

INGHAM COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING – 6:30 P.M.  
COMMISSIONERS ROOM, COURTHOUSE  
MASON, MICHIGAN

**MAY 14, 2019**

**AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. TIME FOR MEDITATION
- V. APPROVAL OF THE MINUTES FROM **APRIL 30, 2019**
- VI. ADDITIONS TO THE AGENDA
- VII. PETITIONS AND COMMUNICATIONS
  1. AN EMAIL FROM **RYAN EARL** RESIGNING FROM THE INGHAM COUNTY PARKS AND RECREATION COMMISSION
  2. A LETTER FROM THE **LANSING BRANCH NAACP** REGARDING THE CONSOLIDATION OF ALL INGHAM COUNTY DISTRICT COURTS
- VIII. LIMITED PUBLIC COMMENT
- IX. CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS
- X. CONSIDERATION OF CONSENT AGENDA
- XI. COMMITTEE REPORTS AND RESOLUTIONS
  3. COUNTY SERVICES COMMITTEE - RESOLUTION MAKING AN **APPOINTMENT** TO THE EQUAL OPPORTUNITY COMMITTEE
  4. COUNTY SERVICES COMMITTEE - RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE **PERMITS** FOR THE INGHAM COUNTY ROAD DEPARTMENT
  5. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO REPLACE THE DOMESTIC **HOT WATER STORAGE TANK** AT THE INGHAM COUNTY JAIL
  6. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO REPLACE THE **SEWAGE EJECTOR PUMP** AT THE GRADY PORTER BUILDING

7. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE A CONTRACT WITH MICHIGAN STATE UNIVERSITY REMOTE SENSING AND GEOSPATIAL INFORMATION SYSTEMS TO CONDUCT [MAPPING SERVICES](#) FOR THE FARMLAND AND OPEN SPACE SELECTION CRITERIA OF THE FOSP BOARD
8. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH [LANSING TOWNSHIP](#)
9. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE CONTRACTS WITH MICHIGAN PAVING & MATERIALS COMPANY FOR ITEM V OF BID PACKET #72-19 AND RIETH-RILEY CONSTRUCTION COMPANY, INC. FOR ITEM VI OF BID PACKET #72-19 AND DEFER ACTION ON ALL BIDS RECEIVED FOR ITEM IV OF BID PACKET #72-19 [RECYCLING & RESURFACING](#) OF VARIOUS COUNTY PRIMARY ROADS
10. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO REPLACE [ROOF](#) AT THE ROAD DEPARTMENT EASTERN DISTRICT GARAGE
11. FINANCE COMMITTEE - RESOLUTION UPDATING VARIOUS [FEES](#) FOR COUNTY SERVICES
12. HUMAN SERVICES COMMITTEE - RESOLUTION APPOINTING A [FAIRGROUNDS EVENTS DIRECTOR SELECTION COMMITTEE](#)
13. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO ACCEPT A GRANT FROM THE MICHIGAN DEPARTMENT OF [AGRICULTURE AND RURAL DEVELOPMENT](#)
14. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AMEND THE MOTHER AND INFANT [ORAL HEALTH PILOT PROJECT](#) GRANT
15. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO ACCEPT FUNDING FROM MICHIGAN STATE UNIVERSITY'S COLLEGE OF [HUMAN MEDICINE](#)
16. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN AMENDMENT TO [MERIDIAN TOWNSHIP'S](#) TRAILS AND PARKS MILLAGE AGREEMENTS
17. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE [CITY OF LANSING AND THE VILLAGE OF STOCKBRIDGE](#) TRAILS AND PARKS MILLAGE AGREEMENTS
18. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE A CONTRACT WITH [L. J. TRUMBLE BUILDERS, LLC.](#)
19. LAW & COURTS, COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION CREATING [CLERK AND TECHNICAL SUPPORT POSITION](#) FOR THE PUBLIC DEFENDERS OFFICE

20. LAW & COURTS, COUNTY SERVICES AND FINANCE COMMITTEES -  
RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO LJ TRUMBLE GROUP  
FOR THE [HAND RAILS](#) IN THE 30TH CIRCUIT COURT ROOM AT THE MASON  
COURTHOUSE
  21. LAW & COURTS AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE  
A CONTRACT FOR [ATTORNEY SERVICES](#) FOR THE JUVENILE DIVISION
  22. LAW & COURTS AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE  
FUNDS TO PURCHASE A NEW [TRANSPORT VEHICLE](#) FOR THE INGHAM  
COUNTY FAMILY CENTER
  23. LAW & COURTS AND FINANCE COMMITTEES - RESOLUTION TO ACCEPT  
[BISSELL PET FOUNDATION](#) EMPTY THE SHELTERS FREE ADOPTION  
GRANTS ON AN ONGOING BASIS
  24. LAW & COURTS AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE  
THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER TO PURCHASE  
THE [SOLACOM PRODUCT](#) GUARDIAN, EQUIPMENT, SYSTEM SUPPORT,  
TRAINING, AND OPTIONAL EQUIPMENT
- XII. SPECIAL ORDERS OF THE DAY
  - XIII. PUBLIC COMMENT
  - XIV. COMMISSIONER ANNOUNCEMENTS
  - XV. CONSIDERATION AND ALLOWANCE OF CLAIMS
  - XVI. ADJOURNMENT

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, 517-676-7200.

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

FULL BOARD PACKETS ARE AVAILABLE AT: [www.ingham.org](http://www.ingham.org)

## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

Board of Commissioners Room – Courthouse  
Mason, Michigan – 6:30 p.m.  
April 30, 2019

### **CALL TO ORDER**

Chairperson Crenshaw called the April 30, 2019 Statutory Equalization Meeting of the Ingham County Board of Commissioners back to order from its recess at 6:30 p.m.

Members Present at Roll Call: Celentino, Grebner, Koenig, Maiville, Morgan, Naeyaert, Polsdofer, Schafer, Sebolt, Slaughter, Stivers, Tennis, Trubac and Crenshaw.

Members Absent: None.

A quorum was present.

### **PLEDGE OF ALLEGIANCE**

Chairperson Crenshaw asked Bill Fowler, Equalization & Tax Mapping Director, to lead the Board of Commissioners in the Pledge of Allegiance.

### **TIME FOR MEDITATION**

Chairperson Crenshaw asked those present to remain standing for a moment of silence or prayer.

### **APPROVAL OF THE MINUTES**

Commissioner Maiville moved to approve the minutes of the April 9, 2019 meeting. Commissioner Slaughter supported the motion.

The motion to approve the minutes carried unanimously.

### **ADDITIONS TO THE AGENDA**

Chairperson Crenshaw stated that without objection, attachments for Agenda Item No.13 - Resolution to Authorize an Agreement with Huntington National Bank for the Financing of a Vactor Truck would be added to the agenda.

### **PETITIONS AND COMMUNICATIONS**

AN EMAIL FROM BROCKTON FELTMAN RESIGNING FROM THE INGHAM COUNTY FAMILY CENTER ADVISORY BOARD. Chairperson Crenshaw accepted the resignation and placed the email on file.

A LETTER FROM THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY REGARDING THE AIR QUALITY DIVISION'S PENDING NEW SOURCE REVIEW APPLICATION REPORT. Chairperson Crenshaw placed the letter on file.

A LETTER FROM MARK GREBNER, REGARDING THE DISMISSAL OF A COMPLAINT AGAINST FORMER COMMISSIONER DEB NOLAN. Chairperson Crenshaw placed the letter on file.

## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

RESOLUTION 19-06 FROM THE CHEBOYGAN COUNTY BOARD OF COMMISSIONERS  
SUPPORTING HB 4227 THE CREATION OF A COMMITTEE ON MICHIGAN'S MINING FUTURE.

Chairperson Crenshaw placed the notice on file.

A LETTER FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY, STATE  
HISTORIC PRESERVATION OFFICE, REGARDING THE NOMINATION OF THE NORTH LANSING  
HISTORIC COMMERCIAL DISTRICT TO THE NATIONAL REGISTER OF HISTORIC PLACES.

Chairperson Crenshaw placed the letter on file.

### **LIMITED PUBLIC COMMENT**

Barb Byrum, County Clerk, made the following statement:

“Good evening

I am addressing the Board of Commissioners in my capacity as the chief elections official in Ingham County and a countywide elected official in response to Mark Grebner's April 15, 2019 correspondence to the Board of Commissioners regarding former Commissioner Deb Nolan.

