and that the County needed to look at increasing registered nurse salaries.

Commissioner Tennis stated that this was a starting point, not a finish line, and that more work would be needed to deal with staffing issues. He further stated that there were several vacancies now.

Commissioner Tennis stated that he had spoken with Ms. Vail and the Health Center Board to try and make connections, and to suggest a reentry program to transfer inmates to doctors outside the jail system. He further stated that the reorganization resolution was basically what the Human Services Committee had asked the Health Department to do.

Chairperson Grebner stated that originally Jail Medical positions were under the Sheriff's Office, and doctors were accountable to jail staff. He further stated that the previous Sheriff fought to keep control back then, but the Health Department now administered the whole program.

Chairperson Grebner stated that now, the medical needs of these people would outrank the needs of jail management in moving them around securely. He further stated that the boundary between jail and medical would be further explored due to more presence of the Health Department in the jail.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION.

Commissioner Morgan stated that in the Human Services Committee meeting, he had spoken about the hiring process and salary questions. He further stated that the Committee had built in a reporting requirement requiring Ms. Vail to return and update the Committee on new developments.

Commissioner Morgan stated that he and Commissioner Tennis agreed that they wanted to stay on top of that.

Chairperson Grebner stated that, like the Public Defender, there was lots of learning to be done.

Ms. Vail stated that she wanted to apologize that this all came through in a chaotic fashion. She further stated that the Health Department was not chaotic about it, and that once the resolution passed the Human Services Committee, it mistakenly was not placed on the County Services Committee agenda.

THE MOTION CARRIED UNANIMOUSLY.

10. Equalization Department

b. Resolution to Award Contracts for Remonumentation Project Surveyors

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION.

Chairperson Grebner stated that remonumentation was a little program for many years, and was routinely rubber-stamped. He further stated that he had complained for many years that it was set up not to be bid out, but to allocate the same amount of money at the same prices to several firms.

Chairperson Grebner stated that that had always seemed to be the wrong way to do it, and that a former Equalization Director had openly told firms what to bid. He further stated that he told the Equalization Director that that was a crime, and that he might have stopped, but the bids still came in at the same amount, for the same hours.

Chairperson Grebner stated that Ron Lester, Representative for Remonumentation, had stated that none of the firms wanted any more work than that, and that for many years, Mr. Lester told them how to bid things out.

Chairperson Grebner stated that the bids always came back in the same proportion, at the same amount, resulting in six firms doing the work inefficiently instead of just one or two. He further stated that he had suggested tabling the resolution at the County Services Committee meeting.

Chairperson Grebner stated that if the Finance Committee tabled the resolution, Bill Fowler, Equalization Director, and perhaps Mr. Lester would figure out an alternative to bid out the work competitively.

Commissioner Maiville stated that there were several facets to this, and that the low bid for each facet of the work set the pay rate for all contractors.

Chairperson Grebner stated that the actual proposals actually were all a little different. He further stated that he truly believed that if this was not rigged ahead of time, someone would do all or a lot of the work, because the overhead would be the same, but the pay would be greater.

Commissioner Crenshaw asked whether the Board of Commissioners could ask what the true cost of doing the work would be to each firm.

Chairperson Grebner stated that presumably each firm was making money under its own bid, but that it was not a question of internal costs. He further stated that no one would hire six firms to build a house or paint it because they would all be doing the same thing side-by-side.

Chairperson Grebner stated that it would be different if the County were hiring for different functions, but this contract was for the same service in different places around the County. He further stated that he had been trying to stop this for decades.

Commissioner Tennis stated that the Committee had already adopted Agenda Item 10c, which named several individuals to the remonumentation peer group.

Mr. Fowler stated that the peer group was paid to review work that would be conducted, and received per diems.

Commissioner Tennis asked whether the contractors would review their own work.

Mr. Fowler stated that they would not, because if one party submitted the work, all other parties would review it.

Chairperson Grebner stated that the Committee could go ahead and do this, and with no corners to review, the peer group would not meet.

Mr. Fowler stated that the Committee had appointed and given salary to the County Representative, and had approved membership for the peer group, but had eliminated anything they would do or review.

Commissioner Tennis stated that it did not make sense to have the same group reviewing the work of group members. He further stated that remonumentation had never really come up before in a big way while he had been a Commissioner.

Chairperson Grebner stated that he had tried in many ways to stop this, and that if Mr. Lester continued as Representative, he would need to find a way to do this that passed the Board of Commissioners. He further stated that the Committee had determined who would review the corners, and that if only one firm would up doing the work, all the losing bidders would review it.

Commissioner Maiville stated that Mr. Fowler had experience with this from his time in Genesee County.

Mr. Fowler stated that he was Director up there, but remonumentation was handled by the County Planning Department.

Chairperson Grebner stated that remonumentation was a fascinating topic. He further stated that if the Committee sent them away and told them that the way things had worked in the past did not work, they would find a different way.

MOVED BY COMM. MORGAN TO TABLE THE RESOLUTION.

COMM. MORGAN WITHDREW THE MOTION.

Commissioner Schafer stated that it did not seem reasonable to have passed the peer group resolution without also passing the remonumentation plan.

Commissioner Morgan stated that they would have nothing to do.

Chairperson Grebner stated that if Mr. Fowler recommended that the Finance Committee not pass 10a or 10c, the Committee would listen.

Mr. Fowler stated he would be meeting with Mr. Lester the following day, and that it appeared Chairperson Grebner had had a lengthy discussion with him after the March 5, 2019 County Services Committee meeting. He further stated that he needed to address things with Mr. Lester and the peer group, and that Agenda Items 10a and 10c lacked foundation because 10b had been tabled.

Chairperson Grebner asked whether Mr. Fowler would recommend tabling Agenda Items 10a and 10c.

Mr. Fowler stated that he understood that Agenda Items 10a and 10c had no foundation without Agenda Item 10b.

Chairperson Grebner asked whether Mr. Fowler would recommend that if Agenda Item 10b was not adopted, that Agenda Items 10a and 10c were not adopted as well.

Mr. Fowler stated that he would ask respectfully to withhold any approval.

MOVED BY COMM. SCHAFER TO RECONSIDER AGENDA ITEMS 10A AND 10C, AND TO TABLE AGENDA ITEMS 10A, 10B, AND 10C.

Discussion.

COMM. SCHAFER WITHDREW THE MOTION.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. TENNIS, TO TABLE THE RESOLUTION.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. TENNIS, TO RECONSIDER AGENDA ITEMS 10A AND 10C.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. TENNIS, TO TABLE AGENDA ITEMS 10A AND 10C.

THE MOTION CARRIED UNANIMOUSLY.

14. Controller/Administrator's Office
 - d. Resolution to Authorize an Independent Review of MUNIS Software and County Processes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

Commissioner Maiville stated that the County Services Committee had tabled this resolution at its March 5, 2019 meeting.

Discussion.

Mr. Dolehanty stated that this proposal would have had Plante Moran come in to look at how the County was utilizing the MUNIS system. He further stated that this would be like giving the system a tune up.

Mr. Dolehanty stated that he had walked away from the County Services Committee meeting with a few ideas, and might be able to improve the plan. He further stated that it had been born out of meeting of representatives of six departments which had all experienced frustrations over the years with the way the system functions: Controller, Budget Office, Treasurer, Health Department, IT, and Human Resources.

Mr. Dolehanty stated that it should not take two hours to print out budget projections, and that the department heads wanted independent analysis from Plante Moran, not MUNIS, which had the incentive to sell the County more products rather than optimize what it already had.

Mr. Dolehanty stated that the committee of department heads would invite County Clerk Barb Byrum to the table to discuss the matter with them.

Chairperson Grebner stated that there had been an interesting but inconclusive discussion at the County Services Committee meeting, and that MUNIS was a big system with many parts and a lot of money invested in it. He further stated that it would take three to four years to replace it, and that MUNIS was not yet failing.

Chairperson Grebner stated that this was not something that the County could easily shift away from, and that maintaining and upgrading MUNIS was a major undertaking. He further stated

that from his experience watching many large software projects in many different governments, the only way to make them work was to put someone in charge who was competent, give them a lot of money, and let them suffer through all the problems.

Chairperson Grebner stated that the alternative was to hire someone who was not competent, have the whole thing fail, and write it off.

Commissioner Morgan stated that since 2004, the Board of Commissioners had approved \$1.3 million in annual expenditures for MUNIS.

Mr. Dolehanty stated that the 2004 installation costs were almost \$1 million.

Commissioner Morgan stated that he had misunderstood, and that \$1.3 million was the total expenditure on MUNIS since it was installed in 2004.

Mr. Dolehanty stated that MUNIS had said that Version 11.3 was the newest version that could be implemented at the County, and that they had stated that the County's system could not handle newer versions until other problems were fixed.

Chairperson Grebner stated that the County did not spend much on IT, and was not cutting-edge, but that it tried to stay within hailing distance of the cutting edge. He further stated that the goal was not to have the system completely fail and be written off the way Lansing Community College did, and that the County had not had a complete meltdown since 1980.

Commissioner Maiville stated that the County had serious issues printing out W-2 tax forms.

Mr. Dolehanty stated that that was an issue every year, and that some kind of tweaking was needed to the system every year.

Mr. Townsend stated that various workarounds were needed every year to get the forms to print. He further stated that for the 2016 tax year, the system needed an update before it would print W-2s, and in the 2017 tax year another workaround was required.

Commissioner Maiville asked why the County needed Plante Moran to tell it what it already knew.

Mr. Dolehanty stated that Plante Moran would get into what was going on inside the system that was causing issues. He further stated that in 2004, MUNIS was built to mirror the old system, and everything since then had built from there.

Mr. Dolehanty stated that lots of things were still going forward based on the thinking of a system that had been gone for 15 years, and that the County needed to rearrange how it parked and utilized its data. He further stated that there had been lots of talk at the County Services Committee meeting about electronic timecards, that upgrades a few years ago allowed for that, but that the system was built in a way that did not allow the County to get what it needed.

Commissioner Maiville asked whether Mr. Dolehanty felt that Plante Moran was more capable than MUNIS.

Mr. Dolehanty stated that MUNIS representatives would want to sell the County more products, and that Plante Moran was the only company that knew the County and MUNIS, both very well. He further stated that MUNIS could do it, and that if it worked well for one department, the County could go forward from there.

Mr. Townsend stated that Plante Moran worked with MUNIS as well as other systems, and that because they were impartial and knowledgeable, they would recommend another system if it would work better for the County. He further stated that Plante Moran worked with the output as well as the system internally.

Commissioner Polsdorfer stated that when the State had updated from the Data Collection Distribution System (DCDS) to the Statewide Integrated Governmental Management Application (SIGMA) years ago, there had been issues, and the contracting firm supplying SIGMA had to be on call, on the phone constantly. He further stated that if MUNIS was taking two hours to print a basic document, they needed to be more responsive to this instead of making the County go to ridiculous lengths to make it work.

Commissioner Polsdorfer stated that if MUNIS wanted the County's continued business, it needed to respond to requests for tweaks.

Chairperson Grebner stated that MUNIS was a big system, which had been created and customized to suit the County, and was originally set up in a way that was not a good idea by modern standards. He further stated that MUNIS can tell us how MUNIS works, but what the County has done with the program was not MUNIS's responsibility.

Chairperson Grebner stated that Plante Moran could come in and get departments to agree on changes to make, and what to get rid of. He further stated that that kind of work was complicated, but it was mainly a bug in the County's 15-year-old set-up, not MUNIS itself.

Commissioner Morgan left at 7:21 p.m.

Chairperson Grebner stated that it was not a question of IT's responsibility, but rather the County's.

Mr. Dolehanty stated that Chairperson Grebner was correct, and that he wished he was more articulate on the technical part. He further stated that the customer service from MUNIS had been terrible.

Mr. Dolehanty stated that the County received support email from MUNIS with broken links in them, and that County officials had been told that technicians were booked for the next three months.

Commissioner Morgan returned at 7:22 p.m.

Commissioner Crenshaw stated that during the County Services Committee meeting, it appeared that MUNIS was not responsive to some, but that County Clerk Barb Byrum felt they were generally responsive. He further stated that MUNIS had some features meant to make things work more smoothly, but users chose not to use them.

Mr. Dolehanty stated that what had been said about Former Financial Services Director Jill Rhode did not seem fair, and that he never knew her to do anything without a reason. He further stated that she probably did not want to implement new software because doing so would break three other things.

Mr. Dolehanty stated that the County currently had the Road Department using an entirely different system that did not communicate with MUNIS, making it a manual system.

Chairperson Grebner stated that this was why it would be better to have top-level meetings between department heads to agree on what practices to use. He further stated that that process was never pretty, and required many meetings.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM TENNIS, TO TABLE THE RESOLUTION.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

Sheriff Scott Wriggelsworth stated that he meant no offense to Treasurer Schertzing, but was surprised to learn that the reorganization of the Treasurer's Office passed through the committees easily. He further stated that in 2018, the Sheriff's Office had reclassified in order to add a position, and that they had worked hard to find the money to fund the position internally.

Sheriff Wriggelsworth stated that it was a shame he had not simply asked for money from the general fund, and that the upcoming budget discussions would be several departments fighting for a couple of positions, while the Treasurer would be all set already.

Sheriff Wriggelsworth asked whether the money to fund the reclassifications came from the fund balance.

Chairperson Grebner stated that during the year in which the reclassification took effect, it was funded from the fund balance. He further stated that unless there was some other source of revenue, the position would be built into the general fund base for the next year's budget.

Sheriff Wriggelsworth stated that there were some comments earlier about how the Treasurer's Office had stayed static since 1999, and that he would love to go back to 1999 because the Sheriff's Office had a lot more positions at that time. He further stated that it was a shame that he had not made the same kind of "big ask" that the Treasurer's Office had.

Sheriff Wriggelsworth stated that some departments had been doing it like the Sheriff's Office, and some like the Treasurer's Office, and he wanted to know how these things were supposed to work.

Adjournment

The meeting was adjourned at 7:29 p.m.

MARCH 20, 2019 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. **Drain Commissioner** – *Resolution Pledging Full Faith and Credit to Aurelius and Delhi Consolidated Drain Drainage District Bonds*

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to the Aurelius and Delhi Consolidated Drain Maintenance and Improvement Project. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District's bonds in an amount not to exceed \$5,500,000. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District.

2. **Sheriff's Office** – *Resolution to Continue Records Management Software Support from Tritech*

This resolution will authorize entering into a contract with TriTech for limited records management software support for the time period of January 1 through December 31, 2019 for a cost not to exceed \$7,149.20 (1 RMS Server License at \$6,465.71 and 2 RMS User Licenses for \$683.49).

Funds for this purpose are included in the LOFT Fund, within the IT budget.

3. **Prosecuting Attorney's Office** – *Resolution Authorizing the Ingham County Prosecutors Office to Purchase Support Dog*

This resolution will authorize the Ingham County Prosecutor's Office (ICPO) to enter into a sale agreement with Jessica A. Carls to purchase the support dog for the nominal fee of \$15. This support dog, Kory, was donated to ICPO Victim Advocate Jessica Carls by the Michigan Crime Victim Foundation in late 2018. ICPO intends to use the dog to provide emotional support for children and adults involved in the criminal justice system. The foundation transferred ownership of Kory directly to Ms. Carls. Under Michigan law, liability for any injury or bite caused by Kory would attribute solely to Ms. Carls as the owner of the animal. After discussions with the county's attorneys, the Michigan Municipal Risk Management Authority (MMRMA), Human Resources, and the Controller's Office, ICPO determined that the county should assume liability by purchasing the dog.

See memo for details.

- 4a. **Animal Control** – *Resolution Recommending Acceptance of a Donation from the Ingham County Animal Shelter Fund to Purchase Medical Equipment for the New Animal Shelter*

This resolution will authorize the acceptance of a donation of up to \$55,225 from the Ingham County Animal Shelter Fund (ICASF) which will be used to purchase medical equipment and community room supplies for the new shelter. ICASF initiated a Capital Campaign in March 2018, and met its fundraising goal of \$300,000. In 2018, ICASF transferred \$110,000 of this amount to the county as authorized by Resolution #18-499.

The balance of the Capital Campaign funds will be held by ICASF for a period of six months from the time of occupancy of the new shelter and can be used to purchase additional items necessary for the new shelter that are not currently allotted for or are unforeseen at this time. After six months from the time of occupancy, any remaining Capital Campaign funds will then revert to unrestricted funds with ICASF for future donations to the shelter's needs for medical care, public programs, etc. as guided by ICASF's mission statement.

A list of the equipment to be purchased is included in the resolution. See memo for details.

4b. Animal Control – Resolution to Accept Funding from the Petco Foundation for Spay/Neuter Voucher Assistance and Other Lifesaving Treatments for Animals

This resolution will approve the acceptance of funding from the Petco Foundation for an amount of \$15,000. This donation will continue the low cost Spay and Neuter Voucher Program at Ingham County Animal Control and Shelter (ICACS). These funds are being sent to the shelter with no additional contract, but with the donor intent of being used to help fund the low cost spay/neuter voucher program, to allow additional opportunities for spay/neuters through no-cost vouchers provided to the public from the Animal Control Officers, and for other lifesaving medical procedures at ICACS's discretion.

See memo for details.

4c. Animal Control – Resolution to Allow Monthly Adoption Incentives at the Ingham County Animal Control and Shelter

This resolution will approve monthly adoption incentives at Ingham County Animal Control and Shelter (ICACS) effective April 2019, which will allow for free and donation-based adoptions for a selected group or organization each month. ICAC Shelter works continually to promote adoptions and community involvement at the Shelter. As an adoption incentive program, ICACS proposes to allow for free and donation-based adoptions for a selected group or organization each month.

A noticeable decrease in adoption revenue is not anticipated. Cost will be reduced in the areas of daily feeding, medicating, cleaning, and general care of the animals if animals are swiftly adopted from the shelter. Targeted free and donation-based monthly adoption incentives are also expected to build positive relationships and support within the community.

See memo for details.

5a. 9-1-1 Dispatch Center – Resolution to Modify Resolution #19-034 Approving a Contract with AT&T for Telephone Services for the Ingham County 9-1-1 Center

This resolution will authorize the modification of the contract term with AT&T for the 9-1-1 Center phone services, as approved by Resolution #19-034, for a 36 month period starting upon contract signature by AT&T from the originally approved term of November 26, 2018 through October 31, 2021. After approval of the resolution, AT&T and the County Attorney determined that the contract language needed by AT&T requires a change to 36 months from the signature date by AT&T on the contract documents. The remaining terms and costs for the agreement remain unchanged.

See memo for details.

5b. 9-1-1 Dispatch Center – Resolution Setting the Local Monthly 911 Surcharge within Ingham County

This resolution will set the local 9-1-1 surcharge at \$1.80 per line per month. In 2018, Ingham County voters approved the increased surcharge as proposed for the funding of 9-1-1 Emergency telephone call answering and dispatch services within Ingham County, including facilities, infrastructure, equipment and maintenance, and operating costs. In order to implement the surcharge increase, the Board of Commissioners must set the new amount by resolution so that a certified copy can be sent to the State of Michigan, who will then notify the vendors of the requirements to charge the increased amount.

See memo for details.

6a. Facilities Department – Resolution to Authorize an Agreement with Trane US Inc. to Replace Roof Top Unit #1 at the Forrest Community Health Center

Rooftop air handling unit #1 at the Forrest Community Health Center services the main seating area and clinical space. This rooftop unit is over 30 years old and has outlived its useful life resulting in constant repair missions. The Facilities Department recommends approval of a resolution to authorize an agreement with Trane US Inc. for the replacement of roof top unit #1 at Forrest Community Health Center for a total cost of \$86,313.13 which includes a \$5,000.00 contingency.

6b. Facilities Department – Resolution to Authorize an Agreement with Williams & Works for the Engineering Services for both the Human Services Building Parking Lot and the Veterans Memorial Courthouse Visitor Lot

The northeast section of the back parking lot at the Human Services Building is in disrepair and raising safety concerns. The visitor parking lot across from the Veterans Memorial Courthouse which visitors, jurors and those who require court services use is in a similar state of disrepair. Williams & Works submitted the lowest responsive and responsible bid for Engineering Services for the replacement of both parking lots. The Facilities Department recommends approval of a resolution to authorize an agreement with Williams & Works for Engineering services related to replacement of parking lots at a cost not to exceed \$29,800.

7. Potter Park Zoo – Resolution to Authorize a Contract with Shane's Camels

Potter Park Zoo has determined the camel ride enhances guest experience by offering diversity in visitor activities at the Zoo. Shane's Camels has over 20 years of experience working with camels and is highly recommended by other Association of Zoos and Aquarium member facilities. Potter Park Zoo recommends approval of a revenue contract with Shane's Camels wherein the Zoo will receive 25% of gross revenue from the camel ride services.

8a. Health Department - Resolution to Authorize an Agreement with Comcast for Public Education Advertising about Opioid Overdoses

This resolution authorizes an agreement with Comcast for the period of March 26, 2019 through June 30, 2019 in an amount not to exceed \$18,793 for public education advertising regarding opioid overdose, fentanyl and overdose rescue medication (naloxone). The Michigan Department of Health and Human Services (MDHHS) has awarded ICHD with Public Health Emergency Preparedness (PHEP) funds, which will cover the entire cost of the agreement.

8b. Health Department - *Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept a 2019 Michigan Medical Marihuana Operation and Oversight Grant*

This resolution an agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for the period of January 1, 2019 through September 15, 2019 in an amount not to exceed \$103,621 for education, communication and outreach regarding the Michigan Medical Marihuana Act.

8c. Health Department - *Resolution to Authorize an Agreement with University of Michigan-Flint for Implementation of the Engaged Father Program*

This resolution authorizes an agreement whereby UM-Flint will provide ICHD with up to \$60,000 in funding to implement the Engaged Father Program for the period of October 1, 2018 through September 30, 2019.

9a. Parks Department - *Resolution to Authorize Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Hawk Island*

This resolution authorizes an application for a Land and Water Conservation Fund Grant for accessibility improvements to Hawk Island Park, including an accessible canoe/kayak launch, a new floating pedal boat / row boat dock with slips, two new Sun-Shade Shelters, new trash/recycling bins, new concrete walks, native landscaping, and parking lot striping. The project funding is proposed to request \$292,100 from the DNR Land and Water Conservation Fund (LWCF) grant and \$292,100 from the Ingham County Trails and Parks Millage as approved in Board of Commissioners Resolution #19-047 for a local match, for a total project amount of \$584,200.

9b. Parks Department - *Resolution to Authorize Application for a Trust Fund Grant for Accessibility Improvements to Hawk Island*

This resolution authorizes an application for a Michigan Natural Resources Trust Fund grant for accessibility improvements to Hawk Island Park, including 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.

The project funding is proposed to request \$300,000 from the DNR Trust Fund grant and \$231,400 from the Ingham County Trails and Parks Millage for a local match, as approved in Board of Commissioners Resolution #19-047, for a total project amount of \$531,400.

9c. Parks Department - *Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Lake Lansing South*

This resolution authorizes an application for a Michigan Natural Resources Trust Fund grant for accessibility improvements to Lake Lansing South, including an accessible canoe/kayak launch, new concrete walks, replacement and widening of existing sidewalks, asphalt paving of the south end of the parking lot with ADA accessible parking spaces, and drainage improvements around the newly paved parking area, including a rain garden area. The project funding is proposed to request \$164,500 from the DNR Trust Fund grant and \$70,500 from the Ingham County Trails and Parks Millage, for a total project amount of \$235,000.

9d. Parks Department - Resolution to Authorize Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Lake Lansing South

This resolution authorizes an application for a Land and Water Conservation Fund Grant for accessibility improvements at Lake Lansing South application includes asphalt paving of the portion of the existing parking lot closest to the ADA parking, drainage improvements around the parking lot, improving the overflow parking area with gravel and pave ADA parking spaces, new walkways to complete a loop trail around the park, connecting to existing sidewalks, to the small restroom building, to the overflow parking and to the band shell, and landscaping to include native plants and bio-swales. The project funding is proposed to request \$300,000 from the DNR Trust Fund grant and \$300,000 from the Ingham County Trails and Parks Millage, for a total project amount of \$600,000. Other funds, not grant eligible, will be required to complete the project including a topographical survey in the amount of \$15,000 as approved in Board of Commissioners Resolution #19-047. The topographical survey will be required to properly design the project with proper grading and layout of the proposed improvements.

9e. Parks Department - Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Lake Lansing South

This resolution authorizes an application for a Michigan Natural Resources Trust Fund grant for accessibility improvements to Lake Lansing South application includes removal of the existing restroom/concession building, removal and relocation of the Sunrise pavilion, a new bathhouse building that will include restrooms, changing rooms, concessions, storage, picnic tables with umbrellas near the concession area, six Interpretive Signs to talk about the historical significance of the park, a new 6' wide path from the existing parking lot to the new bathhouse and to the playground, and replacement of some of the existing walkways in the park, and two outdoor Showers. The project funding is proposed to request \$300,000 from the DNR Trust Fund grant and \$725,200 from the Ingham County Trails and Parks Millage, for a total project amount of \$1,025,200 as approved in Board of Commissioners Resolution #19-047.

9f. Parks Department - Resolution to Adopt the Ingham County Trail Wayfinding Signage Plan

This resolution adopts a trails wayfinding plan for Ingham County. This plan was completed with the assistance of communities and stakeholders across Ingham County. A similar resolution was tabled at the 8/20/18 Human Services meeting due to cost concerns with the wayfinding project. Since that time an RFP was issued and there is a resolution on this agenda to authorize a contract with Signs by Crannie to design and fabricate custom wayfinding signs at a significant savings over the initial estimates.

9g. Parks Department - Resolution to Authorize a Contract with Signs by Crannie

This resolution authorizes a contract with Signs by Crannie in the total amount not to exceed \$281,427.77 from the Trails and Parks Millage Fund for the designing and fabricating custom wayfinding signs for its Trail Wayfinding Signage project.

Agenda Item 1

TO: County Services and Finance Committees

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

RE: Aurelius and Delhi Consolidated Drain Maintenance and Improvement Project

DATE: March 5, 2019

I am requesting that the Board of Commissioners grant Full Faith and Credit of the County for the bonds that will finance the Aurelius and Delhi Consolidated Drain Maintenance and Improvement Project (the “Project”). Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of a drainage district who are liable to pay for the benefits of a drain project. The Aurelius and Delhi Consolidated Drain (the “Drain”) and Aurelius and Delhi Consolidated Drain Drainage District (the “Drainage District”) are located within the Township of Aurelius and the Charter Township of Delhi (please see the location of the Drain and Drainage District on the attached Project map). There are 275 properties and 2,747 acres within the Aurelius and Delhi Consolidated Drain Maintenance and Improvement Project Special Assessment District. The municipalities with benefit at-large for this Project include the Township of Aurelius, the Charter Township of Delhi, and the County of Ingham.

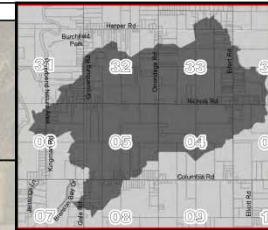
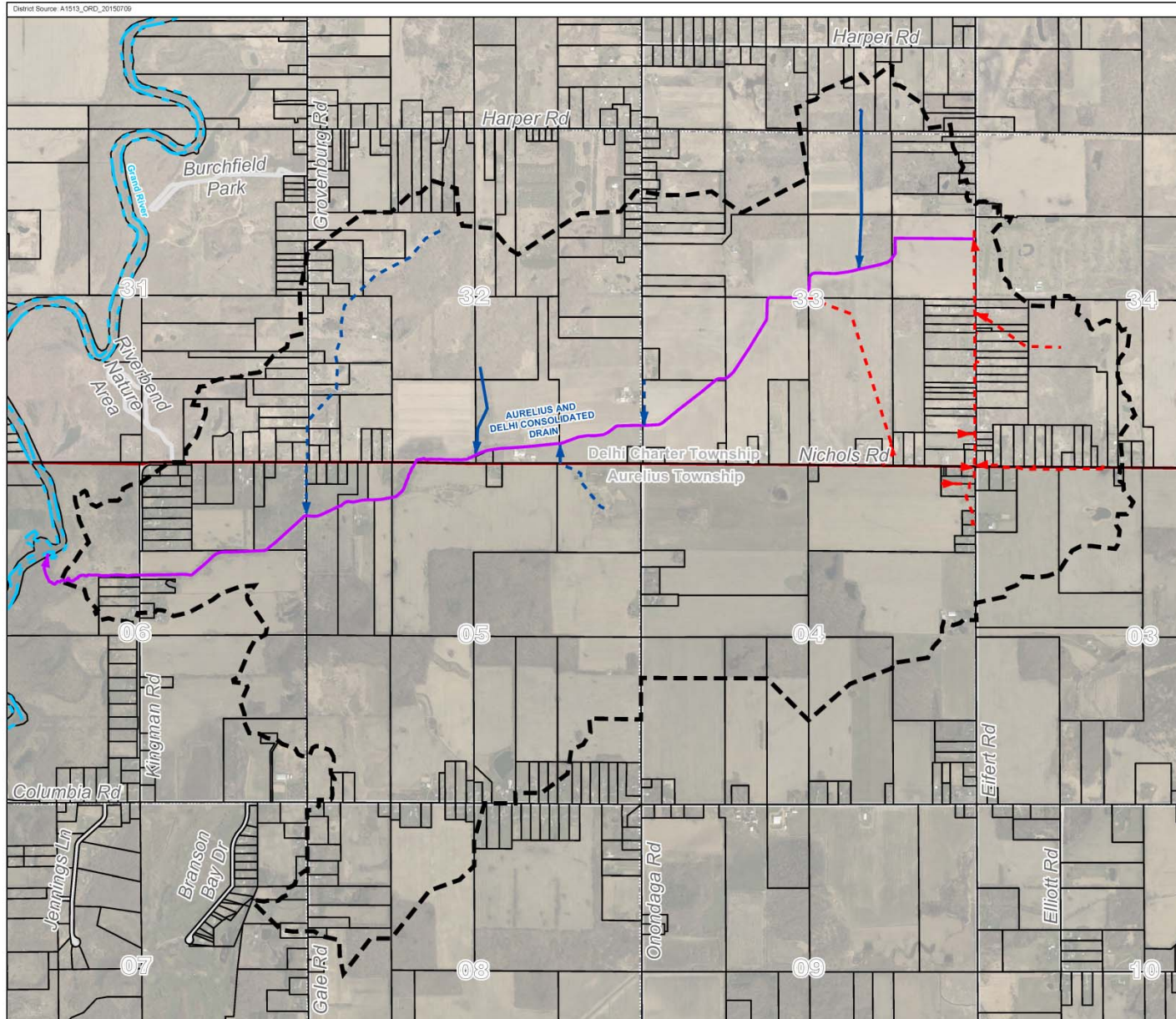
The Project results from a November 14, 2016 petition submitted by landowners within the Drainage District. Petitioners wanted the drainage improved to alleviate the repeated flooding of properties, homes, and roads. On March 8, 2017, the petition was found necessary by a statutory Board of Determination. A summary of the work included in the Project is attached, along with pictures of some of the flooding problems. Project construction is expected to commence in Spring, 2019 and be completed in Fall, 2019.

The Project will contain contract requirements for nondiscrimination and prevailing wage pursuant to my adopted policies and consistent with the Board of Commissioners’ resolutions.

Please note that while Project bids will be opened on March 14, 2019 (see attached Notice of Letting of Drain Contract), the total Project computation of cost will not be completed by the time of the Committee meetings. As a result, the attached Full Faith and Credit Resolution includes a “not-to-exceed” amount instead of an exact amount. This “not to exceed” amount (\$5.5 million) is also used in the attached SEV Analysis which is customarily submitted with these Full Faith and Credit requests.

I will be in attendance at your Committee meetings on March 19th and 20st to answer any questions you might have regarding this important Project. Thank you so very much for consideration of my request.

It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.



PRELIMINARY

LEGEND

TYPE OF WORK

- NO WORK TO EXISTING OPEN CHANNEL
- NO WORK TO EXISTING STORM SEWER
- OPEN CHANNEL MAINTENANCE AND CROSSING IMPROVEMENTS
- STORM SEWER IMPROVEMENTS
- OTHER WATERCOURSES
- DRAINAGE DISTRICT
- MUNICIPAL BOUNDARIES
- SECTION BOUNDARIES
- ROADS



0 800 1,600 2,400
Feet

<p>PATRICK E. LINDEMANN INGHAM COUNTY DRAIN COMMISSIONER</p> <p>707 BUHL AVENUE P.O. BOX 220 MASON, MI 48854 PHONE: (517)-676-8395 FAX: (517)-676-8364</p>	
<p>INGHAM COUNTY</p>	
<p>AURELIUS AND DELHI CONSOLIDATED DRAIN PROJECT AURELIUS TOWNSHIP AND DELHI CHARTER TOWNSHIP INGHAM COUNTY MICHIGAN</p>	
<p>A15-66</p>	
<p>COVER</p>	

Aurelius and Delhi Consolidated Drain Project Summary of Work

The Aurelius and Delhi Consolidated Drain Drainage District serves 2,747 acres of Ingham County including 1,451 acres of Aurelius Township and 1,296 acres of Delhi Charter Township. In total, the Drainage District encompasses 275 residential and agricultural properties.

The primary focus of the Project is to reduce flooding of county roads and the adjacent residential and agricultural land in the upper portion of the Drainage District. Most of the flooding is located near the intersection of Nichols and Eifert Roads. Nichols Road east of the intersection with Eifert Road is subjected to regular flooding for long periods of time due to lack of an outlet for the water and locally heavy soils. To quantify the duration of flooding and existing hazardous road conditions, the residence time is great enough to regularly allow ice formation over the asphalt road surfaces during the winter months and create flooded conditions during other months. Affected properties in the flooded areas, all of which are served by septic systems and wells, currently have ponding for days and even weeks.

To determine a solution to the flooding problems, a hydraulic sanitary and storm sewer analysis (SSA) model was created in conjunction with an open channel Hydrologic Engineering Center's River Analysis System (HEC-RAS) model. The models were utilized to illustrate existing conditions and model several proposed solutions. A refined solution was obtained minimizing the cost and maximizing the flood control benefit of the proposed system. The solution assures the 100 yr 24 hr storm, 5.3 inches of rainfall, will not overtop Nichols Road and that the residential flooding is limited to a 6-hour duration in a 4-inch rainfall event (25 yr 24 hr storm event).

To alleviate the flooded areas near the roads and road intersection, 2.2 miles of storm sewer will be installed, 1,580 linear feet of existing storm sewer will be removed and replaced with a two-stage meandering channel to lower the hydraulic grade line by nearly two vertical feet, and 69 drainage structures will be installed to collect surface water (including 3 structures to regulate surface water elevations in existing wetlands). The infrastructure improvements will provide a drainage outlet for the approximately 336 acres of the upper portion of the Drainage District. To better convey this flow and to better serve District properties, the existing main channel from its outlet near the Grand River to the beginning of the new drain construction will be cleaned out and cleared.

In addition, trenching to construct the storm sewer will result in the restoration and improvement of approximately 3,700 linear feet of Nichols and Eifert Roads. Eifert Road serves as a primary road for Ingham County. This road restoration includes the repaving of the intersection of Nichols and Eifert Roads. Roads will be closed to through traffic during the construction period. A detour plan has been coordinated with the Ingham County Road Department to assure that traffic is properly maintained within the vicinity. All efforts will be made to minimize inconvenience to residents and travelling public.

To accommodate the additional discharge from the intersection area, 14 culverts are being improved (upsized) and 2 are being removed along the existing main channel of the Aurelius and Delhi Consolidated Drain. Many of these crossings that need improvement are old and in poor condition anyway. Among the 14 improved culverts, is the Onondaga Road culvert. Onondaga Road serves as a primary road for Ingham County.

Construction of the Aurelius and Delhi Consolidated Drain Project is expected to start in the spring of 2019. The assessment for the Project would begin in 2019, and be levied over twenty years.



March 2, 2017 - Ponding Over Nichols Road



February 8, 2017 - Ponding on Properties Adjacent to Eifert Road



March 2, 2017 - Ponding Adjacent to Eifert Road



February 19, 2019 - Ice Forming Over Nichols Road



February 19, 2019 - Ice Over Nichols Road

**NOTICE OF LETTING OF DRAIN CONTRACT AND
DAY OF REVIEW OF APPORTIONMENTS**

**Ingham County Drain Commissioner
Patrick E. Lindemann**

AURELIUS AND DELHI CONSOLIDATED DRAIN

LETTING OF DRAIN CONTRACT

NOTICE IS HEREBY GIVEN that I, Patrick E. Lindemann, Ingham County Drain Commissioner, will receive sealed construction bids on **Thursday, March 14, 2019**, at the Ingham County Drain Commissioner's Office, located at 707 Buhl Avenue, Mason, Michigan 48854, until 10:00 a.m. local time. Bids will be opened and publicly announced at 10:00 a.m. for the construction, maintenance and improvement of a certain drain known and designated as the "Aurelius and Delhi Consolidated Drain." Bids must be delivered to 707 Buhl Avenue, Mason, MI 48854 within the timeframes listed above in accordance with the Bidding Documents.