I find it fascinating that a sitting commissioner chose to represent another commissioner with respect to a complaint that a countywide elected official made with law enforcement.

I believe the ethical dilemma presented is glaringly obvious, however, in the interest of clarity, allow me to state a few reasons why:

First, a commissioner that uses their position to advance their agenda unrelated to their role as a commissioner is inappropriate. At a minimum, there could be a perception of abuse of office.

Second, such a relationship could create an atmosphere of intimidation or fear of retaliation.

The Board of Commissioners approves my budget. Commissioner Grebner is the chairperson of the Finance Committee, the last committee to approve each year's budget request before it goes to the full Board for consideration.

You and I serve as co-employers with respect to the employees in my Office. Commissioner Grebner also sits on the County Services Committee, which oversees employee issues, reclassifications, and reorganizations, as well as other matters pertaining to my Office.

Despite Mr. Grebner's letter, the Michigan State Police has not advised me that the case is closed or that the complaint was dismissed as “unfounded.”

Moreover, even if the Michigan State Police is not pursuing charges, it does not necessarily mean that Ms. Nolan did not violate the law, the spirit of the law, or is innocent.

It could mean that the Michigan State Police determined that, in consultation with the appropriate criminal prosecuting authority, a case could not be proved beyond a reasonable doubt. Or there was not enough resources to prosecute election complaints.

## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

In August 2018, it was reported to me by a member of this body that Deb Nolan indicated that she resided at a home on Rosamond Street in Lansing. Ms. Nolan made this statement to the Commissioner at this residence while he was visiting, and Ms. Nolan asked that I specifically not be told as she was representing a Meridian Township commission district.

Quite frankly, this entire situation underscores the importance of the County's Ethics Policy, which is sorely in need of an update.

In my opinion, the current version, which was drafted by Commissioner Grebner, was intentionally crafted to allow this type of unethical behavior to sneak by.

I respectfully request that the Ingham County Board of Commissioners revise its Ethics Policy with particular scrutiny paid to conflicts of interest.

I further request that this occur without Commissioner Grebner as I believe his involvement would result in a blatant disregard for the spirit of the law.

I further request that you hold your members accountable.

Finally, I wanted to make you all aware that on March 12, 2019, Ms. Nolan changed her voter registration to the Rosamond Street address in Lansing.

This is the same address that Ms. Nolan told the Commissioner she lived at in 2018, while representing a Meridian Township commission district.

Thank you."

### **CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS**

None.

### **CONSIDERATION OF CONSENT AGENDA**

Commissioner Naeyaert moved to adopt a consent agenda consisting of all action items, with the exception of Agenda Items No.13, 26, 28 and 32. Commissioner Maiville supported the motion.

The motion carried unanimously.

Those agenda items that were on the consent agenda were adopted by unanimous roll call vote.

Items voted on separately are so noted in the minutes.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 5**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO REVISE THE INGHAM COUNTY CONTRACT PROCEDURES**

**RESOLUTION # 19 – 169**

WHEREAS, Ingham County enters into hundreds of agreements each year with federal, state, and local governments, vendors, and agencies; and

WHEREAS, MCL 46.5 requires that contracts and purchase orders entered into by the Ingham County Board of Commissioners be deposited with the Ingham County Clerk; and

WHEREAS, the Contract Procedures were established by Resolution 15-335 and then amended by Resolution 18-194; and

WHEREAS, it is advisable to regularly evaluate established procedures and guidelines for the execution and processing of contracts so that every department engages in consistent practices; and

WHEREAS, the Ingham County Clerk's Office, Board of Commissioners' Office, and Purchasing Department have reviewed the current Contract Procedures and have recommended that they be revised as attached.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the revisions to the Contracts Procedures.

BE IT FURTHER RESOLVED, that the County Clerk shall provide a copy of this resolution and the revised Contract Procedures to all department heads and all elected officials that serve as heads of their offices or courts.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

Adopted as part of a consent agenda.

## **Contract Procedures**

MCL 46.5 requires that executed contracts (including but not limited to purchase orders) be filed with the County Clerk. To assure that appropriate contractual documents are prepared, executed and recorded, the following procedures shall be implemented:

### **Execution of Contracts**

After approval by the Board of Commissioners, resolutions and fully executed contract authorization forms are submitted to the County Attorney's Office at which time a contract is prepared. The contract is approved as to form by the County Attorney and forwarded to the department requesting the contract. The contract authorization form can be used for service contracts \$5,000 and under. In accordance with Resolution #09-095, contract authorization forms must be signed by the Purchasing Director, Controller, Liaison Committee Chairperson, Finance Committee Chairperson and Chairperson of the Board of Commissioners.

The department shall submit two hard copies of the contract that were signed by the vendor and County Attorney, along with an equal number of copies of the resolution or signed contract authorization form authorizing the contract, to the Board of Commissioners' Office for County signatures. Two hard copies of the contracts must be submitted to the Board of Commissioners' Office for signature; however, more may be submitted. Signatures must be obtained through the Board of Commissioners' Office.

The Board Chairperson is the only authorized signatory for the County of Ingham unless others are authorized to sign by Board resolution. The Vice-Chairperson is authorized to sign in the Board Chairperson's absence.

The Board of Commissioners' Office shall submit the signed hard copies of the contract, along with an equal number of copies of the resolution or signed contract authorization form authorizing the contract, to the County Clerk's Office for filing.

The County Clerk's Office shall assign a file number and append said information to the first page of each copy. The County Clerk file number shall signify that an original contract has been filed with the County Clerk and the appropriate source of authority for the contract has been provided. This will be accomplished within 5 business days after receipt of the contract or purchase order documents by the County Clerk's Office.

Once the contract documents are completely executed, the County Clerk's Office shall make sure any blank dates in the contract are filled in. The County Clerk's Office shall file one original contract and submit any additional originals or copies to the appropriate department. Upon receipt of copies from the County Clerk's Office, each department shall enter the file number into MUNIS.



## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

### **Distribution of Contracts**

The requesting department is responsible for duplicating and distributing the fully executed contracts, including all exhibits and attachments, along with the resolution or contract authorization form for distribution as follows:

Director of Financial Services (electronic copy)  
County Attorney (electronic copy)  
Purchasing (contract authorization forms)

### **Regarding Contracts Signed Electronically**

In the event a contract is signed electronically, for example with the State of Michigan, it is the responsibility of the department to submit to the County Clerk's Office, in paper format, one fully executed contract and one copy of the authorizing resolution or signed contract authorization form for filing.

The County Clerk's Office shall otherwise take the same steps as outlined in Execution of Contracts above.

### **Contract Expiration**

It is up to each department to monitor expiration dates of contracts that involve their departments to determine if the contract needs to be renewed or if the services are no longer necessary. If the contract needs to be renewed, a resolution renewing the contract should be scheduled before the appropriate Liaison Committee and the Board of Commissioners before the expiration of the contract.

### **Purchase Orders ("PO")**

If a PO is utilized, the Purchasing Director or his/her designee shall submit, at a minimum, two hard copies along with an equal number of copies of the adopted resolution authorizing a specific purchase or signed contract authorization form authorizing the PO to the County Clerk's Office. Where there is not a specific formal resolution needed for the purchase, the source of authority (resolution number referencing the applicable Purchasing Policy) shall be printed on the PO. The County Clerk's Office shall process the PO as delineated above, retain one copy for filing, and then return all additional copies to the Purchasing Department. The Purchasing Director or his/her designee is authorized to sign any necessary PO. A PO may be issued to a business for services \$5,000 and under, provided however, that the business is an Ingham County registered vendor and is amenable to the County's PO Terms and Conditions, which have been reviewed as to form by legal counsel.

Revised - Resolution 19-169  
Revised - Resolution 18-194  
Adopted - Resolution 15-335

Introduced by the County Services Committee:

INGHAM COUNTY BOARD OF COMMISSIONERS:

**RESOLUTION TO APPROVE FARMLAND AND OPEN SPACE PRESERVATION BOARD'S  
RECOMMENDED SELECTION CRITERIA AND APPLICATION CYCLE FOR 2019**

**RESOLUTION # 19 – 170**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and natural land in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Preservation Ordinance in July 2004 and amended it in 2010 (10-99); and

WHEREAS, the Ingham County Farmland and Open Space Preservation Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board to oversee the Farmland and Open Space Preservation Program; and

WHEREAS, Ingham County voters passed a millage of .14 mills in 2008 and renewed it in 2018 to fund purchases of agricultural conservation easements through the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, in the course of implementing the Ordinance, the Ingham County Farmland and Open Space Preservation Board has established Selection Criteria for ranking landowner applications to the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, the Ingham County Ordinance requires that the Farmland and Open Space Selection Criteria's be approved by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached 2019 Farmland and Open Space Selection Criteria's developed by the Ingham County Farmland and Open Space Preservation Board as set forth in the Farmland and Open Space Preservation Ordinance passed July 27, 2004.