The Drain project consists of the *installation of enclosed storm sewer, open channel excavation, two-stage channel excavation, drainage structures, culvert removal and installation, site clearing, water level control structures, and road construction work including base aggregate, and HMA paving. The construction, maintenance and improvement of said Drain is described as follows, each section having the average length, depth, and width as set forth:*

Containing six sections total. Two open sections having a length, average depth, and average width of: 1,580 ft long, 5.4 ft deep, and 28 ft wide; 146 ft long, 1.1 ft deep, and 8.5 ft wide. Four closed sections: Eifert Road Storm Sewer – 5,374 ft of 12 to 36 Inch Dia. storm sewer with a 7.9 ft average depth; Nichols Road Storm Sewer – 2,613 ft of 12 to 36 Inch Dia. storm sewer with an 8.7 ft average depth; Chellison's Branch Storm Sewer – 2,848 ft of 12 to 24 Inch Dia. storm sewer with a 5.0 ft average depth; East Eifert Road Storm Sewer – 958 ft of 12 to 36 Inch Dia. storm sewer with a 7.0 ft average depth.

In the construction, maintenance and improvement of said Drain, the project consists of furnishing all supplies and installation and construction of the following quantities for major items of work and character of tile or pipe, with appurtenances, and the contract let for the same. The following quantities are approximate and final payment will be made on measured quantities:

<u>Estimated</u>		
<u>Qty</u>	<u>Units</u>	<u>Description</u>
<u>1580</u>	<u>Ft</u>	<u>Two-Stage Meandering Channel Excavation</u>
<u>146</u>	<u>Ft</u>	<u>Open Channel Excavation</u>
<u>700</u>	<u>Ft</u>	<u>Misc. Channel Cleanout</u>
<u>16</u>	<u>Ea</u>	<u>6" to 12" Field Tile Outlet</u>
<u>4</u>	<u>Ea</u>	<u>12" - 36" Flared End Sections</u>
<u>5709</u>	<u>Ft</u>	<u>12" - 36" R.C.P. Storm Sewer</u>
<u>6084</u>	<u>Ft</u>	<u>12" - 36" H.D.P.E. Dual Wall Storm Sewer</u>
<u>9</u>	<u>Ea</u>	<u>Prefabricated Bends and End Caps</u>

<u>47</u>	<u>Ea</u>	<u>Misc. Drain Structures, 30" - 84" Dia.</u>
<u>3</u>	<u>Ea</u>	<u>30" Dia. Water Level Control Structures</u>
<u>19</u>	<u>Ea</u>	<u>12" - 24" Inlet Tees</u>
<u>33</u>	<u>Ea</u>	<u>4" - 12" Field Tile Connections</u>
<u>3275</u>	<u>Syd</u>	<u>Full Depth Bituminous Road Removal</u>
<u>1350</u>	<u>Syd</u>	<u>2.5" Pavement Milling</u>
<u>1250</u>	<u>Tons</u>	<u>MDOT 4E3, Bituminous Road Paving</u>
<u>6000</u>	<u>Sft</u>	<u>6" Gravel Drive Restoration</u>
<u>1000</u>	<u>Sft</u>	<u>6" Concrete Drive Restoration</u>
<u>160</u>	<u>Tons</u>	<u>Bituminous Drive Restoration</u>
<u>1000</u>	<u>Tons</u>	<u>Shoulder, 21AA, 6 Inch</u>
<u>16</u>	<u>Ac</u>	<u>Various Seeding</u>
<u>940</u>	<u>Syd</u>	<u>Plain Riprap, Fieldstone</u>
<u>200</u>	<u>Syd</u>	<u>Plain Riprap / Grass Spillways</u>
<u>1</u>	<u>LS</u>	<u>Traffic Control</u>
<u>30</u>	<u>Ea</u>	<u>Tree Plantings</u>
<u>Misc.</u>		<u>Soil Erosion and Sediment Control Measures</u>

All stations are 100 feet apart. There are no bridges. There are 16 culverts in this contract at the following locations:

1. Crossing No. 4, Sta. 43+67, 31 linear feet of 128" Span X 83" Rise C.M.P.A., 3" X 1" Corr., 10 Ga., with 1:1 Beveled Ends
2. Crossing No. 5, Sta. 47+80, Remove Existing Crossing
3. Crossing No. 6, Sta. 56+55, 42 linear feet of 128" Span X 83" Rise C.M.P.A., 3" X 1" Corr., 10 Ga., with 1:1 Beveled Ends
4. Crossing No. 7, Sta. 60+25, 42 linear feet of 128" Span X 83" Rise C.M.P.A., 3" X 1" Corr., 10 Ga., with 1:1 Beveled Ends
5. Crossing No. 8, Sta. 64+38, 30 linear feet of 128" Span X 83" Rise C.M.P.A., 3" X 1" Corr., 10 Ga., with 1:1 Beveled Ends
6. Crossing No. 9, Sta. 67+37, 30 linear feet of 128" Span X 83" Rise C.M.P.A., 3" X 1" Corr., 10 Ga., with 1:1 Beveled Ends
7. Crossing No. 11, Sta. 81+30, Remove Existing Crossing
8. Crossing No. 12, Sta. 89+38, 42 linear feet of 128" Span X 83" Rise C.M.P.A., 3" X 1" Corr., 10 Ga., with 1:1 Beveled Ends
9. Crossing No. 13, Sta. 108+80, 98 linear feet of 10' Span X 6' Rise Concrete Box w/ Tapered End Sections
10. Crossing No. 14, Sta. 135+72, 42 linear feet of 6 ft Dia. C.M.P., 3" x 1" Corr., 14 Ga., 1.5:1 Beveled Ends
11. Crossing No. 15, Sta. 155+84, 40 linear feet of 73" x 53" C.M.P.A., 3" x 1" Corr., 12 Ga., 1:1 Beveled Ends
12. Eifert Road, Crossing No. 1, Sta. 5+05, 30 linear feet of 18" C.M.P., 2 2/3" X 1/2" Corr., 14 Ga., 2:1 Beveled Ends
13. Eifert Road, Crossing No. 2, Sta. 11+52, 34 linear feet of 18" C.M.P., 2 2/3" X 1/2" Corr., 14 Ga., 2:1 Beveled Ends
14. Eifert Road, Crossing No. 3, Sta. 12+67, 38 linear feet of 18" C.M.P., 2 2/3" X 1/2" Corr., 14 Ga., 2:1 Beveled Ends

15. Branch No. 3, Crossing No. 1, Sta. 0+32, 44 linear feet of 30" C.M.P., 2 2/3" X 1/2" Corr., 14 Ga., 1:1 Beveled Ends
16. Chellison's Branch, Crossing No. 1, Sta. 32+88, 54 linear feet of 24" C.M.P., 2 2/3" x 1/2" Corr., 16 Ga. 2:1 Beveled Ends

Plans and Bidding Documents are on file and may be examined beginning on **Monday, February 25, 2019 at 8:00 a.m.** local time at the office of the Ingham County Drain Commissioner, 707 Buhl Avenue, Mason, Michigan 48854, (517) 676-8395 and at the offices of Spicer Group, Inc., 1400 Zeeb Dr., St. Johns, MI 48879, (989) 224-2355. Bidders wishing to download the Plans and Specifications at NO COST may do so by registering at the Spicer Group website at <http://bidding.spicergroup.com/>. For bidders wishing to purchase the plans and specifications, a fee of Seventy-Five Dollars (\$75.00) will be required for each set of proposed plans and specifications and will not be refunded. A mailing fee of Twenty-Five Dollars (\$25.00) to cover handling and postage will be charged to anyone wishing to receive the plans and specifications via United Parcel Service.

A MANDATORY pre-bid conference will be held on **Thursday, February 28, 2019 at 10:00 a.m.** local time at the Ingham County Department of Roads Board Room (Administrative Building), 301 Bush Street, Mason, Michigan 48854. Representatives of the Ingham County Drain Commissioner and Engineer will be present to discuss the contract. Prospective Bidders are required to attend and participate in the pre-bid conference. All prospective Bidders must sign in by name of attendee, business represented, and email address. Prospective Bidders who fail to attend and register at the pre-bid conference will be considered non-responsive and will be disqualified from bidding on the Contract. The Engineer will transmit to all prospective Bidders of record such Addenda as the Engineer considers necessary in response to questions. Oral statements may not be relied upon and will not be binding or legally effective.

This Contract will be let in accordance with the Contract Documents now on file in the Office of the Ingham County Drain Commissioner and available to interested parties. Bids will be made and received in accordance with these documents. A contract will be made with the lowest responsible Bidder giving adequate security for the performance of the work. I reserve the right to reject any and all bids, and to adjourn such bid letting to such time and place as I shall publicly announce.

The date for the substantial completion of such contract is **October 15, 2019**, with final completion by **November 15, 2019**, and the terms of payment are contained in the contract specifications. Any responsible person wanting to bid on the above-mentioned work will be required to deposit bid security in the amount specified in the bidding documents as a guarantee that they will enter into a contract and furnish the required bonds as prescribed by the contract specifications and applicable law. All bids shall remain open for ninety (90) days after the day of the bid opening, but I reserve the right at my sole discretion to release any bid and bid security before that date.

Bidders shall comply with the Ingham County policies regarding the payment of Prevailing Wages, and Equal Opportunity/Nondiscrimination, as set forth in Ingham County Board of Commissioners Resolutions #02-263 and #02-283, respectively.

DAY OF REVIEW OF APPORTIONMENTS

NOTICE IS HEREBY GIVEN that on **Thursday, April 4, 2019**, the apportionments for benefits to the lands comprised within the "Aurelius and Delhi Consolidated Drain Special Assessment District" will be subject to review for one day from 9:00 a.m. until 5:00 p.m. at the Ingham County Drain Commissioner's Office, located at 707 Buhl Avenue, Mason, Michigan 48854, or at such other time and place to which I may adjourn. At the meeting to review the apportionment of benefits, I will have the tentative apportionments against parcels and municipalities within the drainage district available to review. At said review, the computation of costs for construction, maintenance and improvement of the Drain will also be open for inspection by any interested parties.

Pursuant to Section 155 of the Michigan Drain Code of 1956, any owner of land within the Aurelius and Delhi Consolidated Drain Special Assessment District or any city, village, township, district or county feeling aggrieved by the apportionment of benefits made by the Drain Commissioner may appeal the apportionment within ten (10) days after the day of review of apportionment by making an application to the Ingham County Probate Court for the appointment of a Board of Review.

Any drain assessments against land will be collected in the same manner as property taxes. If drain assessments against land are collected by installment, the landowner may pay the assessments in full with any interest to-date at any time and thereby avoid further interest charges.

The following is a condensed description of the land constituting the "Aurelius and Delhi Consolidated Drain Special Assessment District." The description of area that is served by the Aurelius and Delhi Consolidated Drain consists of lands situated in Sections 3, 4, 5, 6, 7, and 8 of Aurelius Township, *T.2N.-R.2W* and Sections 28, 31, 32, 33, and 34 of Delhi Charter Township, *T.3N.-R.2W*, in Ingham County, Michigan.

In Aurelius Township *T.2N.-R.2W*:

In Section 3 – The Northwest $\frac{1}{4}$ of the Section

In Section 4 – The North $\frac{3}{4}$ of the Section

All of Section 5

In Section 6 – The Northeast $\frac{1}{4}$ and the East $\frac{1}{2}$ of the Southeast $\frac{1}{4}$ and the East $\frac{1}{2}$ of the Northwest $\frac{1}{4}$ of the Section

In Section 7 – The East $\frac{1}{2}$ of the Northeast $\frac{1}{4}$ of the Section

In Section 8 – The Northwest $\frac{1}{4}$ and the North $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ and the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ and the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of the Section

In Delhi Charter Township *T.3N.-R.2W*:

In Section 28 – The South $\frac{1}{2}$ of the Southeast $\frac{1}{4}$ and the East $\frac{1}{2}$ of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of the Section

In Section 31 – The Southeast $\frac{1}{4}$ and the Southeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of the Section

All of Section 32

All of Section 33

In Section 34 – The West ½ of the Section

In addition to the parcels and tracts of land listed above, the County of Ingham, County Road Department, Aurelius Township, and Delhi Charter Township will be specially assessed at-large for benefits in the maintenance and improvement of the Drain.

NOW THEREFORE, all unknown and non-resident persons, owners and persons interested in the above described lands, and you:

Clerk of Ingham County;
Chairperson of the Ingham County Board of Commissioners;
Managing Director of the Ingham County Department of Roads;
Supervisor and Clerk of Aurelius Township;
Supervisor and Clerk of Delhi Charter Township;

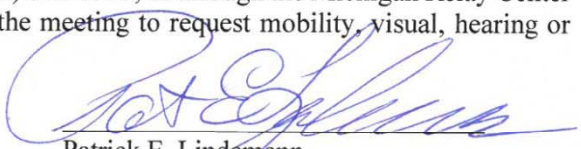
are hereby notified that at the time and place aforesaid, or at such other time and place thereafter to which said day of letting of contract may be adjourned, I shall proceed to receive bids for the construction, maintenance and improvement of the “Aurelius and Delhi Consolidated Drain” in the manner hereinbefore stated; and, also, that at such time and place as stated above from 9:00 a.m. until 5:00 p.m., the apportionment for benefits and the lands comprised within the “Aurelius and Delhi Consolidated Drain Special Assessment District” will be subject to review.

AND YOU AND EACH OF YOU, owners, municipalities and persons interested in the aforesaid lands are hereby cited to appear at the time and place of such reviewing of the apportionments as aforesaid, and be heard with respect to such special assessments and your interests in relation thereto, if you so desire.

This notice is pursuant to Section 154 of the Michigan Drain Code of 1956, as amended.

Proceedings conducted at the pre-bid conference, bid opening and day of review of apportionments are subject to the Michigan Open Meetings Act. Persons with disabilities needing accommodations for effective participation in the meeting should contact Patrick E. Lindemann, the Ingham County Drain Commissioner at (517) 676-8395, or through the Michigan Relay Center at 711 (TTY) at least 24 hours in advance of the meeting to request mobility, visual, hearing or other assistance.

Dated: February 14, 2019



Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Avenue, Mason, MI 48854
(517) 676-8395



February 5, 2019

Mr. Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Ave.
Mason, MI 48854

RE: Aurelius and Delhi Consolidated Drain Drainage District
State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann:

This letter is a summary analysis of SEVs for the Aurelius and Delhi Consolidated Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Aurelius Township, Delhi Charter Township, and Ingham County. The SEV value for the lands in the special assessment district is based on the individual SEVs taken from the most current 2018 property tax records found on the Ingham County web site. The SEV values for the lands in the special assessment district are based on the SEV of the entire parcel for each parcel that is a part of the special assessment district, regardless of whether the entire parcel is in the district, or just a portion.

The SEVs used for municipalities are from the published 2018 equalization report available at:

<http://eq.ingham.org/Portals/DP/Equalization/2018%20Equalization%20Report.pdf>

The requested full faith and credit amount is \$5,500,000. The total SEV for Aurelius Township is \$181,808,700. The total SEV for the Delhi Charter Township is \$802,595,400. The estimated SEV for the lands within the special assessment district is \$24,782,400. Additionally, the total SEV for all of Ingham County is \$8,351,502,165. The Aurelius and Delhi Consolidated Drain Drainage District is comprised of 275 parcels, representing 6.20% of the land and 13.63% of the SEV of Aurelius Township and 7.02% of the land and 3.09% of the SEV of Delhi Charter Township. Using these numbers, the following relationships are realized:

Full Faith & Credit Amount = \$5,500,000			
Estimated SEV of the lands in the special assessment district	\$24,782,400	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the special assessment district.	22.19%
Aurelius Township SEV	\$181,808,700	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Municipality.	3.03%
Delhi Charter Township SEV	\$802,595,400	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Municipality.	0.69%
Ingham County SEV	\$8,351,502,165	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the County of Ingham.	0.07%



ENGINEERS • SURVEYORS • PLANNERS

Please contact our office at (989) 224-2355 with any questions or concerns.

Sincerely,

Spicer Group, Inc.

A handwritten signature in blue ink, appearing to read "Chuck R. Smith", written in a cursive style.

Charles R. Smith, PE, CFM
Project Manager

SPICER GROUP, INC.
1400 Zeeb Drive
St. Johns, MI 48879
Phone: (989) 224-2355
Cell: (586) 383-8244

Stronger. Safer. Smarter. **Spicer.**

WWW.SPICERGROUP.COM

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
AURELIUS AND DELHI CONSOLIDATED DRAIN DRAINAGE DISTRICT BONDS**

RESOLUTION # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on _____, 2019, at _____ p.m., local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

The following resolution was offered by Commissioner _____ and supported by Commissioner: _____

WHEREAS pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Aurelius and Delhi Consolidated Drain Maintenance and Improvement Project (the "Project"), which is being undertaken by the Aurelius and Delhi Consolidated Drain Drainage District (the "Drainage District") in a Special Assessment District (the "Special Assessment District") established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's bonds (the "Bonds") in an amount not to exceed \$5,500,000.00 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Ingham County Board of Commissioners (the "Board") may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed \$5,500,000.00. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them ("Authorized Officers"), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

Nays: _____ **Absent:** _____ **Approved:** _____

FINANCE:

Yeas: _____

Nays: _____ **Absent:** _____ **Approved:** _____

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

CERTIFICATION

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on _____, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: _____, 2019

Barb Byrum, Clerk
County of Ingham

Agenda Item 2

TO: Law & Courts Committee
Finance Committee

FROM: Undersheriff Andrew Bouck

DATE: March 5, 2019

RE: **RESOLUTION TO CONTINUE RECORDS MANAGEMENT SOFTWARE
SUPPORT FROM TRITECH**

This resolution is requesting the Ingham County Sheriff's Office be allowed to continue limited software support with Tritech.

The Sheriff's Office has been using Tritech Software Systems since January 2011. The limited software support agreement allows the continued support of Tritech to maintain software should the system have application issues. The Sheriff's Office is requesting the limited software support agreement be paid from the IT LOFT fund in the amount of \$7,149.20

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTINUE RECORDS MANAGEMENT
SOFTWARE SUPPORT FROM TRITECH**

WHEREAS, the Ingham County Sheriff's Office and TriTech Software Systems entered into a software license agreement in January of 2011 for the license and support of certain VisionAIR software applications, and added the VisionAIR Records Management Systems (RMS); and

WHEREAS, the Ingham County Sheriff's Office wishes to continue limited software support with TriTech for their records management system; and

WHEREAS, the limited software support will include assistance in accessing the TriTech RMS database during the agreed time frame; and

WHEREAS, the continued software support agreement time frame would be a period of twelve (12) months beginning January 1, 2019; and

WHEREAS, the Ingham County Sheriff's Office at the end of the twelve months of software support will review the need to continue another period of time of software support with TriTech.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with TriTech for limited software support for the time period of twelve months beginning January 1, 2019 for the cost not to exceed \$7,149.20 (1 RMS Server License at \$6,465.71 and 2 RMS User Licenses for \$683.49, given a grand total of \$7,149.20).

BE IT FURTHER RESOLVED, that the funds for this purpose will come from the IT LOFT Fund.

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

Agenda Item 3

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: March 5, 2019

SUBJECT: Resolution to Authorize Ingham County Prosecutor's Office to Purchase Support Dog

BACKGROUND

On February 13, 2019, the Ingham County Prosecutor's Office support dog was sworn in by the Honorable Richard Garcia. The canine, named Kory, was donated to ICPO Victim Advocate Jessica Carls by the Michigan Crime Victim Foundation in late 2018. The foundation transferred ownership of Kory directly to Ms. Carls. Under Michigan law, liability for any injury or bite caused by Kory would attribute solely to Ms. Carls as the owner of the animal. After discussions with the county's attorneys, the Michigan Municipal Risk Management Authority (MMRMA), Human Resources, and the Controller's office, ICPO determined that the county should assume liability by purchasing the dog.

ALTERNATIVES

Ms. Carls could carry liability insurance for Kory under her personal homeowner's policy. The MMRMA recommended amount of liability coverage needed would be \$1,000,000.00 (One Million U.S. Dollars and 00/100 Cents). This would increase the total cost of Ms. Carls' insurance premiums. Given that Kory was primarily obtained to provide emotional support to the county's crime victims, the increase in personal cost and liability was determined to be an unfair burden for Ms. Carls.

FINANCIAL IMPACT

The amount of the contract, \$15.00 (Fifteen Dollars and 00/100 Cents), was determined by the amount needed to justify the county's expenses in paperwork to obtain the dog and still be nominal consideration for an enforceable contract.

OTHER CONSIDERATIONS

As of this date and without proper liability insurance, Kory has been unable to perform his support duties for crime victims in Ingham County.

RECOMMENDATION

Based on the information provided, I respectfully request approval of the attached resolution to authorize a contract to purchase Kory.

Introduced by the Law & Courts Committee and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE INGHAM COUNTY PROSECUTORS OFFICE
TO PURCHASE SUPPORT DOG**

WHEREAS, the Ingham County Prosecutors Office (ICPO) has received a support dog who has been trained and evaluated consistent with the Assistance Dogs International Standards to provide emotional support to children and adults within the court system; and

WHEREAS, the support dog was donated by the Crime Victim Foundation through Leader Dogs for the Blind and ownership of the dog was transferred to Ingham County Prosecutor's Office Victim Advocate Jessica A. Carls; and

WHEREAS, the Ingham County Prosecutors Office intends to use the dog to provide emotional support for children and adults involved in the criminal justice system as authorized under Michigan Compiled Law 600.2163; and

WHEREAS, Michigan is a strict liability state where the owner of the dog is liable for any injury or bite caused by the dog under MCL 287.351 regardless of where the injury occurs; and

WHEREAS, the Prosecutors Office has consulted with Cohl, Stoker & Toskey, P.C., the Michigan Municipal Risk Management Authority, and the Controller's office regarding potential liability and determined that liability should be assumed by ICPO as a county agency; and

WHEREAS, ICPO and Jessica A. Carls wish to enter into a sale agreement wherein ICPO will purchase the support dog for the sum of \$15.00 (Fifteen U.S. Dollars and 00/100 Cents).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Prosecutor's Office to enter into a sale agreement with Jessica A. Carls to purchase the support dog.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary contracts that are consistent with this resolution and approved by the county attorney.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator's Office to make the necessary budgetary adjustments to the 2019 budget.

SALE AGREEMENT

THIS AGREEMENT, made and entered into on this _____ day of _____, 2019, by and between the **INGHAM COUNTY PROSECUTOR'S OFFICE**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "Purchaser") and **JESSICA A. CARLS**, of 2531 E. Dexter Trail, Dansville, Michigan 48819 (hereinafter referred to as "Seller").

RECITALS

WHEREAS, the Purchaser wishes to purchase a canine from the Seller; and

WHEREAS, the parties agree, as a condition to purchasing such animal, to comply with the restrictions and/or conditions as set forth in this Agreement.

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

1. Subject to the terms and conditions of this Agreement, the Purchaser agrees to purchase a golden retriever canine named "Kory" from the Seller for the purchase price of Fifteen U.S. Dollars and 00/100 Cents (\$15.00).
2. As a condition of this sale, the canine must pass be certified and approved as a canine advocate by the Canine Advocacy Program.
3. In the event that the Seller terminates her employment with the Ingham County Prosecutor's Office, the Seller has the option to buy back the canine.
4. Indemnification and Hold Harmless. The Seller shall, at her own expense, protect, defend, indemnify and hold harmless the Purchaser and its elected and appointed officers, employees, and agents from all claims, damages, costs, lawsuits and expenses that they may incur as a result of Seller's breach of any of the provisions of this Agreement.
5. Applicable Law and Venue. This Agreement shall be construed according to the laws of the State of Michigan. The Purchaser and the Seller agree that the venue for the bringing of any legal or equitable action under this Agreement shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this Agreement in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Western District.
6. Waivers. No failure or delay on the part of either the Purchaser or Seller in exercising any right, power or privilege under this Agreement shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or exercise of any other right, power or privilege.
7. Amendments. All modifications, amendments or waivers of any provision of this Agreement shall be made only by the written mutual consent of the parties hereto.

8. Assignment. Seller may not sell, assign, transfer or convey this Agreement in whole or in part.
9. Complete Agreement. This Agreement contains all the terms and conditions agreed upon by the Purchaser and Seller, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind either the Purchaser or Seller.
10. Invalid/Unenforceable Provisions. If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the clause or provision was rendered invalid or unenforceable.
11. Certification of Authority to Sign Agreement. The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign 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 upon the day and year first above written.

**FOR THE COUNTY
OF INGHAM:**

Date

SELLER:

Date

Jessica A. Carls

TO: Board of Commissioners, Finance and Law & Courts Committee
FROM: Jodi Lebombard, Director of Ingham County Animal Control and Shelter
DATE: March 5th, 2019
SUBJECT: RESOLUTION RECOMMENDING ACCEPTANCE OF A DONATION FROM THE INGHAM COUNTY ANIMAL SHELTER FUND TO PURCHASE MEDICAL EQUIPMENT FOR THE NEW ANIMAL SHELTER

For the meeting agendas of March 14 and 20

BACKGROUND

Ingham County Animal Shelter Fund (ICASF) ran a major fundraising Capital Campaign in 2017 raising \$300,000 in funds for enhancements to the new Ingham County Animal Shelter Building. The intent of this capital campaign was to raise funds for medical facilities and equipment, and community room equipment to best serve the animals in its care and to further support community programs. Ingham County Animal Shelter Fund has already provided \$110,000 of the funds raised to support these building enhancements and equipment. They would like to donate a further \$55,225 to the shelter for more medical equipment. The items and their purposes and approximate costs are outlined below.

ALTERNATIVES

If this funding is not accepted, the animal shelter building will not have these items when the building is completed and may not be able to acquire the items until additional funding is found.

FINANCIAL IMPACT

The support of this donation will allow funding from Ingham County to be used for other services and financial needs.

OTHER CONSIDERATIONS

ICACS desires to become a full service animal shelter and to be able to provide high end animal care and provide much needed services to the public. To be able to provide these services funding for appropriate equipment is necessary.

RECOMMENDATION

I strongly recommend the support of accepting the funds from Ingham County Animal Shelter Fund. ICAC feels the support would ultimately better the animals at the shelter and within Ingham County.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOMMENDING ACCEPTANCE OF A DONATION FROM THE
INGHAM COUNTY ANIMAL SHELTER FUND TO PURCHASE MEDICAL EQUIPMENT
FOR THE NEW ANIMAL SHELTER**

WHEREAS, a new Animal Shelter is currently being built using funds primarily supplied by the taxpayer-supported Animal Control Shelter Replacement and Operational Millage, passed overwhelmingly in 2016; and

WHEREAS, the Ingham County Animal Shelter Fund (ICASF) has been in existence since 2012 and raises money to help pay for food, shelter, and medical care for animals at the shelter; and

WHEREAS, with the passing of the millage for the new shelter, ICASF wants to make sure that the new shelter has improved veterinary medical facilities; and

WHEREAS, improved medical and surgical facilities will allow the shelter to save even more animals that arrive with serious illnesses or injuries; and

WHEREAS, with the addition of the new equipment, animal care staff will be able to take better care of and monitor the shelter animals that are treated more effectively; and

WHEREAS, improved veterinary facilities will also enhance the shelter's partnership with the Michigan State University College of Veterinary Medicine, which expands the capacity for care and helps train the next generation of veterinarians in surgery and shelter medicine; and

WHEREAS, the Ingham County Animal Shelter Fund (ICASF) initiated a Capital Campaign in March 2018 with a goal of raising \$300,000; and

WHEREAS, this fund raising goal has been attained; and

WHEREAS, ICASF and Animal Control and Shelter Staff have developed a list of medical equipment that will enhance medical care at the shelter; and

WHEREAS, the ICASF has already donated \$110,000 for the medical equipment that will be built-in to the shelter; and

WHEREAS, the ICASF wishes to donate funds in the amount of up to \$55,225 for additional medical equipment; and

WHEREAS, it is the intent of the ICASF that the balance of the Capital Campaign funds will be held by the ICASF for a period of six months following occupancy of the new shelter and can be used to purchase additional items necessary for the new shelter that are not currently allotted for or are unforeseen at this time.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the donation of up to \$55,225 from the Ingham County Animal Shelter Fund which will be used to purchase the following equipment:

ITEM	ITEM DESC	ITEM #	Approx \$
Secondary X Ray Monitor	Computer	Ingham IT installed	900
	Monitor-	IT recommendation	1500
	wall mount and keyboard/mouse pad	IT recommendation	100
Community room projector	Short throw wall mount	IT Recommendation	2300
	Installation equipment	Ingham IT installed	2000
	Special projector wall paint	B&J Painting	1000
Cat Wheel	One Fast Cat Wheel- Black with Washable carpet	https://onefastcat.com/index.php/amazing-cat-wheel/cat-exercise-wheel-black-86.html	250
Surgery Packs (6), (1), (1)	Meisterhand Canine Spay Kit	#MH6810 (order 6)	4100
	Eye Pack- optical surgeries	basic pack, Midwest Vet 6830	500
	Bladder Pack- Bladder Surgery	Individual instruments from Veterinary Supply co	300
Microscope	Boggs Specialty- Microscope with dual screen		3100
Heart Rate Monitors	Cardell Monitors (watches heart rate, blood pressure, EKG during surgery)	Midwest Vet- Order 2 8013-002	10,000
Handheld Monitor	Monitor for dental x-ray, wet table	SENTIER Vetcorder Midwest Vet 48525	850
Warming Unit	Bair Hugger Warming unit	Main unit	1500
		Blankets/attachments	150
Portable O2 unit (Order 2 of each for 2 total units)	O2 Cart/tank/tubing	Checking brands/options	750
Scope and Attachments (may reduce if package is available)	Handle	MWV 71000-A	175
	Ophthalmic Scope (eyes)	MWV 11720	250
	Otoscope (ears)	MWV 21760	250

Surgical Loops	magnification lenses to wear during surgery for fine detail work	The Rose Company- TBD	350
Eye pressure gauge	tonometry Pen	MWV DSA-TP-AVIAVET	3500
Fluid Pump	IV fluid pump- universal fluid acceptance	MWV j1060Q	900
Retractors	Surgery retractors for solo surgery	MWV	350
Blood Pressure Doppler	quick check for blood pressure	MWV J0563	1100
Laser	Laser stimulation for healing, can be used for any surgery/dental and arthritis	Antech/Heska	18000
Animal Handling Equipment	EZ- Nabbers (clam shell cat holders)	2x 14' frame, 2x 15" frame	550
	Cat Graspers (moving feral cats)	3x 28", 2x38" graspers	500
		Total	55,225

BE IT FURTHER RESOLVED, that this equipment will be purchased and accounted for following Ingham County's policies and procedures.

BE IT FURTHER RESOLVED, that the balance of the Capital Campaign funds will be held by ICASF for a period of six months from the time of occupancy of the new shelter and can be used to purchase additional items necessary for the new shelter that are not currently allotted for or are unforeseen at this time.

BE IT FURTHER RESOLVED, that these additional items to be purchased will need full ICASF Board approval prior to disbursement to Ingham County.

BE IT FURTHER RESOLVED, that after six months from the time of occupancy, any remaining Capital Campaign funds will then revert to unrestricted funds with ICASF for future donations to the shelter's needs for medical care, public programs, etc. as guided by ICASF's mission statement.

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

TO: Board of Commissioners, Finance and Law & Courts Committee
FROM: Jodi Lebombard, Director; Ingham County Animal Control
DATE: February 19, 2019
SUBJECT: Resolution to accept Petco Foundation Financial Support Donation
For the meeting agendas of March 14 and 20

BACKGROUND

The Ingham County Animal Control and Shelter (ICACS) has applied for and been awarded a grant donation to continue the low cost Spay and Neuter Voucher Program ICACS. The amount awarded to ICACS from the Petco Foundation is \$15,000. These funds are being sent to the shelter with no additional contract, but with the donor intent of being used to help fund the low cost spay/neuter voucher program, to allow additional opportunities for spay/neuters through no-cost vouchers provided to the public from the Animal Control Officers, and for other lifesaving medical procedures at ICACS's discretion.

ALTERNATIVES

If the grant is not accepted, ICACS will have to use operating expenses and donations to cover the cost differential of the Spay/Neuter Voucher program and other surgeries for adoptable animals.

FINANCIAL IMPACT

Accepting the grant will reduce County and Department costs for the Spay/Neuter Voucher subsidies and may increase revenue due to additional adoptions being possible.

OTHER CONSIDERATIONS

The Petco Foundation allows for ICACS to use the funds for programs at its discretion as long as the funds are not being used to supplant or replace existing government funding; the funds may not be appropriated to the general funds of Ingham County

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the Petco Foundation funding.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FUNDING FROM THE PETCO FOUNDATION FOR SPAY/NEUTER
VOUCHER ASSISTANCE AND OTHER LIFESAVING TREATMENTS FOR ANIMALS**

WHEREAS, the Ingham County Animal Control and Shelter has applied for and has been approved to receive funding from the Petco Foundation; and

WHEREAS, the purpose of this funding is to assist in subsidizing the Low Cost Spay/Neuter Vouchers made available by Ingham County Animal Control and Shelter; and

WHEREAS, the award amount of this grant is \$15,000; and

WHEREAS, the funding is also able to be allocated to other lifesaving medical procedures at the discretion of Ingham County Animal Control and Shelter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the funding from the Petco Foundation for an amount of \$15,000.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget.

TO: Board of Commissioners, Finance and Law & Courts Committee
FROM: Jodi Lebombard, Director of Ingham County Animal Control and Shelter
DATE: February 22, 2019
SUBJECT: Resolution to allow ongoing monthly adoption incentives
For the meeting agendas of March 14 and 20

BACKGROUND

The Ingham County Animal Control and Shelter is constantly developing creative approaches to promote adoptions and community involvement at the ICAC Shelter. It is extremely important that the shelter animals flow out of the shelter into loving homes as quickly as they flow into the shelter. With this, ICACS seeks permission from the Board of Commissioners to allow a change in the adoption price of shelter animals to free monetary donation-based for a selected group or organization each month for the purpose of promoting a new adoption incentive program.

With this, ICACS would choose one community group or organization each month to offer free monetary donation-based adoptions. ICACS has begun a draft list of several reputable organizations and groups in the community as monthly. For example in JULY of this year we hope to offer free donation-based adoption to all SCHOOL TEACHERS. In October we hope to offer free-donation based adoption to all of our FIRST RESPONDERS. In November it would be the VETERANS in our community. These groups or organization members would be able to adopt a cat or dog from the shelter at no cost unless they wanted to make a voluntary monetary donation.

We would like to kick off our adoption incentives to all INGHAM COUNTY EMPLOYEES in the month of April. This promotional adoption incentive would be ongoing with no end date, similar to our WHISKER WEDNESDAYS-FREE CATS' DAY. Every month a different organization or group would be chosen as the organization or group of the month.

Groups will be chosen by themes around holidays, by social media nomination campaigns, and suggestions. For example in the month of November in observance of the Veterans Day holiday, veterans in the community would be eligible for this no cost adoption promotion. Groups may encompass large numbers of individuals to be eligible for the adoption promotion.

ALTERNATIVES

If support of this adoption incentive is not received, ICACS will need to pursue alternative adoption specials as the spring and summer seasons bring in an overwhelming amount of animals.

FINANCIAL IMPACT

The support of this adoption incentive does not leave ICACS concerned about a noticeable decrease in adoption revenue. If animals are swiftly adopted from the shelter, the daily feeding, medicating, cleaning, and general care of the animals would be eliminated ultimately saving costs on the other end. Additionally, last year ICACS ran adoption specials for a majority of the year substantially decreasing the costs of ALL animals due to extreme capacity issues.

OTHER CONSIDERATIONS

ICACS desires to become as involved as possible with the community including individuals, organizations, and groups. A targeted free donation-based monthly adoption incentive would be a great way to build positive relationships and support.

RECOMMENDATION

I strongly recommend the support of ICACS's proposed adoption incentive request. ICAC feels the support would ultimately better the animals at the shelter and within Ingham County.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ALLOW MONTHLY ADOPTION INCENTIVES AT THE
INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, the Ingham County Board of Commissioners reviews and approves adjustments to fees for county services each year; and

WHEREAS, Ingham County Animal Control and Shelter (ICACS) seeks a change in the adoption fee for shelter animals to allow for free and donation-based adoptions for a selected group or organization each month for the purpose of promoting a new adoption incentive program; and

WHEREAS, ICACS would choose one community group or organization each month to offer free and donation-based adoptions; and

WHEREAS, the promotional adoption incentive would be ongoing with a different organization or group to be chosen each month; and

WHEREAS, a noticeable decrease in adoption revenue is not anticipated, and if animals are swiftly adopted from the shelter, the daily feeding, medicating, cleaning, and general care of the animals will be reduced resulting in cost savings; and

WHEREAS, targeted free and donation-based monthly adoption incentives are expected to build positive relationships and support within the community.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves monthly adoption incentives at ICACS effective April 2019, which will allow for free and donation-based adoptions for a selected group or organization each month.