BE IT FURTHER RESOLVED, that the final decision whether to fund a purchase of a given agricultural easement is reserved to the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves The Ingham County Farmland and Open Space Preservation Board hosting a 2019 farmland and open space preservation application cycle.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

Adopted as part of a consent agenda.

# APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

## Selection Criteria for **Open Space** Land Preservation Program 2019 Application Cycle

### Tier I Criteria Sections

Ecological, scenic, geological criteria	103 points
Property size and location criteria	<u>55 points</u>
<i>Maximum Total Points</i>	<b>158 points</b>

### **I. ECOLOGICAL, SCENIC AND GEOLOGICAL CRITERIA (Maximum 103 POINTS)**

- 1. Potential Conservation Area(s) (from the Greening Mid-Michigan Project)** **maximum points: 10**
- 1. Highest Potential** 10 points
  - 2. High Potential** 8 points
  - 3. Medium Potential** 6 points
  - 4. Low Potential** 4 points

*Example: parcels fall within a High Potential Conservation Area = 8 points*

**2. Water quality values**

- 1. Riparian land** **maximum points: 20**

Property with a water frontage of 200 linear feet or greater receives 20 points. Points for a property with water frontage of less than 200 linear feet are:  $20 \times \text{linear feet of water frontage}/200 = \text{points}$ .

*Example: parcel has 75 feet of water frontage on the Red Cedar River:  $20 \times 75 = 1500/200 = 7.5 \text{ points}$*

- 2. Wetlands, including buffer area** **maximum points: 20**

Property that is 100% wetland receives 20 points. Points for a property with less than 100% wetland are:  $10 \times \text{percent in wetland} = \text{points}$ .

*Example: 5 acres of an 40 acre parcel is wetland:  $20 \times 12.5/100 (5/40 = 0.125) = 250/100 = 2.5 \text{ points}$*

- 3. Aquifer recharge land** **maximum points: 20**

Property that is qualified by the MSU RS&GIS model as aquifer recharge land will receive points based on the following formula;  $20 \times \text{percent aquifer recharge land} = \text{points}$ .

*Example: 10 acres of a 20 acre parcel is recharge land:  $20 \times 50/100 (10/20 = 0.5) = 1000/100 = 10 \text{ points}$*

**3. Habitats**

- 1. Forestland** **maximum points: 10**

Property that is 100% forest land receives 10 points. Points for a property with less than 100% forest land are:  $10 \times \text{percent in forest land} = \text{points}$ .

*Example: 15 acres of a 20 acres parcel is wooded:  $10 \times 75/100 (15/20 = 0.75) = 750/100 = 7.5 \text{ points}$*

- 2. Others – grassland, shrub land, etc.** **maximum points: 10**

Property that is 100% in other types of natural habitat receives 10 points. Points for a property with less than 100% in other types of habitat are:  $10 \times \text{percent in other types of habitat} = \text{points}$ .

*Example: 10 acres of a 15 acre parcel is grassland:  $10 \times 66/100 (10/15 = 0.66) = 660/100 = 6.6 \text{ points}$*

- 4. Rare species** **maximum points: 10**

- 1. State and federal threatened and endangered species on the property**

Up to 10 points may be given depending on the Bio-Rarity Score category for the parcels; from the Greening Mid-Michigan Project using Michigan Natural Features Inventory. Bio-rarity Score .01-11.5 = 2.5 points.

11.51-24.0 = 5 point, 24.01-40.5 = 7.5 points, 40.51 and over = 10 points

*Example: Parcel has a Bio-Rarity Score of 28 = 7.5 points*

- 5. Physically (geologically) significant features** **maximum points: 3**

*Up to 3 points may be given. Example: property has a terminal marine.*

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## II. PROPERTY SIZE and LOCATION CRITERIA (Maximum 55 points)

### **6. Parcel size** **maximum points: 20**

Parcels of 100 acres or greater receives 20 points. Points for a property of less than 100 acres are:  $20 \times \text{acreage of parcel}/100 = \text{points}$ .

*Example: Parcel is 40 acres in size:  $20 \times 40/100 = 800/100 = 8 \text{ points}$*

### **7. Proximity to Designated Population Center in Ingham County (As Defined in "Regional Growth: Choices For Our Future", Summary Report, Tri-County Regional Planning Commission, September 2005. Population Centers for the purposes of this criteria, include areas around Lansing, Mason, and Williamston)** **maximum points: 20**

<i>Distance to Lansing</i> <span style="float: right;"><i>max points 20</i></span>	<i>Distance to Mason, Williamston</i> <span style="float: right;"><i>max points 10</i></span>
<i>Property is up to 1 mile from Lansing Pop</i> <span style="float: right;"><i>20</i></span>	<i>Property is up to 1 mile, or within city boundary</i> <span style="float: right;"><i>10</i></span>
<i>Property is 1-2 miles from Pop Center</i> <span style="float: right;"><i>15</i></span>	<i>Property is 1-2 Miles from Pop Center</i> <span style="float: right;"><i>8</i></span>
<i>Property is 2-3 miles from Pop Center</i> <span style="float: right;"><i>10</i></span>	<i>Property is 2-3 miles from Pop Center</i> <span style="float: right;"><i>6</i></span>
<i>Property is 3-4 miles from Pop Center</i> <span style="float: right;"><i>5</i></span>	<i>Property is 3-4 miles from Pop Center</i> <span style="float: right;"><i>4</i></span>

*Example: Property is located 1.5 miles from Lansing Designated Population Center Total points = 16*

*Example: Property is located 4 miles from City boundary of Mason Total points = 4*

### **8. Location with respect to other protected property** **maximum points: 10**

Permanently protected land is property with a conservation easement or a deed restriction that permanently prohibits development on the property. Linear distance is from nearest land boundaries.

Property is adjacent to protected land 10 points

Property is not adjacent but within 1/2 mile of protected land 8 points

Property is not adjacent but within 1 mile of protected land 6 points

Property is not adjacent but within 2 miles of protected land 4 points

*Example: Parcel is within 1 mile of an already protected property = 6 points*

### **9. Road frontage (paved or gravel)** **maximum points: 2**

Road frontage of 1320 feet (1/4 mile) or greater receives 2 points. Points for road frontage of less than 1320 feet are:  $2 \times \text{feet of road frontage}/1320 = \text{points}$ .

*Example: Parcel has 500 feet of road frontage:  $2 \times 500 = 1000/1320 = 0.76 \text{ points}$*

### **10. Block applications** **maximum points: 3**

Properties applying in a block application must be contiguous (they may be separated by a road). Each applicant in the block application will receive the stated points.

Two or more landowners applying together and submitting 300 or more contiguous acres each receives 3 points. Points for two or more landowners submitting less than 300 acres are:  $3 \times \text{number of contiguous acres submitted}/300 = \text{points}$ .

*Example: Parcel is applying with three other landowners to make a 450 acre block of land:  $3 \times 450 = 1350/300 = 4.5$  therefore the points received are 3, the maximum.*

## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**Note:** If only one property in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided the remaining landowners still wish to participate in the block application.

### **MAXIMUM TOTAL TIER I POINTS POSSIBLE – 133**

**Applicants note:** Landowners who accept federal, state or local matching funds to protect their open space land may be selected for the program before landowners who do not accept such funds, regardless of their relative ranking based on the above “Selection Criteria for Protection of Open Space Land”.