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: *Lance Langdon, Director 9-1-1*
DATE: *March 4, 2019*
SUBJECT: *Approval for Modification of Resolution 19-034 Contact Renewal with AT&T*
For the meeting agenda of March 14, and March 20, 2019

BACKGROUND

The Ingham County BOC approved Resolution #19-034 to contract with AT&T for 9-1-1 Center Telephone services for a 3 year period from November 26, 2018 through October 31, 2021. In working with AT&T and the County Attorney, the language needed by AT&T requires a change to 36 months from the date of AT&T on the contract documents. The remaining terms and costs for the agreement remain unchanged.

The County Attorney approved the documents other than the term as it differs from the approved resolution, requiring us to request this modification.

The 9-1-1 Center has been working with AT&T representatives on this renewal and bills for services that have moved this agreement starting after the prior agreement ended. Services and rates have remained unchanged.

ALTERNATIVES

We must continue with AT&T for our phone services; this modification is needed to meet the company's language requirements as to term beginning.

FINANCIAL IMPACT

As stated in the prior resolution, this is MIDEAL pricing for the 61 lines in use.

OTHER CONSIDERATIONS

9-1-1 answers both emergent and non-emergent lines. The large number of calls received under the current plans available with AT&T have been reported to be on their least expensive plan for these types of business lines.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution modifying the renewal contract with AT&T for a term of 36 months from date of signature/execution.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO MODIFY RESOLUTION #19-034 APPROVING A CONTRACT WITH
AT&T FOR TELEPHONE SERVICES FOR THE INGHAM COUNTY 9-1-1 CENTER**

WHEREAS, the Ingham County Board of Commissioners has established a 9 -1-1 Emergency Telephone Dispatch Services Fund for Management and System Improvements to the County Emergency 9-1-1 Dispatch System; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #19-034 approving a contract with AT&T for telephone services for the Ingham County 9-1-1 Central Dispatch Center period of November 26, 2018 through October 31, 2021; and

WHEREAS, the discussions for this contract resulted in the period of this agreement being modified to meet the requirement of AT&T; and

WHEREAS, the new period for this contract with AT&T will be the 36 month period after execution/signature by AT&T; and

WHEREAS, the remaining conditions of Resolution #19-034 as approved remain in place.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the modification of Resolution #19-034 as to the contract term with AT&T for the 9-1-1 Center phone services, for a 36 month period starting upon contract signature by AT&T from the originally approved term of November 26, 2018 through October 31, 2021.

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

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Lance Langdon, 9-1-1 Director
DATE: March 5, 2019
SUBJECT: Resolution Setting the 911 Surcharge Effective July 1, 2019
For the meeting agendas of March 14 and March 20, 2019

BACKGROUND

The BOC sent to the voters a proposal to increase the 9-1-1 surcharge to \$1.80 which was approved. To put this new surcharge in place requires that the BOC set the new amount by resolution so that a certified copy of the resolution may be sent to the State who then notifies the vendors of the requirements to charge the increased amount.

As stated in the resolution the surcharge was initially set at \$0.31 in 2008 and then set to the maximum allowed without voter approval in 2009 at \$0.42 per device. This resolution sets the new amount of \$1.80 until changed by law or by Board action.

ALTERNATIVES

This must be done to put the new surcharge in place; there are no alternatives.

FINANCIAL IMPACT

This increase provides the funding for the 9-1-1 system, to include 9-1-1 Emergency telephone call answering and dispatch services within Ingham County, including facilities, infrastructure, equipment and maintenance, and operating costs.

STRATEGIC PLANNING IMPACT

This action falls in line with the plans long term objective of supporting public safety, and the service provided to our citizens.

OTHER CONSIDERATIONS

When the Radio System lease purchase is completed, the BOC can then consider the appropriate level of surcharge funds needed for operational costs and can decide to lower the surcharge amount if the level of funding is no longer needed.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to implement the new 9-1-1 surcharge amount of \$1.80.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION SETTING THE LOCAL MONTHLY 911 SURCHARGE WITHIN INGHAM COUNTY

WHEREAS, under the Emergency 9-1-1 Service Enabling Act (P.A. 32 of 1986 as amended) the Ingham County Board of Commissioners approved the final 9-1-1 service plan on December 15, 1987, and amended the service plan on October 22, 1996 and August 28, 2001, and June 12, 2012 to benefit the citizens of Ingham County by providing a uniform and well known emergency telephone number; and

WHEREAS, the Ingham County Board of Commissioners continues to believe that 9-1-1 service will benefit the citizens of Ingham County; and

WHEREAS, Ingham County Resolution #08-018 set Ingham County's initial surcharge at \$0.31; and

WHEREAS, Ingham County Resolution #09-126 increased Ingham County's surcharge to \$0.42; and

WHEREAS, Ingham County Resolution #18-322 submitted to the electorate, for their approval, an increase of Ingham County's 9-1-1 surcharge of up to \$1.80 for each service user; and

WHEREAS, Ingham County voters approved the increased surcharge as proposed for the funding of 9-1-1 Emergency telephone call answering and dispatch services within Ingham County, including facilities, infrastructure, equipment and maintenance, and operating costs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the county-based 9-1-1 monthly surcharge of \$1.80, on communications devices effective July 1, 2019 to remain in effect until changed by law or future Ingham County Board of Commissioners action, as permitted under P.A. 379 of 2008.

BE IT FURTHER RESOLVED, the Ingham County Board Chairperson is authorized to sign any required documents.

Agenda Item 6a

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 5, 2019

RE: Resolution for an agreement with Trane US Inc. to replace roof top unit #1 at the Forrest Community Health Center.

For the meeting agendas of: March 19 & 20

BACKGROUND

Roof top unit #1 at the Forrest Community Health Center that services the main seating area and clinical space is failing and is need of constant repair. This roof top unit is over 30 years and has outlived its useful life.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

We are utilizing the US Communities Contract #15-JLP-023 so three quotes were not required. Trane US Inc. submitted a quote of \$81,318.13. We are requesting a contingency of \$5,000.00 for any uncovered conditions. Funds for this project are available through CIP # 245-60199-976000-9F10 which has a balance of \$90,000.00.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Purchasing and Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Trane US Inc. for the replacement of roof top unit #1 at Forrest Community Health Center for a total cost of \$86,313.13 which includes a \$5,000.00 contingency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANE US INC TO REPLACE
ROOF TOP UNIT #1 AT THE FORREST COMMUNITY HEALTH CENTER**

WHEREAS, roof top unit #1 at the Forrest Community Health Center is in need of replacement; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments to enter into an agreement with Trane US Inc., a registered vendor who submitted the quote of \$81,313.13, to replace roof top unit #1; and

WHEREAS, the Facilities Department would like to ask for a \$5,000.00 contingency for any uncovered conditions that may arise with this type of project; and

WHEREAS, funds for this project are available within the approved CIP Line Item 245-60199-976000-9F10 which has an available balance of \$90,000.00 for a new roof top unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Trane US Inc., 5335 Hill 23 Dr., Flint, Michigan, 48657, for the replacement of roof top unit #1 at the Forrest Community Health Center for an amount not to exceed \$86,313.13 which includes a \$5,000.00 contingency.

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

Agenda Item 6b

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 5, 2019

RE: Resolution for an agreement with Williams & Works for Engineering Services for the replacement of both the Human Services Building parking lot and Veterans Memorial Courthouse visitor parking lot

For the meeting agendas of: March 19 & 20

BACKGROUND

The northeast section of the back parking lot at the Human Services Building is the final section to be replaced. The remaining section is in disrepair and raising safety concerns. The visitor parking lot across from the Veterans Memorial Courthouse which visitors, jurors and those who require court services use is in disrepair and raising safety concerns. Williams & Works submitted the lowest responsive and responsible bid for Engineering Services for the replacement of the northeast parking lots area the Human Services Building and the visitor parking lot across from the Veterans Memorial Courthouse.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Williams & Works submitted the lowest bid of \$29,800.00. Funds for this project are available through CIP Line Item 631-23304-931000-9F17 which has a balance of \$130,000 for HSB and CIP Line Item 245-26710-931000-9F15 which has a balance of \$64,000.00 for VMC.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities and Purchasing Department respectfully recommends approval of the attached resolution to support an agreement with Williams & Works for the Engineering services for the replacement of the northeast section of the back parking lot at the Humans Services Building and the visitor parking lot across from the Veterans Memorial Courthouse.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH WILLIAMS & WORKS FOR THE
ENGINEERING SERVICES FOR BOTH THE HUMAN SERVICES BUILDING PARKING LOT AND
THE VETERANS MEMORIAL COURTHOUSE VISITOR LOT**

WHEREAS, the northeast section of the back parking lot at the Human Services Building needs to be replaced;
and

WHEREAS, the visitors parking lot across from the Veterans Memorial Courthouse is in need of replacement;
and

WHEREAS, it is the recommendation of both the Facilities and Purchasing Departments to enter into an agreement with Williams & Works who submitted the lowest responsive and responsible bid of \$29,800.00, for engineering services for the northeast section of the back parking lot at the Human Services Building and the visitors parking lot across from the Veterans Memorial Courthouse; and

WHEREAS, funds for this project are available within the approved CIP Line Item 631-23304-931000-9F17 for HSB and CIP Line Item 245-26710-931000-9F15 for VMC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, Michigan, 49503, for the engineering services for the northeast section of the back parking lot at the Human Services Building and the visitors parking lot across from the Veterans Memorial Courthouse for an amount not to exceed \$29,800.00.

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

TO: Board of Commissioners County Services and Finance Committees
FROM: Cynthia Wagner
DATE: 03-05-2019
SUBJECT: Potter Park Zoo Camel Ride Services
For the meeting agendas of 03-19-2019 and 3-20-2019

BACKGROUND

The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society's mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programming, volunteerism, public relations services, special events and fundraising.

The Potter Park Zoological Society also managed the Zoo encounters until a new operations structure in 2016 resulted in numerous significant changes to the structure at Potter Park Zoo. A new agreement between the County and Zoological Society was adopted on March 14, 2017, #17-069, which placed the County responsible for the operation of the Zoo encounters including the camel rides.

The County purchasing department sent out RFP #9-19 and Shane's Camels was the only vendor to submit a proposal.

ALTERNATIVES

Due to the impending summer season as well as a limited number of vendors offering these services, there is not an alternative for camel rides at Potter Park Zoo for 2019.

FINANCIAL IMPACT

The contract with Shane's Camels would provide an additional revenue source for Potter Park Zoo. Potter Park Zoo will receive 25% of the gross revenue from camel rides.

STRATEGIC PLANNING IMPACT

This proposed experience will help achieve Ingham County Strategic Plan – Implementation Plan strategies A1 (Strive to make facilities and services user-friendly) and B1 (Promote key services through the local media). Through amusement services such as camel rides, the Zoo is able to improve visitor experience and promote key services and opportunities at the Zoo through the local media.

OTHER CONSIDERATIONS

Guests frequently requested camel rides in 2018 when they were not present at the zoo. Shane's camels has operated the camel ride at John Ball Zoo since 2007.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a contract with Shane's Camels.

Agenda Item 7

TO: Cynthia Wagner, Director Potter Park Zoo

FROM: James Hudgins, Director of Purchasing

DATE: January 31, 2019

RE: Memorandum of performance for RFP No. 9-19: Amusement Services (Camel Rides) for Potter Park Zoo

Per your request, the Purchasing Department sought proposals from experienced and qualified camel ride vendors for the purpose of entering into a three-year (3) contract to provide and operate camel ride services at Potter Park Zoo from May 1st through Labor Day.

The scope of services includes but is not limited to providing 1 outdoor camel ride operation, animal handling staff, equipment, merchandise, security, permits, safety protocols, insurance and all other items normally required with this type of business.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	7	1
Vendors responding	1	0

A summary of the vendors' costs is located 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 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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Camel Ride Price/Ride 2019	Camel Ride Price/Ride 2020	Camel Ride Price/Ride 2021	Photograph Price/Photo 2019	Photograph Price/Photo 2020	Photograph Price/Photo 2021	Revenue Share Percentage of Gross Revenue 2019	Revenue Share Percentage of Gross Revenue 2020	Revenue Share Percentage of Gross Revenue 2021
Shane's Camels	Sheridan, MI	\$6.00	\$6.00	\$6.00	\$5.00	\$5.00	\$5.00	25%	Open to negotiate	Open to negotiate

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH SHANE'S CAMELS

WHEREAS, the Potter Park Zoological Society previously managed the operation of Zoo encounters; and

WHEREAS, the new agreement between the County and the Zoological Society, Resolution #17-069, transfers operations of encounters including the camel ride to the County; and

WHEREAS, the camel ride experience enhances guest experience by offering diversity in activities at the Zoo for visitors; and

WHEREAS, Shane's camels has over 20 years of experience working with camels and is highly recommended by other AZA facilities; and

WHEREAS, the Zoo Director and Purchasing Director reviewed the bid submitted by Shane's camels and found it to meet the criteria necessary for camel rides at Potter Park Zoo; and

WHEREAS, this contract will be a revenue contract with the Zoo receiving 25% of the gross revenue from the camel ride services.

THEREFORE BE IT RESOLVED, the Board of Commissioners hereby authorizes awarding a contract for three years with an additional two year extension option, to Shane's camels for the camel ride experience at Potter Park Zoo, based on its proposal dated January 30th, 2019.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary documents.

BE IT FURTHER RESOLVED, the Board Chairperson is authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

Agenda Item 8a

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 28, 2019
SUBJECT: Resolution to enter into agreement with Comcast for Naloxone ad
For the meeting agendas of March 18 and March 20, 2019

BACKGROUND

In response to the ongoing opioid epidemic in Ingham County and across the state and nation, Ingham County Health Department (ICHHD) wishes to partner with Comcast for public education advertising throughout Ingham County. The ad will inform the public about opioid overdose, fentanyl and overdose rescue medication (naloxone). This agreement with Comcast will be effective March 26, 2019 through June 30, 2019, in an amount not to exceed \$18,793.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The amount of this agreement will not exceed \$18,793. The Michigan Department of Health and Human Services (MDHHS) has awarded ICHHD with Public Health Emergency Preparedness (PHEP) funds, which will cover the entire cost of the agreement.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communication, Goal B. The resolution also supports section A.2(a) of the Action Plan- provide additional resources to the task force focusing on the epidemic of opioid addiction in Ingham County.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Board of Commissioners authorize an agreement with Comcast for the period of March 26, 2019 through June 30, 2019 in an amount not to exceed \$18,793 for public education advertising regarding opioid overdose, fentanyl and overdose rescue medication (naloxone).

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH COMCAST FOR
PUBLIC EDUCATION ADVERTISING ABOUT OPIOID OVERDOSES**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Comcast in an amount totaling \$18,793 effective March 26, 2019 through June 30, 2019; and

WHEREAS, the agreement allows for public education advertising throughout Ingham County and Lansing regarding opioid overdose, fentanyl and overdose rescue medication (naloxone); and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) has provided ICHD with a proposed FY 2019 Comprehensive Agreement for the delivery of public health services, including Emergency Preparedness; and

WHEREAS, the Health Officer recommends authorization of an agreement between Comcast and ICHD in an amount not to exceed \$18,793 for the period of March 26, 2019 through June 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Comcast for public education advertising regarding opioid overdose, in an amount not to exceed \$18,793 for the period of March 26, 2019 through June 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 any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

Agenda Item 8b

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 28, 2019
SUBJECT: Resolution to Accept 2019 Michigan Medical Marihuana Operation and Oversight Grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA)
For the meeting agendas of March 18 and March 20, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$103,621 effective January 1, 2019 through September 15, 2019. Public Act 2017 of 2018 section 901 directs funds appropriated for grants in the Michigan Medical Marihuana Act, MCL 333.26421 to counties for education and outreach relating to the Michigan medical marihuana program. Grants are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents of each county. Grants are for education, communication, and outreach regarding the Michigan medical marihuana act. Grants must not be used for law enforcement purposes.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The amount of this agreement will not exceed \$103,621. These funds will cover the entire cost of the agreement.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communication, Goal B.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Board of Commissioners approve the attached form authorizing an agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for the period of January 1, 2019 through September 15, 2019 in an amount not to exceed \$103,621 for education, communication and outreach regarding the Michigan Medical Marihuana Act.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA) TO ACCEPT A 2019
MICHIGAN MEDICAL MARIHUANA OPERATION AND OVERSIGHT GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$103,621 effective January 1, 2019 through September 15, 2019; and

WHEREAS, the Michigan Legislature has appropriated funds for the Medical Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26421 to 333.26430; and

WHEREAS, Public Act 207 of 2018 section 901 directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Medical Marihuana Act; and

WHEREAS, grants, which are available to counties, are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents of each county; and

WHEREAS, grants must not be used for law enforcement purposes; and

WHEREAS, ICHD seeks to engage in activities such as healthcare provider education, in-school presentations, a one-day educational summit, and a public education campaign; and

WHEREAS, ICHD seeks to engage in the aforementioned activities with objectives to reduce medical marihuana stigma among health care providers, provide education regarding safe storage of marihuana, provide education on the dangers of driving while under the influence of marihuana, and increase the perception of risk for adolescent marijuana use; and

WHEREAS, the Health Officer recommends authorization of an agreement between LARA and ICHD in an amount not to exceed \$103,621 for the period of January 1, 2019 to September 15, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with LARA for education, communication and outreach regarding the Michigan Medical Marihuana Act, in an amount not to exceed \$103,621 for the period of January 1, 2019 to September 15, 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 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: March 13, 2019
SUBJECT: Agreement with University of Michigan-Flint for the Engaged Father Program
For the meeting agendas of March 18 and March 20, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with the University of Michigan-Flint (UM-Flint) to support a project designed to reduce risk factors associated with infant mortality and other negative birth outcomes. UM-Flint was awarded funds from the Michigan Health Endowment Fund (MHEF) along with Medicaid Match funds to support this project which significantly improves the provision of services to expectant and new fathers within Michigan. This project includes the implementation of the Engaged Father Program at seven Michigan Healthy Start home visitation sites and will promote infant wellbeing by providing new fathers with education, support, and resources. This agreement will be effective October 1, 2018 through September 30, 2019

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

Under this subcontract, UM-Flint will provide ICHHD with up to \$60,000 in funding to implement the Engaged Father Program for the period of October 1, 2018 through September 30, 2019.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communication, Goal B.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend the Board of Commissioners authorize an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed \$60,000 for the period of 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 AN AGREEMENT WITH UNIVERSITY OF MICHIGAN-FLINT
FOR IMPLEMENTATION OF THE ENGAGED FATHER PROGRAM**

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with the University of Michigan-Flint (UM-Flint) to support a project designed to reduce risk factors associated with infant mortality and other negative birth outcomes; and

WHEREAS, UM-Flint was awarded funds from the Michigan Health Endowment Fund (MHEF) along with Medicaid Match funds to support this project which significantly improves the provision of services to expectant and new fathers within Michigan; and

WHEREAS, this project includes the implementation of the Engaged Father Program at seven Michigan Healthy Start home visitation sites and will promote infant wellbeing by providing new fathers with education, support, and resources; and

WHEREAS, this agreement will be effective October 1, 2018 through September 30, 2019; and

WHEREAS, under this subcontract, UM-Flint will provide ICHHD with up to \$60,000 in funding to implement the Engaged Father Program; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed \$60,000 for the period of October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed \$60,000 for the period of October 1, 2018 through September 30, 2019.

BE IT FUTHER 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 after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 5, 2019
SUBJECT: Authorization to Apply for a Michigan Natural Resources Land and Water Conservation Fund Grant for Hawk Island
For the meeting agenda of 3/18/19 Human Services and 3/20/19 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Hawk Island. The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019. This grant application includes an accessible canoe/kayak launch, a new floating pedal boat / row boat dock with slips, two new Sun-Shade Shelters, new trash/recycling bins, new concrete walks, native landscaping, and parking lot striping.

ALTERNATIVES

A public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The project funding is proposed to request \$292,100 from the DNR Land and Water Conservation Fund (LWCF) grant and \$292,100 from the Ingham County Trails and Parks Millage as approved in Board of Commissioners Resolution #19-047 for a local match, for a total project amount of \$584,200.

Other funds, which are not DNR grant eligible, will be required to complete the project. They include topographical survey and fish stocking at Hawk Island Park.

Topographical Survey: The topographical survey will be required to properly design the project with proper grading and layout of the proposed improvements in the amount of \$15,000 as approved in Board of Commissioners Resolution #19-047.

Fish Stocking: County staff would like to stock the pond with fish and believe it would enhance the proposed improvements in the amount of \$10,000 as approved in Board of Commissioners Resolution #19-047.

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 Parks & Recreation Commission supported this resolution with the passage of a motion at their February 25, 2019 meeting.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE APPLICATION FOR A LAND AND WATER
CONSERVATION FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS TO HAWK ISLAND**

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Michigan Department of Natural Resources Land and Water Conservation Fund for park and accessibility improvements at Hawk Island; and

WHEREAS, the Michigan Department of Resources Land & Water Conservation Fund application includes an accessible canoe/kayak launch, a new floating pedal boat/row boat dock with slips, two new Sun-Shade Shelters, new trash/recycling bins, new concrete walks, native landscaping, and parking lot striping; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019; and

WHEREAS, a public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$292,100 matching funds from the Trails and Parks Millage as well as \$15,000 for a Topographic Survey and \$10,000 for fish stocking as identified in Board of Commissioners Resolution #19-047.

THEREFORE, BE IT RESOLVED that the Ingham County Board of Commissioners hereby authorizes submission of a Land and Water Conservation Fund Application for \$292,100 for park and accessibility improvements at Hawk Island, and further resolves to make available its financial obligation amount of \$292,100 from the Trails and Parks Millage (50%) of a total \$584,200 project cost, during the 2020-2021 fiscal year.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commits \$15,000 for a Topographic Survey and \$10,000 for fish stocking from the Trails and Parks Millage which was as previously approved in Board of Commissioners Resolution #19-047.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 5, 2019
SUBJECT: Authorization to Apply for a Michigan Natural Resources Trust Fund Grant for Hawk Island
For the meeting agenda of 3/18/19 Human Services and 3/20/19 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Hawk Island. The Michigan Department of Natural Resources (DNR) is accepting grant applications for this years' grant cycle through April 1, 2019. This grant application includes 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.

ALTERNATIVES

A public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The project funding is proposed to request \$300,000 from the DNR Trust Fund grant and \$231,400 from the Ingham County Trails and Parks Millage for a local match, as approved in Board of Commissioners Resolution #19-047, for a total project amount of \$531,400.

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 Parks & Recreation Commission supported this resolution with the passage of a motion at their February 25, 2019 meeting.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS TO HAWK ISLAND

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Hawk Island; and

WHEREAS, the DNR Trust Fund application includes 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; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019; and

WHEREAS, a public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$231,400 matching funds from the Trails and Parks Millage as approved in Board of Commissioners Resolution #19-047.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$300,000 for park and accessibility improvements at Hawk Island, and further resolves to make available its financial obligation amount of \$231,400 from the Trails and Parks Millage (43%) of a total \$531,400 project cost, during the 2020 - 2021 fiscal year.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 5, 2019
SUBJECT: Authorization to Apply for a Michigan Natural Resources Trust Fund Grant #2 for Lake Lansing South
For the meeting agenda of 3/18/19 Human Services and 3/20/19 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Lake Lansing South. Board of Commissioners Resolution 18-108 authorized the submittal of a Recreation Passport Grant Application for park and accessibility improvements at Lake Lansing South in 2018. The grant was not awarded. We are reapplying for this project under a Natural Resources Trust Fund Grant Application.

The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019. This grant application includes an accessible canoe/kayak launch, new concrete walks, replacement and widening of existing sidewalks, asphalt paving of the south end of the parking lot with ADA accessible parking spaces, and drainage improvements around the newly paved parking area, including a rain garden area.

ALTERNATIVES

A public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The project funding is proposed to request \$164,500 from the DNR Trust Fund grant and \$70,500 from the Ingham County Trails and Parks Millage, for a total project amount of \$235,000. Board of Commissioners Resolution 18-108 previously authorized \$59,000 from the Trails and Parks Millage for this project submitted as a Recreation Passport Grant Application. Unfortunately, the grant was not awarded. This resolution requests authorization to reallocate \$59,000 from the Trails and Parks Millage for this project submitted as a new Trust Fund grant application. In addition, this resolution commits \$11,500 from the Trails and Parks Millage which was already approved in the 2019 CIP Fund list from the Trails and Parks Millage as line item "Retaining Wall/Sidewalk/Access - Lake Lansing South" #228-75999-97400-9P14. The resolution authorizes a total match in the amount of \$70,500.

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 Parks & Recreation Commission supported this resolution with the passage of a motion at their February 25, 2019 meeting.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS TO LAKE LANSING SOUTH

WHEREAS, Board of Commissioners Resolution 18-108 authorized submittal of a Recreation Passport Grant Application for park and accessibility improvements at Lake Lansing South in 2018; and

WHEREAS, the grant was not awarded and the Parks Department is reapplying for this project under a Natural Resources Trust Fund Grant Application; and

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Lake Lansing South; and

WHEREAS, the Michigan Department of Natural Resources Trust Fund application includes an accessible canoe/kayak launch, new concrete walks, replacement and widening of existing sidewalks, asphalt paving of the south end of the parking lot with ADA accessible parking spaces, and drainage improvements around the newly paved parking area, including a rain garden area; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019; and

WHEREAS, a public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$70,500 matching funds from the Trails and Parks Millage, which includes \$59,000 from the Trails and Parks Millage and \$11,500 from the previously approved 2019 Capital Budget List as line item "Retaining Wall/Sidewalk/Access - Lake Lansing South" #228-75999-97400-9P14 from the Trails and Parks Millage for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$164,500 for park and accessibility improvements at Lake Lansing South, and further resolves to make available its financial obligation amount of \$70,500 from the Trails and Parks Millage (30%) of a total \$235,000 project cost, during the 2020 - 2021 fiscal year.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes reallocating \$59,000 previously authorized for this project in Resolution #18-108 from the Trails and Parks Millage for this grant application and \$11,500 from the Trails and Parks Millage for a total \$70,500 match from the Trails and Parks Millage' the \$11,500 was already authorized in the 2019 Capital Budget List as line item "Retaining Wall/Sidewalk/Access - Lake Lansing South" #228-75999-97400-9P14 from the Trails and Parks Millage.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 5, 2019
SUBJECT: Authorization to Apply for a Michigan Natural Resources Land and Water Conservation Fund for Lake Lansing South
For the meeting agenda of 3/18/19 Human Services and 3/20/19 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Lake Lansing South. The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019.

This grant application includes asphalt paving of the portion of the existing parking lot closest to the ADA parking, drainage improvements around the parking lot, improving the overflow parking area with gravel and pave ADA parking spaces, new walkways to complete a loop trail around the park, connecting to existing sidewalks, to the small restroom building, to the overflow parking and to the bandshell, and landscaping to include native plants and bio-swales.

ALTERNATIVES

A public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The project funding is proposed to request \$300,000 from the DNR Trust Fund grant and \$300,000 from the Ingham County Trails and Parks Millage, for a total project amount of \$600,000.

Other funds, not grant eligible, will be required to complete the project including a topographical survey in the amount of \$15,000 as approved in Board of Commissioners Resolution #19-047. The topographical survey will be required to properly design the project with proper grading and layout of the proposed improvements.

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 Parks & Recreation Commission supported this resolution with the passage of a motion at their February 25, 2019 meeting.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE APPLICATION FOR A LAND AND WATER
CONSERVATION FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS
TO LAKE LANSING SOUTH**

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Land and Water Conservation Fund for park and accessibility improvements at Lake Lansing South; and

WHEREAS, the Michigan Department of Resources Land & Water Conservation Fund application includes asphalt paving of the portion of the existing parking lot closest to the ADA parking, drainage improvements around the parking lot, improving the overflow parking area with gravel and pave ADA parking spaces, new walkways to complete a loop trail around the park, connecting to existing sidewalks, to the small restroom building, to the overflow parking and to the bandshell, and landscaping to include native plants and bio-swales; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019; and

WHEREAS, a public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$300,000 matching funds from the Trails and Parks Millage as well as \$15,000 for a Topographic Survey as approved by Board of Commissioners Resolution #19-047.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Land and Water Conservation Fund Application for \$300,000 for park and accessibility improvements at Lake Lansing South, and further resolves to make available its financial obligation amount of \$300,000 from the Trails and Parks Millage (50%) of a total \$600,000 project cost during the 2020-2021 fiscal year.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commits \$15,000 for a Topographic Survey from the Trails and Parks Millage which was as previously approved in Board of Commissioners Resolution #19-047.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 5, 2019
SUBJECT: Authorization to Apply for a Michigan Natural Resources Trust Fund Grant #1 for Lake Lansing South
For the meeting agenda of 3/18/19 Human Services and 3/20/19 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Lake Lansing South. The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019. This grant application includes removal of the existing restroom / concession building, removal and relocation of the Sunrise pavilion, a new bathhouse building that will include restrooms, changing rooms, concessions, storage, picnic tables with umbrellas near the concession area, six Interpretive Signs to talk about the historical significance of the park, a new 6' wide path from the existing parking lot to the new bathhouse and to the playground, and replacement of some of the existing walkways in the park, and two outdoor Showers.

ALTERNATIVES

A public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The project funding is proposed to request \$300,000 from the DNR Trust Fund grant and \$725,200 from the Ingham County Trails and Parks Millage, for a total project amount of \$1,025,200 as approved in Board of Commissioners Resolution #19-047.

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 Parks & Recreation Commission supported this resolution with the passage of a motion at their February 25, 2019 meeting.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS TO LAKE LANSING SOUTH

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Lake Lansing South; and

WHEREAS, the Michigan Department of Natural Resources Trust Fund application includes removal of the existing restroom/concession building, removal and relocation of the Sunrise pavilion, a new bathhouse building that will include restrooms, changing rooms, concessions, storage, picnic tables with umbrellas near the concession area, six Interpretive Signs to talk about the historical significance of the park, a new 6' wide path from the existing parking lot to the new bathhouse and to the playground, and replacement of some of the existing walkways in the park, and two outdoor Showers; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019; and

WHEREAS, a public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$725,200 matching funds from the Trails and Parks Millage as approved in Board of Commissioners Resolution #19-047.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$300,000 for park and accessibility improvements at Lake Lansing South, and further resolves to make available its financial obligation amount of \$725,200 from the Trails and Parks Millage (70%) of a total \$1,025,200 project cost, during the 2020 - 2021 fiscal year.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 5, 2019
SUBJECT: Resolution to Adopt the Ingham County Trail Wayfinding Signage Plan
For the meeting agenda of 3/18/19 Human Services and 3/20/19 Finance

BACKGROUND

Ingham County hired Spicer Group to complete an Ingham County Trail Wayfinding Signage Plan and Spicer Group has completed their plan with the assistance of communities and stakeholders across Ingham County. Five stakeholder meetings were held on the following dates: 5/5/17, 6/29/17, 8/10/17, 10/5/17 and 3/9/18. Stakeholders that were in attendance consisted of: City of Lansing, Friends of Lansing Regional Trails, Tri-County Bicycle Association, Meridian Township, Delhi Township, Spicer, Out Your Backdoor LLC., Aurelius Township, City of East Lansing, Huron Waterloo Pathways Initiative, City of Mason, REO Town, Michigan Trails and Greenways Initiative, Village of Leslie, Michigan Department of Natural Resources, Ingham County 911, Tri-County Regional Planning Commission, 5 Healthy Towns and Ingham County Parks.

By adopting this plan, it will help guide the Parks Department with sign planning on County wide trail systems and assist in the implementation of the wayfinding signage for the communities that have participated in the compilation of the wayfinding plan (See Attached).

ALTERNATIVES

A wayfinding system is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Wayfinding signs are needed by Ingham County visitors and residents to navigate their land and water trail systems that can often disorient the user, even when they are familiar with the area.

FINANCIAL IMPACT

None.

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 Parks & Recreation Commission supported this resolution with the passage of a motion at their July 23, 2018 meeting.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT THE INGHAM COUNTY TRAIL WAYFINDING SIGNAGE PLAN

WHEREAS, to assist the Board of Commissioners in developing a plan for wayfinding, Ingham County hired Spicer Group to complete an Ingham County Trail Wayfinding Signage Plan; and

WHEREAS, Spicer Group has completed their plan to the satisfaction of the Ingham County Park Commission and community stakeholders; and

WHEREAS, the Parks and Recreation Commission recommends the adoption of the plan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Ingham County Trail Wayfinding Signage Plan prepared by Spicer Group.

Wayfinding Signage

Ingham County Trail System



DRAFT 3/8/19

ACKNOWLEDGEMENTS

Ingham County Board of Commissioners

Victor Celentino, District 1
Ryan Sebolt, District 2, Vice-Chairperson
Derrell Slaughter, District 3
Bryan Crenshaw, District 4, Chairperson
Todd Tennis, District 5
Randy Maiville, District 6
Chris Trubac, District 7
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Thomas Morgan, District 10
Emily Stivers, District 11
Mark Polsdofer, District 12
Randy Schafer, District 13
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Ingham County Parks and Recreation Commission

Commissioner Emily Stivers
Commissioner Chris Trubac
Matthew Bennett, Chair
Jessy Gregg, Vice-Chair
Cherry Hamrick, Secretary
Pat Lindemann, Drain Commissioner
Paul Pratt, Drain Commissioner Designee
Ryan Earl
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Ingham County Staff

Jared Cypher, Deputy Controller
Tim Morgan, Parks Director
Melissa Buzzard, Trails & Parks Millage Program Coordinator
Brian Collins, Hawk Island Park Manager
Christina Estrada, Hawk Island Assistant Park Manager
Coe Emens, Lake Lansing Park Manager
Tim Buckley, Burchfield Park Manager
Nicole Wallace, Executive Assistant
Emma Wallace, Account Clerk
Dave Strahle, Mechanic
Cole Publiski, Ranger
Mark Wichtoski, Ranger
Open – Lake Lansing Assistant Manager
Open – Burchfield Assistant Manager

Adopted by the Ingham County Board of Commissioners on _____.

Prepared by:



230 S. Washington Ave., Saginaw, MI 48607, (989) 754-4717
www.spicergroup.com

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“Wayfinding provides guidance and the means to help people feel at ease in their surroundings.”

- Gibson

INTRODUCTION

A wayfinding system is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Good wayfinding design fits and even enhances the unique character of an area.

The first trail systems in Ingham County were developed in the mid-1970's in the City of Lansing. Lansing has been expanding sections of its River Trail ever since. Other communities started planning and developing trail systems starting in the 1990's. These trail systems have connected to each other and to trail systems beyond the county limits.



Wayfinding signs are needed by Ingham County visitors and residents to navigate their land and water trail systems that can often disorient the user, even when they are familiar with the area.



Good wayfinding signs make directional information clear through sign placement, content, graphic design and text clarity. Consistent design elements are essential to the success of wayfinding signs. When a user can easily identify wayfinding information through the visual cues of color and type continuity, content information can be comprehended more quickly.

Currently there is a lack of wayfinding on most trails in the County and where it is present there is no consistency in physical design and frequency of signs along the trails. Some communities have signage and some do not. Existing signage has gaps in terms of destinations (that should be signed to, but aren't), routes (that are important travel routes but don't have signs), and branding (current signs represent a hodgepodge of designs). For trail users, there is no consistent look and feel that helps them get from place to place or that makes them feel that they are in a place that is pleasant and that cares to make traveling easier and more enjoyable.

Working with stakeholders throughout the Ingham County communities, a trail wayfinding system was developed. The wayfinding signs were designed to be cost effective and adaptable, and to maintain the unique visual identity established within the Ingham County Trail system.

This plan develops a family of wayfinding signage that creates a visual identity for the system and presents a consistent, unifying graphic style to enhance the branding or image of the Ingham County trails. Ingham County is home to Michigan State University, Lansing Community College and the State Capitol and draws visitors from all areas of the country and from international locales. Student populations bring a high rate of turnover of residents adding to the need for an effective wayfinding system.

The wayfinding system will be organized throughout each community's trail system and to major attractions and destinations within Ingham County. Visitors and residents, whether travelling by bike or on foot, will be directed to these places through an attractive signage system. The design of the wayfinding system, inherent to the character of the region and the uniqueness of the people, culture, history and natural environment, will support the development of a sense of place as one moves along the trails.

The Ingham County Trail Wayfinding Signage Plan develops a wayfinding system for all trails within the County and lays the foundation of the system for pedestrians and bicyclists. A consistent wayfinding system on all trails within Ingham County will enhance the use of the public amenities, especially the parks, trails and downtown areas, providing, aesthetic, safety, health and economic benefits to the community.



PLANNING PROCESS

HISTORY

Throughout Ingham County trail systems have been developed over the past 50 years with the earliest trail system in the City of Lansing in the 1970's. Piece by piece that trail system has expanded across multiple communities within the County. Signage for these trail systems has been implemented on an individual basis which has resulted in inconsistencies in message and in incongruous look. It was found that once on the trail systems, it is difficult for users to clearly understand where they are. In an effort to implement clear, consistent, and effective signage through Ingham County Trail systems, the stakeholders of the Ingham County Trails and Parks Wayfinding, have worked to create this Wayfinding Plan.