## Selection Criteria for Farmland Preservation Program 2019 Application Cycle

### Tier I Criteria

I.	Agricultural Characteristics	55 points
II.	Development Pressure	43 points
III.	Additional Ag Protection Efforts	35 points
IV.	<u>Other Criteria</u>	<u>10 points</u>
V.	Total Points	143 points

### I. AGRICULTURAL CHARACTERISTICS (55 POINTS)

#### 1. Agricultural Productivity – Prime and Unique Soils Maximum Points: 20

Prime and Unique Soils

Prime under all circumstances

20 points

Prime if adequately drained

15 points

Not prime or unique

0 points

*Example: 70% of parcel is prime under all circumstances (0.70 x 20 pts) = 14 points*

*30% of parcel is prime if adequately drained (0.30 x 15 pts) = 4.5 points*

*Total points = 18.5 points*

#### 2. Size of Parcel (s) Maximum Points: 15

Points for parcels between 15 and 200 acres are calculated by multiplying 0.1 times the parcel size. Any parcel above 150 acres receives 15 points. Parcels between 15 and 39.99 acres **must** be in specialty crop production. Parcels that are 0-14.99 acres receive 0 points. Parcels less than 40 acres will receive a zero for Size of Parcel, unless there is Additional Agricultural Income, in which case parcels 15 acres or more receive points.

*Example: Parcel size is 150 acres: 150 x 0.1 = 15*

*Example: Parcel is 85 acres: 85 x 0.1 = 8.5*

*Example: Parcel is 350 acres: 350 x 0.1 = 35; 15 points, the maximum possible*

*Example: Parcel is 13 acres: (0 points for parcel less than 14.99 acres)*

#### 3. Additional Agricultural Income Maximum Points: 15

Points will be awarded to operations that have “value-added” agriculture either through animal related production or through production of a specialty crop (crops other than corn, wheat, soybeans), or both, with total sales over \$5,000.00 annually.

*Example: Parcel is integral to farm operation that produces a specialty crop, which grosses over \$15,000 annually. Total points = 15 points*

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## 4. Proximity to Existing Livestock Farms

**Maximum Points: 5**

A livestock operation for this purpose means a farm with more than 50 animal units (EPA definition: 1000 lbs = 1 unit)

Parcel is contiguous to an existing livestock operation	5 points
Parcel is located between 0.5 miles and 1 mile of an existing livestock operation	3 points
Parcel is located further than 1 mile from an existing livestock operation	0 points

*\*Contiguous for this section means no other parcel is located between the parcels. Parcels separated only by a road are considered contiguous.*

## II. DEVELOPMENT PRESSURE (43 POINTS)

### 5. Proximity to Existing Public Sanitary Sewer or Water, or Both

**Maximum Points: 10**

Linear (straight line) distance to existing, usable public sanitary sewer, or water services, or both, will result in the following scoring options:

Less than one-half (1/2) mile from sewer or water	5 points
One-half (1/2) mile or more but less than 1 mile	7 points
One (1) mile or more but less than 2 miles	10 points
Two (2) miles or more but less than 5 miles	5 points
More than 5 miles	0 points

*Example: Parcel is located 3 miles from existing sewer lines. Total points = 5 points.*

### 6. Proximity to Designated Population Center in Ingham County (As Defined in "Regional Growth: Choices For Our Future", Summary Report, Tri-County Regional Planning Commission, September 2005. Population Centers for the purposes of this criteria, include areas around Lansing, Mason, and Williamston.

**Maximum Points: 25**

<i>Distance to Lansing</i>	<i>max points</i>	<i>Distance to Mason and Williamston,</i>	<i>max points</i>
<i>Farm is up to 1 mile from Lansing Pop</i>	<i>25</i>	<i>Farm is 1 mile, or within city boundary</i>	<i>10</i>
<i>Farm is 1-2 miles from Pop Center</i>	<i>20</i>	<i>Farm is 1-2 Miles from Pop Center</i>	<i>8</i>
<i>Farm is 2-3 miles from Pop Center</i>	<i>15</i>	<i>Farm is 2-3 miles from Pop Center</i>	<i>6</i>
<i>Farm is 3-4 miles from Pop Center</i>	<i>10</i>	<i>Farm is 3-4 miles from Pop Center</i>	<i>4</i>
<i>Farm is 4-5 miles from Pop Center</i>	<i>5</i>	<i>Farm is 4-5 miles from Pop Center</i>	<i>2</i>
<i>More than 5 miles from Pop Center</i>	<i>0</i>	<i>More than 5 miles from Pop Center</i>	<i>0</i>

*Example: Farm is located 2 miles from Lansing Designated Population Center Total points = 20*

*Example: Farm is located 4 miles from City boundary of Mason Total points = 4*



## APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

### 7. Road Frontage (paved or gravel)

**Maximum Points: 8**

Emphasis is placed on parcels with greater linear distance of road frontage, placing the farmland under a greater threat of fragmented development. Frontage can be gravel, paved, or both and must be adjacent to the subject parcel.

Road frontage of 5280 feet (1 mile) or more	8 points
Road frontage of 2640 feet (1/2 mile) to 5279 (just under 1 mile)	6 points
Road frontage of 1320 feet (1/4 mile) to 2639 (just under 1/2 mile)	4 points
Road frontage less than 1/4 mile	0 point

*Example: Parcel has 1 mile of road frontage. Total points = 8 points*

## **III. ADDITIONAL AGRICULTURAL PROTECTION EFFORTS** **(35 POINTS)**

### 8. Location to Protected Property

**Maximum Points: 20**

Parcel is near other private land which has been permanently protected from development through a conservation easement or deed restriction (development rights may have been purchased, transferred or donated). Linear distance is used from nearest farm boundary.

Parcel is adjacent to protected land	20 points
Parcel is not adjacent but within 1/2 mile of protected land	15 points
Parcel is not adjacent but within 1 mile of protected land	10 points
Parcel is not adjacent but within 2 miles of protected land	5 points

*Example: Parcel is adjacent to property under a permanent conservation easement = 20 points*

**Note:** Points are awarded regardless of last name of property owner(s). For example if three people with the same last name apply, each receives points for the block. There is no point penalty for block properties that happen to be owned by members of the same family.

### 9. Block Applications

**Maximum Points: 15**

Emphasis is placed on applications which consist of two more landowners who create a 150-acre or more block of contiguous farmland. Contiguous blocks of farmland have a greater potential for creating a long-term business environment for agriculture. Parcels included in a block application must be contiguous (touching but may be separated by a road). Each applicant in the block application will receive points for this section.

Two or more landowners apply together to create 1000 or more contiguous acres	15 points
Two or more landowners apply together to create 750 to 999 contiguous acres	10 points
Two or more landowners apply together to create 500 to 749 contiguous acres	8 points
Two or more landowners apply together to create 300 to 499 contiguous acres	6 points
Two or more landowners apply together to create 299 to 150 contiguous acres	5 points
Contiguous acreage of 149 acres or less	0 points

*Example: Four landowners, with varying parcel acreage, submit a block-application of about 800 contiguous acres. (Each of the four landowners would receive 10 points for this section).*

**Note:** If a parcel in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided they still wish to participate in the block application.

**IV. OTHER CRITERIA (10 POINTS)**

**10. Additional Agricultural Characteristics**

**Maximum Points: 5**

Additional agricultural characteristics are USDA certified organic farm or Centennial farm.

Parcel has one or more additional agricultural features 5 points

Parcel does not have an additional agricultural feature 0 points

**11. Michigan Agricultural Environmental Assurance Program (MAEAP) Maximum Points: 5**

Participation in the MAEAP demonstrates a commitment to environmental stewardship above and beyond a conservation plan. The State Agriculture Preservation Board has identified the MAEAP as a priority to providing matching funds. Farms verified under the MAEAP must show *verification* to receive points.