With the passage of the Trails and Parks Millage in November 2014, the County first developed the Comprehensive Plan for Trails and Parks. This plan was developed to guide in the expenditure of trails and parks millage funds. The plan was adopted by the Ingham County Board of Commissioners on March 22, 2016, by resolution # 16-107. Wayfinding was touched on in the plan.

With the completion of the comprehensive plan, Ingham County Parks developed a list of stakeholders. The stakeholders are comprised of staff from all local units of government within the County, the Trails Ambassador, Tri-County Regional Planning staff, Ingham County Park staff, park commissioners and board of commissioners, Friends of Ingham County Parks and other organizations, local businesses and individuals with an interest in trails. The list of stakeholders is a living document that changes with staffing, and new interested parties. A complete list of stakeholders can be found in Appendix B of this plan.

MEETINGS

The stakeholders were notified of the first meeting, held on June 16, 2016. This was an initial meeting to discuss how to move forward with wayfinding. It was determined to add this as a task in the request for proposals (RFP) that was being developed for a consultant.

In January 2017, the County hired Spicer Group as their consultant to assist with the Trails and Parks Millage projects, including Wayfinding.

With Spicer on board, the stakeholders were notified of the kick-off meeting to develop the Wayfinding Plan. This meeting was held on May 5, 2017. The discussions at the meeting concentrated on looking at wayfinding concepts, using the TART (Traverse Area Recreation and Transportation) trail system as an example, and developing a timeline for the development of the plan. Ingham County 911 was also brought into the discussion to discuss any signage needs.

The Wayfinding information to be presented at the June 29th stakeholder meeting was taken to the Ingham County Park Commission on June 26, 2017 as a discussion item.

The second meeting was held on June 29, 2017. The focus of this meeting was to review sign designs that were developed based on the input from the previous meeting. The committee also discussed sign sponsorship, mile markers and numbering, the schedule and correspondence from Commissioner Gregner.

The third meeting was held on August 10, 2017. The committee discussed sign revisions that were made, had further discussion about mile markers and numbering, had discussion about trail striping, reviewed the schedule and reviewed correspondence from Park Commissioner Gregg and Mike Smith at MDOT. Based on the correspondence from Mike Smith, an MDOT grant to fund the wayfinding was discussed with the MDOT timeline for submittal.

On September 25, 2017 a smaller committee of the stakeholders met to discuss sign sponsorship. This group was comprised of Jeff Smith (Friends of IC Parks), Lauren Ross (Trails Ambassador), Cherry Hamrick (IC PC), Tim Morgan (IC Parks Director) and Tanya Moore (Spider Group). The group determined the size and cost of sponsorships and implementation of sponsorships.

The fourth meeting of the stakeholders was held on October 5, 2017. A draft of the Wayfinding Plan was presented at this meeting. The plan was sent to stakeholders prior to the meeting so they could review it and be prepared to discuss the plan. Discussion at this meeting also included funding of the signs, an overview of FLRT's proposal for sign sponsorship and the schedule.

On November 13, 2017, the draft Wayfinding Plan was presented to the Park Commission. The Park Commission passed a resolution recommending adoption of the plan to the Board of Commissioners (BOC).

On February 20, 2018, the Wayfinding Plan was presented to the Park Commission with implementation proposed to request funding for and MDOT TAP grant. The Park Commission requested more information and tabled the item.

On March 9, 2018 we held a fifth meeting with the stakeholders to discuss implementation of the plan, submitting the wayfinding for an MDOT TAP grant for funding, and having each community take an inventory of their existing signs, determine what and how many wayfinding signs would be needed and we reviewed the schedule.

At the March 18, 2018 Park Commission meeting a revised plan was reviewed. The Park Commission passed a resolution recommending the Ingham County BOC adopt the Ingham County Wayfinding Plan.

At the July 23, 2018 meeting, the Park Commission recommended approval of the implementation of the signs to submit a MDOT TAP grant to help fund the signs.

The Trail Wayfinding Plan was presented to the Ingham County BOC on August 20, 2018. The BOC tabled adoption of the plan.

The Wayfinding Plan has been further discussed since at Park Commisison meetings on September 17, 2018 and December 10, 2018.

PLAN DEVELOPMENT

Taking all of the stakeholder input into account, the Wayfinding Plan was developed with the following goals. The goals guide the development of the plan, and set the foundation for a wayfinding system and the design of the family of wayfinding signage.

1. Provide sign system that is legible, informative, easy to install, cost effective and easy to maintain.
2. Guide trail users through the trails and enhance their understanding and experience.
3. Provide comprehensive, clear, consistent visual communication with concise messageing that requires minimal thinking.
4. Provide only the information that is needed and relevant to the space, location or naviagation path.
5. Present a unique identity /branding of the trail systems within Ingham County.
6. Link attractions and destingations of the county.
7. Integrate with existing wayfinding systems (i.e. Ingham County 911).

Sign designs were developed as a “family of signage” to be flexible to fit multiple communities and allow for some customization by each, if desired. This family of signs included informational, directional, identification and warning informaiton. The system includes information to aid in emergency medical services and has been designed to be accessible and used interntional symbols for non-english speakers.

Once implemented, the family of signs will provide Ingham County with better trail systems that will solve navigation issues, enhance safety and security and promote a sense of place.

SIGN DESIGN GUIDELINES

The Ingham County Trails Wayfinding Sign Design Guidelines were developed to create a consistent message for the land and water trails within Ingham County. The consistent visual elements will inform residents and visitors that they are using a trail within Ingham County.

The guidelines outlined in this manual will help partners develop signs that can be customized for individual sites. The purpose of this sign system is to provide a flexible framework for Ingham County's Trail partners to help tell the story of their site(s). After the signs are installed their information will be entered into the Ingham County database.



The Wayfinding system developed for the Ingham County Trails consists of three tiers of different signs as follows (detailed drawings can be found in appendix A):



MAP / TRAILHEAD SIGNS

Map and Trailhead signs are large signs designed to be placed at trailhead locations or major entry locations along the trail system. The signs are designed to stand vertically so they attract attention. The signs can be mounted simply on 2 posts, or a more decorative structure. The map shown on the sign will inform trail users about their location, local attractions, trail amenities such as restrooms and parking and trail distances. The sign would also include any regulations. Regulations should be worded in a positive manner. For example, instead of saying "No littering", say "Please leave the park as you would like to find it.", or "Please help keep the Parks and Trails Clean."

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.



TRAIL BLADES

Trailblades serve multiple functions depending on their placement. They can identify mileage, upcoming trailheads, trailside amenities and points of interest. These signs should be placed at key decision points along the trail so that trail users can easily determine which direction they would like to travel.

When installed along the trail, signs will need to meet MMUTCD (Michigan Manual on Uniform Traffic Devices) requirements for placement and height. These requirements can be found on Figure 9B-1 (Sign Placement on Shared Use Paths) in the MMUTCD manual. A link to the manual can be found in the “Regulatory / Warning Signage” section of this report.

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.



MILE MARKERS

Two types of mile marker signs have been developed. The first, displays the mileage, street name or location and amenities that can be found at that location. The second type displays only the mileage and street name or location.

The Lansing River Trail system currently has had 1/4 mile markers in place for over 20 years. The stakeholders thought it would be best to keep 1/4 mile increments for the mile markers, however each individual community can determine the increments that best fit their trail system or community. In densely populated areas where access points are numerous, it may be more advantageous to have 1/4 mile increments. Where the trail is straight with few access points, it may work with larger increments, like 1/2 mile.

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.

REGULATORY / WARNING SIGNAGE

Any regulatory signage placed on the Ingham County trail system will meet the requirements of the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). The MMUTCD manual can be found at:

https://mdotcf.state.mi.us/public/tands/Details_Web/mmutedcompleteinteractive_2017.pdf



ON ROAD

Some of the trail routes in Ingham County will be on-road routes where users will “share the road” with vehicular traffic. Where an on-road system is present, the wayfinding should consist of road signs to identify the trail and/or pavement markings to guide users to their destinations. Signs are typically placed at decision points along the route – typically at the intersection of two or more roads or trail systems and at other key locations.



These signs must meet MMUTCD (Michigan Manual on Uniform Traffic Devices) standards and will require approval by the local or state road authority.

Types of Signs: <https://nacto.org/publication/urban-bikeway-design-guide/bikeway-signing-marking/bike-route-wayfinding-signage-and-markings-system/>

PAVEMENT MARKINGS

Pavement markings can be installed to help reinforce routes and directional signage and to provide bicyclist positioning and route branding benefits. Under urban conditions, pavement markings may often be more visible than signs to users of the route. Pavement markings may be especially useful where signs are difficult to see (due to vegetation or parked cars). They can also help bicyclists navigate difficult turns.



Pavement markings need to be strategically placed as they can create slippery conditions on the trail surface.

These pavement markings must meet MMUTCD (Michigan Manual on Uniform Traffic Devices) standards and, if on road, will require approval by the local or state road authority. A link to the manual can be found in the “Regulatory / Warning Signage” section of this report.

BRIDGE MARKING

For both the land and water trails, there are numerous road bridges which span across the rivers, or that the trail crosses over/under. These bridges should be signed with the road name and the river name. The river name should be signed with the river name from the view of the water trail user and the land trail user. The bridge signs are designed to provide locational information. No logos or extraneous information are included on the bridge signs. The lettering size will be determined on a case by-case basis and is based on several factors. The distance of the bridge deck to the water surface, the span of the river at the bridge location, and the speed of the water flow are all considered. These calculations are based on accepted letter sizing guidelines for maximum visibility ranges.

WATER TRAIL SIGNS

Ingham County contains the Grand River, the Sycamore Creek and the Red Cedar River. Water Trails have been identified along the Grand and Red Cedar rivers, in the Trails and Parks Comprehensive Report completed in 2016.

Signing of the water trails is a major priority in Ingham County and safety is the primary focus of these signs. Water landing trailhead and trailblade signs will follow the templates laid out in the Land Trail section. Smaller scale landings may use water landing trailblades to inform users. The side of the trailblade facing the river identifies the landing name and available amenities, such as restrooms, parking, or picnic facilities. The side of the trailblade facing land shows the landing name and the next two significant points of interest downriver. The signs provide a unifying element that identifies the landing as part of the overall trail system.

It was determined that it would be difficult to use mile markers along the river corridors due to the large amount of the land being privately owned. Design and installation of all signs along the water corridors needs to take into consideration the flooding and ice conditions that occur.

WATER TRAIL WARNING SIGNS

There are areas on the river that require portages or should only be attempted by experienced paddlers. Warning signs are designed to alert paddlers of upcoming situations that may require caution or portage. These signs must be sited far enough upstream to allow for action, but not so far upstream as to lose correlation to the significant point on the river. The ideal site will most often be the nearest bridge upstream due to the instability of the shoreline or excessive vegetation at the river's edge. If shoreline installations are unavoidable, installation details must be carefully planned due to the corrosive action of the river during high water events. It is desirable that shoreline warning signs are standardized due to the increased possibility of sign loss and the costs associated with replacement. Warning sign text must be as concise as possible so that font size can be maximized. No logos or extraneous information are included on the warning signs.

INTERPRETIVE SIGNS

Interpretive Signs tell a story about the historical, cultural, educational or natural resources. The ultimate goal in telling a story is to personally connect with visitors-something they value and wish to preserve for their children and grandchildren. Good interpretive signs do more than provide information. They are rich, evocative stories presented in a graphically pleasing composition. Since some visitors may have a limited amount of time to take in all the elements of a site, partners should avoid the temptation to "information-overload." Identify the points of information you wish to convey and prioritize the most relevant. Thought must also be given to the siting of interpretive signs. Partners will want to provide interpretation without obscuring or detracting from the views to the resource. Interpretive signs should be available but should not dominate the setting. Communities are encouraged to creatively tell the story of their site with as

little graphic limitations as possible. Each community will be responsible for formulating the content and layout of the interpretive material about the particular site.

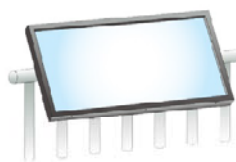
There are many sources for obtaining information and developing sign content. One local source to the Ingham County region is the Michigan History Center through the Heritage Trail Coordinator, Daniel Spegel, (517) 420-6029, spegeld@michigan.gov.

All interpretive signs should be accessible to people of all abilities with access to and around them, adequate maneuvering space and options for receiving the information (i.e. QR codes). The National Park Service has developed a document, *Programmatic Accessibility Guidelines for National Park Service Interpretive Media*, which is a great resource and can be found at: <https://www.nps.gov/hfc/pdf/accessibility/access-guide-aug2009.pdf>

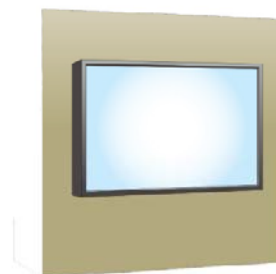
Interpretive Signs are available in many styles and mounting options.



LOW PROFILE



RAIL MOUNT



WALL MOUNT



UPRIGHT



MULTI-PANEL UPRIGHT



TRI-ANGULAR KIOSK

FONTS, COLORS & SYMBOLS

The Ingham County Trail Wayfinding signage system strives to allow design flexibility for partners developing signage for their specific sites. Consistent design elements signal that these signs are part of a larger system. To maintain the visual continuity throughout the county's trail area-wide sign system, elements like fonts (typefaces) and color must be consistent.

FONTS

Typography is fundamental to graphic design standards. Consistency in typography throughout the sign system aids the user in identifying and comprehending the information presented.

The font has been chosen for readability, ADA compliance, and accessibility, and as such, must not be changed. **Myriad Pro** is the preferred font for all Ingham Trails Wayfinding signs.

If the *Myriad Pro* font is unavailable, *Arial* may be used with specific substitution standards.

COLORS

The blue colored background was chosen for its compatibility with other colors. The colors have been tested for color blindness and have passed in all areas of this testing.

It is important that partners adhere to these colors. The integrity of these base colors provides a visual cue that the viewed sign is part of the Ingham Trails area-wide sign system.

Background Color, Top portion of Sign: (shown green) C:63, M:0, Y:57, K:28; Each community can choose to use the standard green color or may substitute any color of their choice to individualize the sign, only on the top portion of the sign.

Background Color, Bottom portion of Sign: (Dark Blue) C:85, M:58, Y:0, K:69

Lines / Arrows Color: (Orange) C:0, M:63, Y:89, K:0

Font Color: White

INTERNATIONAL SYMBOLS

The Ingham County Wayfinding Sign system will utilize the internationally accepted sign symbols, as defined by the Bureau of Land Management, which were derived from the Manual of Uniform Traffic Control Devices (MUTCD), and adaptations from symbols from the National Science Center for Technology (NSTC) and the U.S. Forest Service.

These symbols can be downloaded from the internet as a font set. Examples of some of these symbols area as follows:



IMPLEMENTATION

The implementation strategy presented here is a plan for realizing the wayfinding signage system on all Ingham County trails.

Implementation of the wayfinding and interpretive signage system is proposed to occur initially on the entire developed trail systems, both water and land, within Ingham County. This will require each community to provide a list of the desired signs, quantity and type, to the County. The initial phase of the sign implementation will be funded with the Ingham County Trails and Park Millage and a possible state grant through MDOT and/or the DNR.

After the initial phase of implementation on all the developed trails, each community will be required to include wayfinding in their future trail projects.

FUNDING

The Ingham County Trails and Park Millage may be used as leverage for State/Federal funds through grant programs in Michigan, such as programs administered by MDOT and/or the DNR.

The steps for funding wayfinding signs are as follows:

1. Each municipality will determine their wayfinding sign locations, type and quantity for each type of sign.
2. Each municipality will communicate their sign needs to the County.
3. Ingham County Parks will develop and submit a grant application for all signs for each trail systems county-wide.
4. If the grant is awarded, the County will oversee construction documents, bidding and contract installation.
5. After the initial funding and installation, signs should be included as a scope item in each municipality's future grant application.

Each municipality will be responsible for any interpretive signs they choose to install.

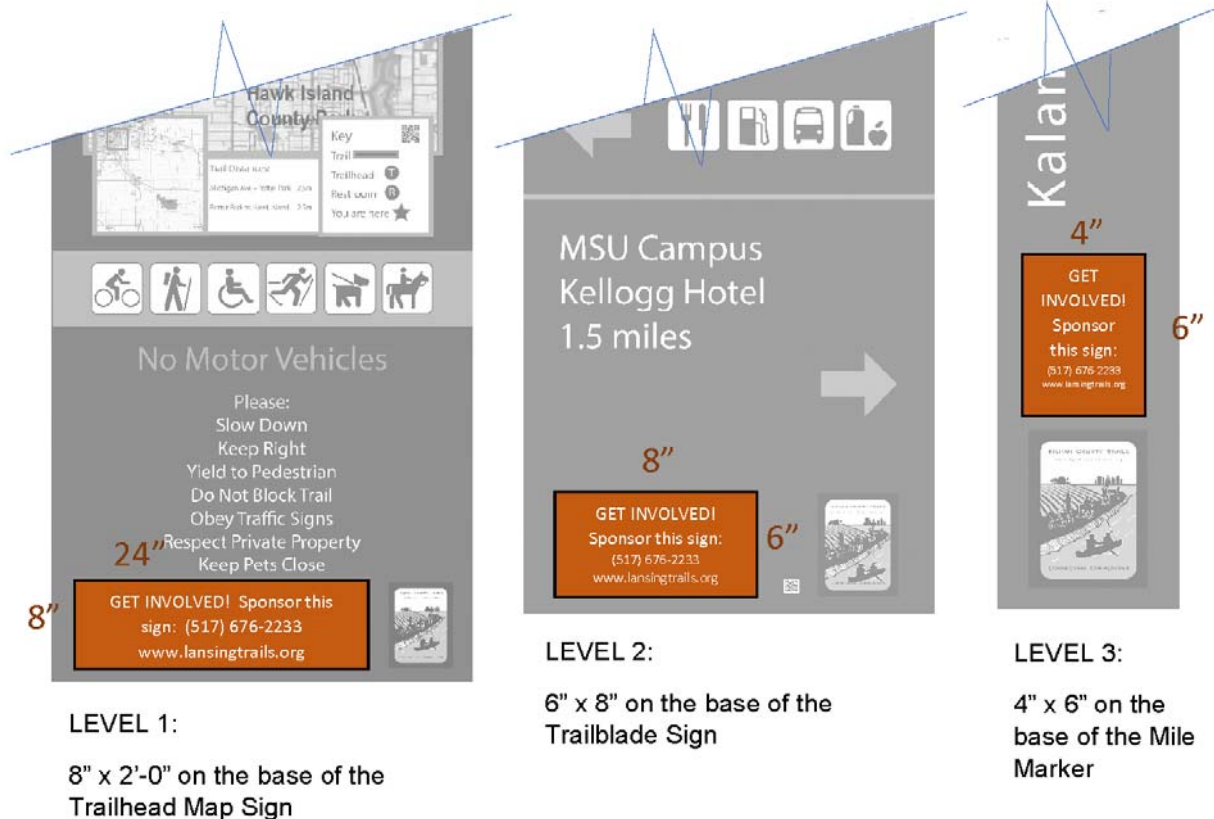
SIGN SPONSORSHIP

Sign sponsorship will be managed by the Friends of the Lansing Regional Trails (FLRT), through the work of the Trails Ambassador position. Through FLRT different levels of sponsorship will be available. Sponsors can choose which level of sponsorship fits their needs by either sponsoring a mile marker, a trailblade or a trailhead sign.

The funds raised through the sponsorship program will be managed by FLRT. It was proposed that 20% of the funds raised will be earmarked for maintaining the sponsorship signs, while the other 80% will assist with funding the Trails Ambassador position and program.

FLRT has been working with Tri-County Regional Planning to map the entire trail systems within the County into GIS. Once the wayfinding signs are in place, they will be added to the GIS system. Interested sponsors can contact FLRT through their website at www.lansingtrails.com. When the signs are not sponsored, the text will read, "GET INVOLVED! SPONSOR THIS SIGN: (517) 676-2233, www.lansingtrails.org".

The following sponsorship levels will be available:



CONSTRUCTION / INSTALLATION

The drawings for each type of sign can be found on the following pages.

INSTALLING SIGNS

In order to maintain a consistent level of quality and longevity, sign partners must comply with the minimum standards in construction detailing and specifications.

Partners and/or their contractors are responsible for obtaining any and all permits required by law regarding the installation of signs and shall comply with all legal and safety requirements governing the work shown in the details.

Contractors shall notify Ingham County Parks and/or FLRT (Friends of the Lansing Regional Trails) of any discrepancies in the details or design templates.

SIGN DETAILS

The posts for all signs along the trails should be a break away post.

Where applicable along the trails, it is preferred to have each sign 2-sided instead of having signs on both sides of the trail in order for the information to be visible for users from both directions.

Clear Zone: All trail side signage will be installed a minimum of 2 feet from the edge of the trail surface.

MAINTENANCE / MANAGEMENT

Maintenance is an important part of any sign program.

The Friends of the Lansing Regional Trails (FLRT) through the work of the Trail Ambassador position, will work closely with each community to monitor the signs and set up a maintenance plan for cleaning, repair and replacement. As a partner in the Ingham County Trail System, these signs will be entered into a GIS-based database maintained by FLRT and Tri-County Regional Planning. This provides a storehouse of information about all wayfinding sign information. This database will include location, design, installation features and a photo of each sign. FLRT will work with partnering organizations to develop a process for keeping the database up to date.

PEDESTRIAN BRIDGE WEIGHT LIMITS

Pedestrian bridge weight limit signs should be maintained as part of the Ingham County 911 database.

UNIQUE NUMBERING SYSTEM

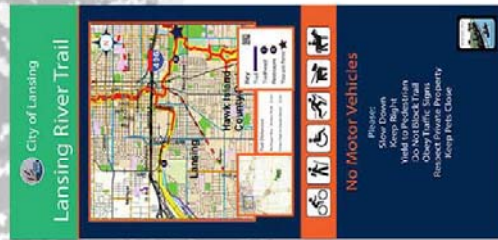
As the Ingham County Land and Water Trails continue to be a popular destination, the safety of users is critical. Working with Ingham County 911 and other wayfinding stakeholders, it was determined that each mile marker sign should not only have the trail system identified, but also have a unique number. This system will provide water and land trail users with reliable locating information in the event of an emergency. Each number will be unique and will be coordinated with local 911 services' databases and will be permanently recorded in the Ingham County database along with other sign management information.

APPENDIX A



Trail Wayfinding System

Ingham County Trails & Parks



TRAILHEAD
IDENTIFICATION

MILE MARKER /
STREET SIGN

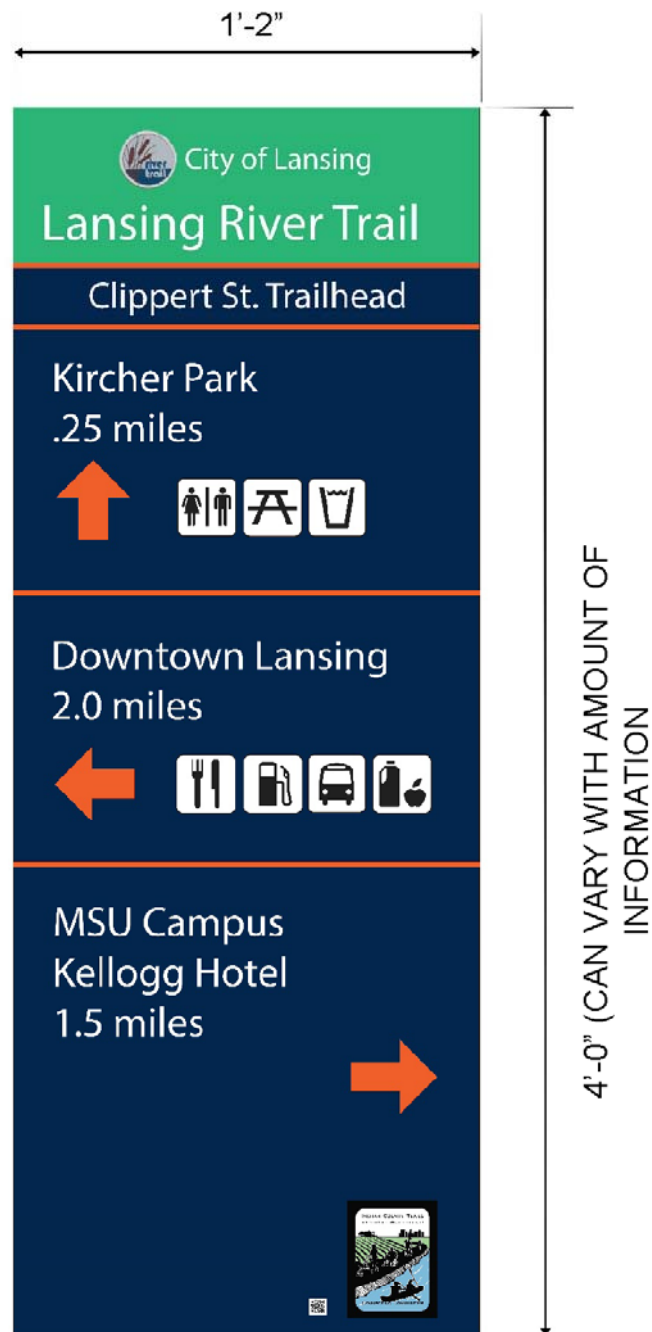
TRAILBLADE

JOB # 124334SG2017

DATE: 8/7/17



TRAILHEAD SIGN



TRAILBLADE SIGN



MILE MARKER SIGN

APPENDIX B

Stakeholders:			
LAST NAME	FIRST NAME	REPRESENTING	EMAIL
Banas	Teri		banasteri9@gmail.com
Baumer	Nicole	Tri-County Regional Planning	nbaumer@mitcrpc.org
Beck	Brad	Charter Township of Lansing	bbeck@lansingtownship.org
Bennett	Matthew	Ingham County PC	MBennett@ingham.org
Beyers	Tony		akbeyers@gmail.com
Bloomquist	Wanda	Williamstown Township	bloomquistw@williamstowntownship.com
Brailey	Dean	TCBA	braileyd@comcast.net
Buckley	Tim	Ingham County	tbuckley@ingham.org
Buzzard	Melissa	Ingham County	mbuzzard@ingham.org
Calvert	John		jcspeedtrain@yahoo.com
Campbell	Erin	MDNR	campbelle6@michigan.gov
Celentino	Victor	IC BOC	vcelentino@ingham.org
Collins	Brian	Ingham County	BCollins@ingham.org
Conklin	William	Ingham County	WConklin@ingham.org
Crenshaw	Bryan	IC BOC	bcrenshaw@ingham.org
Cypher	Jared	Ingham County	JCypher@ingham.org
DeBruyn	Joshua	MDOT	DeBruynJ@michigan.gov
Dennison	Charles	MDNR	dennisonc@michigan.gov
Fancher-Howe	Carrie	City of Leslie	fancherc@cityofleslie.org
Devries	Scott	Williamston	Scott.devries@williamston-mi.us
Dwight	Steve	Onondaga Township	supervisor@onondagatownship.org
Earl	Ryan	Ingham County PC	rear11@live.com) rear11@live.com
Eldred	Todd	Leslie Township	teldred@leslietownship.org
Elliott	Vern	Ingham Township	supervisor@inghamtownship.com
Emens	Coe	Ingham County	cemens@ingham.org
Faulkner	Susan	Huron-Waterloo Pathways	susanfaulkner@huron-waterloo-pathways.org
Fenner	Liz	City of Lansing - Fenner	director@mynaturecenter.org
Ferris	Elaine	City of Mason	ejferris@toast.net
Galecka	Heather	Friends of Williamston Parks	hgalecka@gmail.com
Gaukel	Bruce	Ingham County 911	bgaukel@ingham.org
Graham	Dana		grahamdl@hotmail.com
Gregg	Jessy	Ingham County PC	jessyhenderson@gmail.com
Griffes	Earl L	Leroy Township	Supervisor@Leroytownship-mi.gov
Griffes	Paul		griffespaul@gmail.com
Grebner	Mark	IC BOC	mark.grebner@gmail.com
Grofvert	Anne		anne@powerbydesigncoaching.com
Groh	Deb	Aurelius Township	dgroh@aureliustwp.org
Hall	Ken	Tri-County Regional Planning	khall@mitcrpc.org
Hamlin	Roberta	Leroy Township	treasurer@leroytownship-mi.gov
Hamrick	Cherry	Ingham County PC , FLRT	CHamrick@ingham.org
Hardcastle	Jeff		jdh@hardwoodsolutions.com
Hayes	Diontrae	Lansing Township	dhayes@lansingtownship.org

Hayhoe	George		rghaho@yahoo.com
Heydlauff	Amy	5 Healthy Towns	amy@5healthytowns.org
Holland	Scott	Williamston	sholland@williamston-mi.us
Howlett	Molly		mollybrownhowlett@gmail.com
Hude	Elizabeth	City of Mason	elizabethh@mason.mi.us
Ishraidi	Younes	Meridian Township	ishraidi@meridian.mi.us
Jenks	Mark	Delhi Township	mark.jenks@delhitownship.com
Kaschinske	Brett	City of Lansing	Brett.Kaschinske@lansingmi.gov
Kidder	Lew	Huron-Waterloo Pathways	lew@mckidders.net
Kilpatrick	Andrew	City of Lansing	Andrew.Kilpatrick@lansingmi.gov
Kingston	Jon		jim2fixx@gmail.com
Koenig	Carol	IC BOC	carolnkoenig@aol.com
Langdon	Lance	Ingham County 911	llangdon@ingham.org
Leiby	Steven	Tri-County Bicycle Association	leiby2691@sbcglobal.net
Lemarbe	Megan	MDNR	lemarbem1@michigan.gov
Lindemann	Patrick	Ingham County Drain Comm	patricklindemann@icloud.com
Longpre	Wendy	City of East Lansing	wlongpr@cityofeastlansing.com
Maisner	LuAnn	Meridian Township	maisner@meridian.mi.us
Maiville	Randy	IC BOC	rmaiville@ingham.org
Martinez	Clinton J.	City of East Lansing	cmartin@cityofeastlansing.com
Mayes	Jon	DNR	mayesj@michigan.gov
McCaffrey	Tim	City of East Lansing	tmccaff@cityofeastlansing.com
McIntosh	Aengus		aengus.mcintosh@gmail.com
Milbourne	Ruth		milbourne.ruth@gmail.com
Miller	Tracy	Delhi Township	tracy.miller@delhitownship.com
Moore	Tanya	Spicer Group	tanyam@spicergroup.com
Morgan	Timothy	Ingham County	T.Morgan@ingham.org
Morgan	Thomas	IC BOC	tpmorgan@ingham.org
Morrison	John	West MI Trails & Greenways Coalition	director@wmtrails.org
Mott	Steven	Alaiedon Township	alaiedontwp@gmail.com
Naeyaert	Robin	IC BOC	commnaeyaert@ingham.org
Nikoloff	Alexander	MDOT	NikoloffA@michigan.gov
Nunn	Nyal	Meridian Township	nunn@meridian.mi.us
Pawar	Simar	Ingham County PC	simarkaur@hotmail.com
Pegouskie	Matt	5 Healthy Towns	matt@5healthytowns.org
Perry	Derek	Meridian Township	perry@meridian.mi.us
Polsdofer	Mark	IC BOC	mpolsdofer@ingham.org
Potter	Jeff	Friends of Ingham County Parks	jeff@outyourbackdoor.com
Pratt	Paul	Ingham County Drain Comm	PPratt@ingham.org
Ramey	Jesse	Vevay Township	supervisor@vevaytownship.org
Risner	Paul		Risnerp@frontier.com
Roberts	Peggy	City of Lansing - Fenner	peggyjroberts@gmail.com
Ross	Lauren	Trails Ambassador	TA@lansingrivertrail.org
Satterfield	Greg	City of Lansing Parks	greg.satterfield@lansingmi.gov
Schafer	Randy	IC BOC	commshafer@aol.com
Schelke	Jonathan	Ingham County PC	jonathanschelke31@gmail.com

Schindewolf-DeShais	Rhiannon	Onondaga Township	treasurer@onondagatownship.org
Sebolt	Ryan	IC BOC	rsebolt@ingham.org
Shaw	Kevin	FLRT	kshaw@wielandbuilds.com
Silsby	Larry	Aurelius Township	larrys@aureliustwp.org
Silsby	Tom	City of Mason	toms@mason.mi.us
Slaughter	Derrell	IC BOC	dslaughter@ingham.org
Smith	Mike	MDOT	smithm13@michigan.gov
Smith	Jeff	FLRT	jothum@msufoundation.org
Snell	Jim		jsnell@mitcrpc.org
Strach	Andrea	Tri-County Regional Planning	astrach@mitcrpc.org
Stuart	Deborah	City of Mason	deborahs@mason.mi.us
Stivers	Emily	IC BOC/ Park Commission	estivers@ingham.org
Swope	Chris	Ingham County PC/City of Lansing Clerk	chris.swope@lansing.gov
Tennis	Todd	IC BOC	commissionertennis@gmail.com
Thelen	Chris	Consumers Energy	chris.thelen@cmsenergy.com
Thompson	Christina		christinathompson1917@gmail.com
Tobias	Noelle	Delhi Township	noelle.tobias@delhitownship.com
Troost	Stephen		troosts@msu.edu
Trubac	Chis	IC BOC/ Park Commission	ctrubac@ingham.org
Tschirhart	Laura	Tri-County Regional Planning	ltschirhart@mitcrpc.org
Ulrey	Gene	Bunker Hill Township	gulrey@bunkerhilltownship.org
Unsworth	Michael	Ingham County PC	unsygm@gmail.com
VanBloem	Nicole	MDNR	vanbloemn@michigan.gov
Wallace	Nicole	Ingham County	NWallace@ingham.org
West	Ryan	REO Town	info@reotown.org
White Oak Township		White Oak Township	WhiteOakTwp@fnwusers.com
Wilson	Bob	MI Trails & Greenways	Bob@michigantrails.org
Wright	Joe	Spicer Group	joe.wright@spicergroup.com
Zdunic	Tyler	TA Forsberg	tyler@taforsberg.com

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 5, 2019
SUBJECT: Contract with Signs by Crannie
For the meeting agenda of 3/18/19 Human Services and 3/20/19 Finance

BACKGROUND

The Purchasing Department solicited proposals from qualified and experienced contractors for the Trail Wayfinding Signage project. The scope of this project includes the design and manufacturing of three-hundred and seven (307) custom wayfinding signs and a bid alternate to provide additional wayfinding signs as needed in the future, and to deliver them to the Ingham County Parks Department.

We received six bids for the project. The Evaluation Committee scored and interviewed the three top scoring vendors. The low bidder was local to Ingham County but provided a lesser quality of sign and post systems as well as language that would allow them to charge more if the time they spend on the project went over a certain number of hours. Upon interviewing these three vendors, the concurrence of the panel is to award the contract to Signs by Crannie.

ALTERNATIVES

A wayfinding system is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Wayfinding signs are needed by Ingham County visitors and residents to navigate their land and water trail systems that can often disorient the user, even when they are familiar with the area.

FINANCIAL IMPACT

The County would like to award the contract to Signs by Crannie for the amount of \$281,427.77.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features. 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

N/A.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Signs by Crannie.

Agenda Item 9g

TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: January 5, 2019

RE: Memorandum of Performance for RFP No. 2-19 Trail Wayfinding Signage

Per your request, the Purchasing Department sought sealed proposals from firms experienced in designing and fabricating custom wayfinding signs for its Trail Wayfinding Signage project.

The scope of work includes, but is not limited to, delivering to the Ingham County Parks Department an initial three-hundred and seven (307) custom wayfinding signs and a bid alternate to provide additional wayfinding signs as needed in the future. The RFP did not request a cost for installation hardware or labor.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	63	33
Vendors responding	6	1

A summary of the vendors' costs is located 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 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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Items 1-4 Base Bid	Item 5 Replace: Map Trailhead	Item 6 Replace: Trailblade	Item 7 Replace: Mile Marker	Item 8 Replace On-Road
Foresight Supersign	Yes, Lansing MI	\$158,102.08	\$1,531.96	\$1,117.20	\$596.07	\$214.85
SignGraphix Inc.	No, Clarkston MI	\$208,215.00	\$1,731.00 + Freight	\$948.00 + Freight	\$757.00 + Freight	\$295.00 + Freight
AC Signs & Custom Mfg.	No, Orlando FL	\$231,340.00	\$1,250.00	\$910.00	\$660.00	\$280.00
Signs by Crannie	No, Flint MI	\$281,427.77	\$2,687.23	\$1,482.74	\$801.56	\$187.71
Signs Ect.	No, Charlotte NC	\$505,044.00	\$5,200.00	\$2,400.00	\$1,200.00	\$1,200.00
Graphic House Inc.	No, Wausau WI	\$554,862.00	\$3,595.00	\$2,198.00	\$2,148.00	\$98.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH SIGNS BY CRANNIE

WHEREAS, the Purchasing Department solicited proposals from firms experienced in designing and fabricating custom wayfinding signs for its Trail Wayfinding Signage project; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Signs by Crannie.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Signs by Crannie in the total amount not to exceed \$281,427.77 from the Trails and Parks Millage Fund for the designing and fabricating custom wayfinding signs for its Trail Wayfinding Signage project.

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.