Farm is MAEAP verified 5 points

Farm is not MAEAP verified 0 points

**TIER I: TOTAL POINTS POSSIBLE IS 143**

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 7**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE APPROVAL OF THE  
PRELIMINARY PLAT OF BERRY FARMS**

**RESOLUTION # 19 – 171**

WHEREAS, much of the process by which land divisions and plats are developed follows state statute. The platting process essentially starts with development of a Preliminary Plat that shows the overall configuration, how it fits into the lands that surround it, public utilities serving the lots, and the phases of construction planned to complete its development; and

WHEREAS, the proposed Berry Farms plat is a 117 unit single-family development on 67.04 acres, generally located west of Aurelius Road and south of Wilcox Road. The development is part of the Southeast ¼ of Section 22 and the Northeast ¼ of Section 27, Delhi Township, Ingham County, Michigan; and

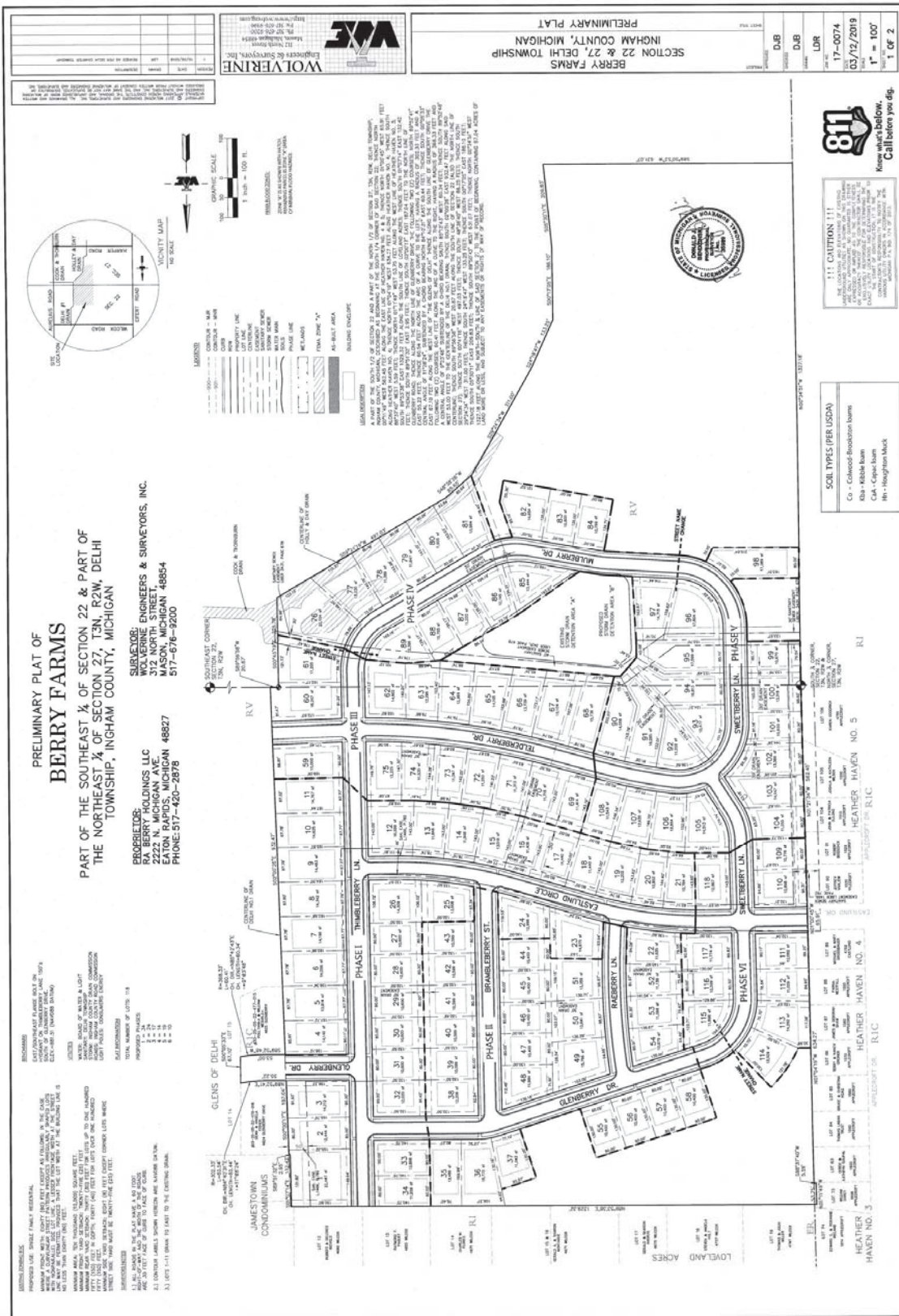
WHEREAS, Preliminary Plan approvals are valid for a two year period, per state statute; and

WHEREAS, approval of the Berry Farms, as requested by the proprietor, RA Berry Holdings, LLC.

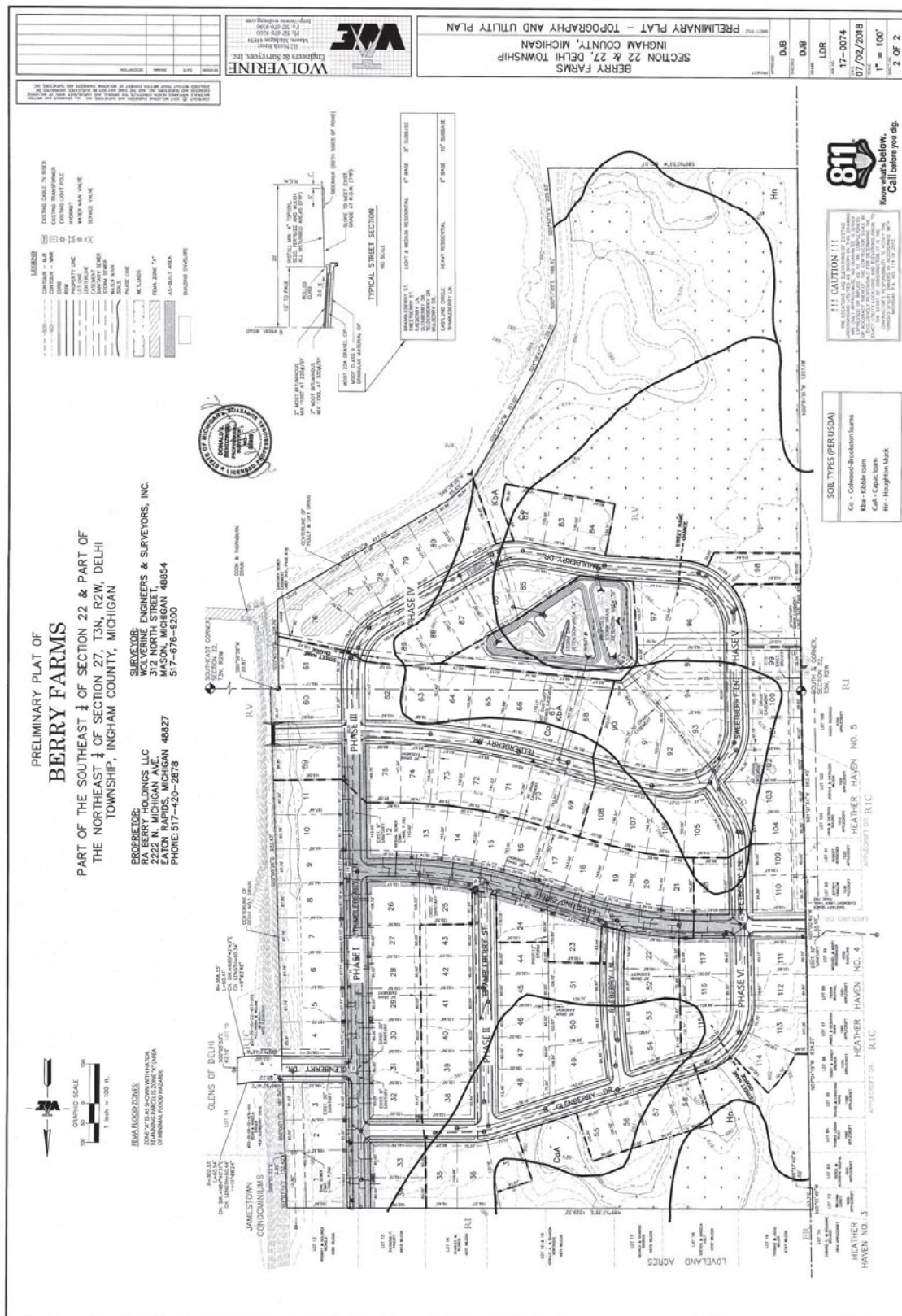
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Berry Farms Preliminary Plat for a period of two years, in accordance with state statute.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

Adopted as part of a consent agenda.







**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 8**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

**RESOLUTION # 19 – 172**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated April 9, 2019 as submitted.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

Adopted as part of a consent agenda.

# APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

## INGHAM COUNTY ROAD DEPARTMENT

DATE April 9, 2019

### LIST OF CURRENT PERMITS ISSUED

ROW PERMIT#	APPLICANT/ CONTRACTOR	WORK	LOCATION	CITY/ TWP	SECTION
2019-088	MERIDIAN TWP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2019-091	IC DRAIN COMM/SME	SOIL BORINGS	DEXTER TRAIL & GRIMES RD	WHITE OAK	MULTIPLE
2019-092	MDOT	TRAFFIC STUDIES	VARIOUS	VARIOUS	
2019-093	CONSUMERS ENERGY	GAS	STONEHURST AVE	DELHI	23
2019-094	COMCAST	CABLE	ENGLISH OAK/SPANISH OAK	DELHI	2
2019-096	TROY PARMALEE	LAND DIVISION	LOVEJOY RD/BOUTELL RD	LOCKE	
2019-097	ZMITKO FARMS	AGRICULTURAL	VARIOUS	AURELIUS	
2019-100	PAUL WEBER	LAND DIVISION	ZIMMER RD/SHERWOOD RD	WILLIAMSTOWN	1
2019-077	CONSUMERS ENERGY	GAS	LAKE LANSING RD/SKYLINE DR	MERIDIAN	5
2019-101	IC DRAIN COMM	UTIL/BLANKET	VARIOUS	VARIOUS	
2019-104	CONSUMERS ENERGY	GAS	CHESTER RD/HOPKINS AVE	LANSING	11
2019-102	CONSUMERS ENERGY	GAS	COLUMBIA RD/AURELIUS RD	AURELIUS	21
2019-103	CONSUMERS ENERGY	GAS	HERRON RD/PIONEER TRL	MERIDIAN	21
2019-105	CONSUMERS ENERGY	GAS	KIMBERLY DR/HOPKINS AVE	LANSING	11
2019-106	AT&T	CABLE-UG	MARSH/CENTRAL PARK	MERIDIAN	22
2019-107	INGHAM TOWNSHIP	SPECIAL EVENT	VARIOUS	INGHAM	
2019-115	CONSUMERS ENERGY	GAS	RIDGELINE DR/HAYFORD	LANSING	11
2019-116	CONSUMERS ENERGY	GAS	WILLOW ST/MORRIS AVE	LANSING	7



**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

2019-114	COMCAST	CABLE / UG, OH	HAGADORN RD & ATRIUM DR	ALAIEDON	5, 6
2019-120	CONSUMERS ENERGY	ELECTRIC / UG	HARPER RD & DART RD	ALAIEDON	30
2019-121	DELHI TOWNSHIP	MANHOLE	HOLT RD & CEDAR ST	DELHI	14
2019-122	DELHI TOWNSHIP	MANHOLE	MCCUE RD & GUNN RD	DELHI	21
2019-125	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2019-126	AT & T	CABLE / UG	MARSH RD & CENTRAL PARK	MERIDIAN	15
2019-127	RIETH-RILEY	DETOUR	VARIOUS	LANSING	
2019-128	MSUFCU	COMM DRIVE	CEDAR ST & FAY AVE	DELHI	15
2019-132	LEROY TOWNSHIP	SPECIAL EVENT	VARIOUS	LEROY	
2019-133	COMCAST	CABLE / UG, OH	JOLLY OAK & JOLLY RD	MERIDIAN	33

MANAGING DIRECTOR: \_\_\_\_\_

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT INGHAM COUNTY OCCUPATIONAL ILLNESS  
AND INJURY REPORTING POLICY**

**RESOLUTION # 19 – 173**

WHEREAS, even in the safest workplaces, illness and injuries can still happen; and

WHEREAS, in order to ensure consistent, timely, and proper reporting and care for staff that experience a workplace illness and/or injury, the attached policy has been developed; and

WHEREAS, the HR Director recommends that the Ingham County Board of Commissioners adopt the Ingham County Occupational Illness and Injury Reporting Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize adoption of the Ingham County Occupational Illness and Injury Reporting Policy.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

Adopted as part of a consent agenda.

Personnel  
Policy No. XXX

## Occupational Illness & Injury Reporting

Approved: XXX, XX XXXX  
Resolution No. XX-XXX

### A. Introduction

Ingham County places a great deal of importance on ensuring the safety of our employees. However, the County recognizes that even in the safest workplace accidents and injuries can still happen. Reporting those incidents in a complete and timely manner ensures the employee receives appropriate treatment and any corrective action that can be taken to reduce future incidents is made. Employees have the right to report workplace illness/injury without any fear of retaliation. If an illness/injury occurs while working, all employees, elected officials, and Commissioners must comply with the following reporting guidelines.

### B. Guidelines

#### 1. Before an Illness/Injury

- a. Follow any established safe working practices.
- b. Discuss any unsafe working conditions with your supervisor.

#### 2. After an Illness/Injury - Employees

- a. Notify your supervisor immediately.
  - i. Report all illness/injury to your supervisor, no matter how minor or temporary they may seem to be. Incidents that have the potential to result in emotional/psychological trauma should always be reported.
  - ii. If you witness an illness/injury that prevents a coworker from moving or speaking, immediately inform your supervisor.
- b. Work with your supervisor to determine what kind of care you need for your illness/injury.
- c. If needed, seek medical attention.
  - i. The County has partnered with Sparrow Occupational Health for treatment of employee illness/injury. A list of Sparrow locations for care is included on the Sparrow Occupational Health Services Authorization for Work Related Injury Care (Attachment B). Phone numbers are also included on this form.
  - ii. For emergencies, call 911 and go to the Sparrow Hospital Emergency Room (or nearest emergency room) by ambulance.
    - Examples of emergencies can include blood loss, heart attack, blunt force trauma to the head, severe burns, and electric shock.

## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

- iii.** For injury/illness involving possible exposure to bloodborne pathogens (i.e. needlesticks) that take place Monday through Friday between the hours of 7am and 4:30pm, go immediately to Sparrow Occupational Health Services for treatment.
  - Treatment for possible bloodborne pathogens exposure is best obtained within 1-2 hours after exposure.
- iv.** For injury/illness involving possible exposure to bloodborne pathogens (i.e. needlesticks) that take place outside of normal business hours, go immediately to Sparrow Hospital Emergency Room for treatment.
  - Treatment for possible bloodborne pathogens exposure is best obtained within 1-2 hours after exposure.
- v.** For non-emergencies that take place Monday through Friday between the hours of 7am and 4:30pm, call Sparrow Occupational Health Services to schedule an appointment. This office also accepts walk-in appointments, but calling ahead ensures you will be seen in a timely manner.
- vi.** For non-emergencies that take place outside of normal business hours, multiple Sparrow Urgent Care offices are available to provide care until 8pm Monday through Friday and from 8am to 8pm on weekends and holidays.
- d.** Once any needed medical attention has been received, work with your supervisor to complete any required paperwork, including the Ingham County Employee Incident Report (Attachment A).
- e.** If you are provided with any paperwork to return to your employer, ensure this is given to your supervisor as soon as you return to work.
  - i.** This paperwork will also specify any work restrictions you may have been placed on.
- f.** If you were treated in an emergency room or urgent care, make a follow-up appointment with Sparrow Occupational Health Services as soon as possible following your initial treatment. Sparrow Occupational Health Services will determine any necessary plan for follow-up treatment.
  - i.** In order to ensure follow-up care is covered under Workers' Compensation, it must be coordinated by Sparrow Occupational Health for the first 28 days following the initial onset of injury/illness.
- g.** Attend any scheduled follow-up visits as directed by Sparrow. Keep your supervisor and the Human Resources (HR) Benefits/Leave Analyst up to date on your recovery progress by providing them with any additional paperwork you receive during your follow-up visits.

### **3. After an Illness/Injury - Supervisors**

- a.** As soon as an employee illness/injury is reported to you, ensure that the employee receives any necessary care.
  - i.** If an employee is sent to a Sparrow facility for care, the Sparrow Occupational Health Services Authorization for Work Related Injury Care (Attachment B) should be completed and sent with the employee.

## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

- b.** If the employee needs emergency care, supervisors (or their designee) should meet at or accompany the employee to the hospital. If at all possible, the supervisor should remain with the employee until their emergency contact has been notified, the employee is released, or they are directed to leave by the employee. Update the HR Benefits/Leave Analyst on the employee's condition as soon as possible.
- c.** Time spent for initial treatment for the illness/injury on the day an employee is sent for care is to be recorded as regular hours worked on their time card. Any additional time/days off taken by the employee for follow-up care and/or recuperation should be taken as sick leave (or annual leave if sick leave bank is exhausted) pending evaluation of any claim for wage loss benefits.
- d.** If the employee requires any follow-up care in response to emotional/psychological trauma they have experienced, the County partners with the Sparrow CARES program to provide employees with short-term counseling and other resources. Please contact Sparrow CARES at 517-364-2626 to schedule an appointment.
  - i.** If your employee needs to talk with someone immediately and CARES is unavailable, the following organizations provide phone crisis intervention services at no cost:
    - The Listening Ear provides service from 2pm to 2am daily. Their phone number is 517-337-1717.
    - The Substance Abuse and Mental Health Services Administration (SAMHSA) provides service and information on how to access other resources 24 hours a day, 7 days a week. Their phone number is 1-800-662-HELP (4357).
    - The National Suicide Prevention Lifeline provides service 24 hours a day, 7 days a week. Their phone number is 1-800-273-TALK (8255).
- e.** Complete an Ingham County Employee Incident Report (Attachment A) and send it to the HR Benefits/Leave Analyst as soon as possible. If accompanying the employee for emergency care, designate another employee to complete the report.
  - i.** If the employee is available to complete and sign the report, have them do so.
  - ii.** Reports should be received with 24 hours of the incident, except in the event of a fatality or a Michigan Occupational Safety & Health Administration (MIOSHA) reportable illness/injury (in-patient hospitalization, loss of an eye, amputation). Turning in reports in a timely manner is crucial for ensuring employees receive appropriate care. It also ensures that any corrective action which can be taken to reduce the risk of future incidents is made as soon as possible.
  - iii.** If the employee refuses medical care that appears to be necessary, document that refusal on the report.
  - iv.** Any corrective action that should be taken to remove or reduce the threat of employee illness/injury should be taken and documented.

### **C. MIOSHA Serious Incident Reporting**

## APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

1. If a work-related incident involves an amputation (even the loss of a fingertip), loss of an eye, and/or an in-patient hospitalization, the County is required to report that incident to MIOSHA within 24 hours of the incident.
2. If a work-related incident involves a fatality, the County is required to report that incident to MIOSHA within 8 hours of the incident.
3. MIOSHA Serious Incident Reporting Guidelines
  - a. **During Business Hours** (Monday-Friday, 8am to 5pm): If an incident involving a fatality or one of the injuries listed above takes place during business hours, the supervisor on duty must immediately notify the HR Benefits/Leave Analyst at 517-272-4187. The HR Benefits/Leave Analyst will be responsible for making the MIOSHA report.
    - i. In the event that there is no answer, contact one of the HR Assistants at 517-887-4367 or 517-887-4327.
    - ii. If you are still unable to make contact with an HR staff member, proceed with the after-hours calling protocol.
  - b. **After Business Hours:** If an incident involving a fatality or one of the injuries listed above takes place after business hours, the supervisor on duty must immediately notify their Department Head (or their designee) who will be responsible for making the MIOSHA report.
    - i. **Amputation, Loss of an Eye, and/or In-Patient Hospitalization:** Call the MIOSHA Injury Report Line at 844-464-6742.
    - ii. **Fatality:** Call the MIOSHA Fatality Report Line at 800-858-0397.
    - iii. Department Heads (and their designees) will be trained on MIOSHA injury reporting protocol and requirements. See the MIOSHA Serious Incident Reporting Guidelines (Attachment #3) for guidance on questions that may be asked by MIOSHA when a serious incident reporting call is made.
    - iv. The HR Benefits/Leave Analyst should be given a completed Employee Incident Report by the Department Head (or their designee)/supervisor as well as a summary of the report made to MIOSHA via email as soon as possible.

### D. Attachments

- **Attachment #1:** Ingham County Employee Incident Report
- **Attachment #2:** Sparrow Occupational Health Services Authorization for Work Related Injury Care
- **Attachment #3:** MIOSHA Serious Incident Reporting Guidelines

## APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

### Ingham County Employee Incident Report

*For Reporting Work-Related Injuries/Illnesses*

Use this form when reporting an incident which has or could have caused injury/illness to an employee. Reports should be submitted to the Benefits/Leave Analyst in Human Resources within 24 hours of the incident. Serious incidents involving amputation (even loss of a fingertip), loss of an eye, and/or in-patient hospitalization must be reported to MIOSHA within 24 hours of the incident. Incidents involving a fatality must be reported to MIOSHA within 8 hours of the incident. See the Ingham County Occupational Illness & Injury Reporting policy for reporting guidance.

<b>Employee Name:</b>		
<b>Employee #:</b>	<b>Sex:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	
<b>Job Title:</b>	<b>Department:</b>	
<b>Home Address (Street, City, State, Zip):</b>		
<b>Home/Cell #:</b>	<b>Work #:</b>	
<b>Date of Birth:</b>	<b>Date of Hire:</b>	<b>Date of Incident:</b>
<b>Location of Incident:</b>	<b>Time of Incident:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM	
<b>Time Shift Began:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM	<b>Nature of Injury (i.e. burn, cut, strain):</b>	
<b>Body Part(s) Injured (i.e. right arm, left leg):</b>		
<b>Explain How Incident Happened (attach additional documents if needed, list device type/brand for BBP exposures):</b>		
<b>Name/Phone Number of Witnesses (if any):</b>		
<b>Medical Treatment Received:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date of Treatment:</b>	
<b>Treatment Location:</b> <input type="checkbox"/> Sparrow ER <input type="checkbox"/> Sparrow Occupational Health <input type="checkbox"/> Sparrow Urgent Care		
<b>Date Employee Reported Incident:</b>	<b>Employee Have Second Employer:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Supervisor's Name:</b>	<b>Supervisor's Work #:</b>	
<b>Supervisor's Signature:</b>		
<b>Form Completed By:</b>	<b>Date Completed:</b>	

If you have any questions about completing this form, contact Steph Banthem, Benefits/Leave Analyst in Human Resources at 517-272-4187 or [sbanthem@ingham.org](mailto:sbanthem@ingham.org).

# APRIL 30, 2019 STATUTORY EQUALIZATION MEETING



## OCCUPATIONAL HEALTH SERVICES AUTHORIZATION FOR WORK RELATED INJURY CARE

INJURY CARE LOCATIONS AND SERVICE HOURS					
<input type="checkbox"/> <b>Sparrow Occupational Health Services</b> <i>Injury Care Hours: Monday-Friday from 7 a.m. to 4:30 p.m.</i> Sparrow Medical Arts Building   1322 E. Michigan Avenue, Suite 101, Lansing, MI 48912 Phone: 517.364.3900, Option 1   Fax: 517.364.3914					
<input type="checkbox"/> <b>Sparrow Urgent Care (after-hours injury care)</b> <i>Injury Care Hours: Monday-Friday from 4:30 p.m. to 8 p.m./Weekends &amp; Holidays: 8 a.m. to 8 p.m.</i> <table border="0"><tr><td><b>Michigan Avenue</b> 1120 E. Michigan Avenue, Lansing, MI 48912</td><td><b>Grand Ledge</b> 1015 Charlevoix Drive, Grand Ledge, MI 48</td></tr><tr><td><b>East Lansing</b> 2682 E. Grand River Avenue, East Lansing, MI 48823</td><td><b>Mason</b> 800 E. Columbia Street, Mason, MI 48854</td></tr></table>		<b>Michigan Avenue</b> 1120 E. Michigan Avenue, Lansing, MI 48912	<b>Grand Ledge</b> 1015 Charlevoix Drive, Grand Ledge, MI 48	<b>East Lansing</b> 2682 E. Grand River Avenue, East Lansing, MI 48823	<b>Mason</b> 800 E. Columbia Street, Mason, MI 48854
<b>Michigan Avenue</b> 1120 E. Michigan Avenue, Lansing, MI 48912	<b>Grand Ledge</b> 1015 Charlevoix Drive, Grand Ledge, MI 48				
<b>East Lansing</b> 2682 E. Grand River Avenue, East Lansing, MI 48823	<b>Mason</b> 800 E. Columbia Street, Mason, MI 48854				
<input type="checkbox"/> <b>Sparrow Hospital Emergency Room</b> <i>Injury Care Hours: Non-Emergent Injuries 8 p.m. to 8 a.m. / Emergent Injuries 24/7</i> 1215 E. Michigan Avenue, Lansing, MI 48912					

### EMPLOYEE INFORMATION:

Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Authorizing Company: \_\_\_\_\_ Social Security #: \_\_\_\_\_

### INJURY INFORMATION:

*\*\*\*Head Injuries that are accompanied by any of the following symptoms should be sent directly to the Sparrow Emergency Department: Nausea, Vomiting, Dizziness, Loss of Consciousness, Blurred Vision\*\*\**

Date of Injury: \_\_\_\_\_ Date Injury Reported to Employer: \_\_\_\_\_

Description of Injury: \_\_\_\_\_

### POST-ACCIDENT DRUG AND ALCOHOL TESTING (Photo Identification Required)

#### Breath Alcohol Testing (not available at Urgent Care (UC) Locations):

☐ Non-DOT Breath Alcohol Test ☐ DOT Breath Alcohol Test

#### Lab Based Urine Drug Test:

☐ DOT Urine Drug Screen  
☐ Urine Drug Screen (Non-DOT)  
☐ Urine Drug Screen Collection Only  
☐ Other/Special Instructions: \_\_\_\_\_

#### Rapid Urine Drug Tests (not available at UC Locations):

☐ 5 Panel **Rapid**  
☐ 11 Panel **Rapid**  
☐ Nicotine **Rapid**

I request and authorize the above-named employee to receive injury care from Sparrow Health Services.  
I further understand that my company will be financially responsible for any and all authorized services in the event my workers compensation insurance carrier denies the charges for any reason.

Supervisor Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

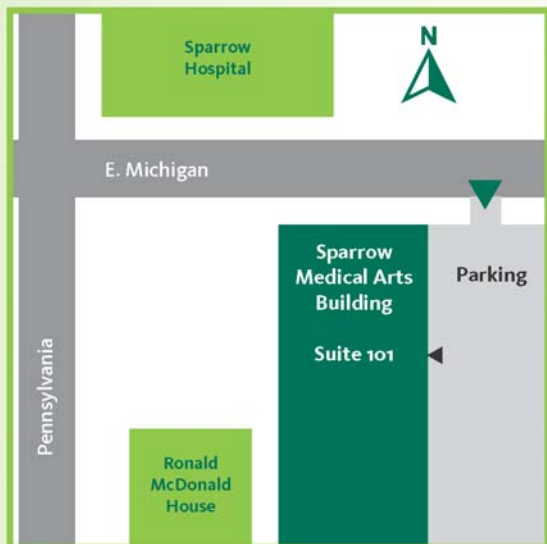
Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_



# APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

## Sparrow Occupational Health

All injuries  
Monday-Friday | 7 a.m. to 5 p.m.

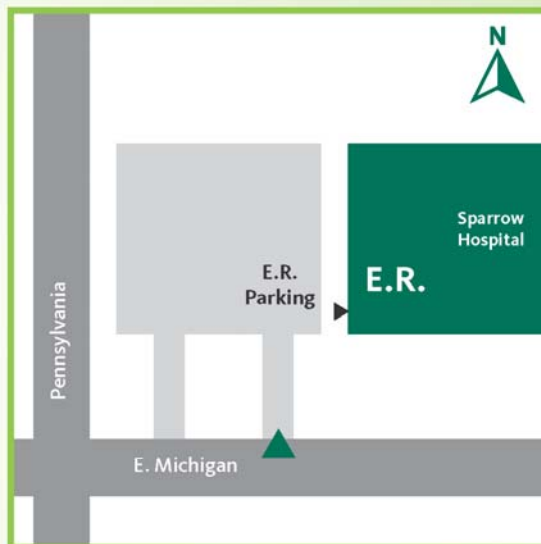


### Sparrow Occupational Health Services Clinic

Sparrow Medical Arts Building  
1322 E. Michigan Avenue, Suite 101, Lansing  
517.364.3900

## Sparrow Emergency

All emergencies and any injuries  
Daily | 8 p.m. to 8 a.m.



### Sparrow Hospital Emergency Room

1215 E. Michigan Avenue, Lansing  
517.364.1000

## Sparrow Urgent Care

Injuries when Occupational Health Services is closed  
Monday-Friday | 5 p.m. to 8 p.m.  
Saturdays, Sundays, and Holidays | 8 a.m. to 8 p.m.



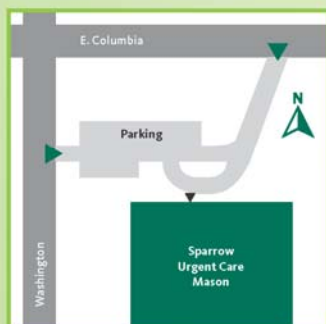
### Sparrow Urgent Care East Lansing

2682 E. Grand River Avenue  
517.333.6562



### Sparrow Urgent Care Grand Ledge

1015 Charlevoix Drive  
517.627.0100



### Sparrow Urgent Care Mason

800 E. Columbia Street  
517.244.8900



### Sparrow Urgent Care Michigan Avenue

1120 E. Michigan Avenue  
517.364.9790

All Patients will be referred to Sparrow Occupational Health for follow-up.

## **MIOSHA Serious Incident Reporting Guidelines**

*For Reporting Amputations, Loss of an Eye, In-Patient Hospitalizations, and Fatalities*

- Incidents involving amputation (even loss of a fingertip), loss of an eye, and/or in-patient hospitalization must be reported to MIOSHA within 24 hours of the incident. Incidents involving a fatality must be reported to MIOSHA within 8 hours of the incident.
- If a serious incident or fatality takes place during business hours the supervisor on duty must immediately notify the HR Benefits/Leave Analyst at 517-272-4187. The HR Benefits/Leave Analyst will be responsible for making the MIOSHA report. In the event that there is no answer, contact one of the HR Assistants at 517-887-4367 or 517-887-4327. If you are still unable to make contact with an HR staff member, proceed with the after-hours calling protocol.
- If an incident involving a fatality or one of the injuries listed above takes place after business hours, the supervisor on duty must immediately notify their Department Head (or their designee) who will be responsible for making the MIOSHA report. A summary of the report made to MIOSHA must be sent to the HR Benefits/Leave Analyst along with the completed Employee Incident Report.
  - **Amputation, Loss of an Eye, and/or In-Patient Hospitalization:** Call the MIOSHA Injury Report Line at 844-464-6742.
  - **Fatality:** Call the MIOSHA Fatality Report Line at 800-858-0397.

### **The following questions may be asked during the reporting call to MIOSHA:**

- Name/address of employer.
- Name/address/contact information for employee.
- If the employee is temporary or permanent.
- Date of incident.
- What shift/time the employee was working.
- How the incident happened.
- How the event is work-related.
- If the employee was using equipment and/or personal protective equipment (PPE) during the incident.
- If the incident was related to an auto accident.
- If the task the employee was performing was a normal part of their job.
- If the task required the use of lockout/tagout.
- Nature/details regarding the employee's medical condition/treatment.

Questions from MIOSHA may vary based on the nature of the event; this list provides guidelines for the MIOSHA interview but does not reflect every question the Department Head (or their designee) may need to answer. If you have any questions regarding MIOSHA reporting, please contact the HR Benefits/Leave Analyst at 517-272-4187.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 10**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT A SICK LEAVE DONATION POLICY**

**RESOLUTION # 19 – 174**

WHEREAS, the ability of Ingham County employees to donate and/or receive donated sick leave time during otherwise unpaid leaves of absence previously varied based on provisions of each collective bargaining agreement or personnel manual on issues such as the number of hours employees may donate, who authorizes the donation process, and which of their coworkers employees are eligible to donate to; and

WHEREAS, in an attempt to provide consistency and equity across County employment for the donation process, the Human Resources (HR) Department proposed a uniform policy which establishes county-wide standards for sick leave donations; and

WHEREAS, the Ingham County Board of Commissioners and all collective bargaining units have ratified this uniform policy during recent contract negotiations and the Ingham County Board of Commissioners has approved this uniform policy for inclusion in the revised 2019 Managerial and Confidential Personnel Manual; and

WHEREAS, the Human Resources Director recommends that the Ingham County Board of Commissioners adopt a Sick Leave Donation Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Sick Leave Donation Policy.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

Adopted as part of a consent agenda.

Personnel  
Policy No. XXX

## Sick Leave Donation Policy

Approved: XXX, XX XXXX  
Resolution No. XX-XXX

### A. Introduction

Ingham County places a great deal of importance on work attendance by employees and does provide for absences due to illness of the employee or an immediate family member. However, the County recognizes that there are times when unforeseen events happen when employees need assistance from their fellow employees due to FMLA qualifying events that result in need for sick leave (or leave time for employees of the Road Department) donations from other employees.

### B. Guidelines

1. To be eligible to accept sick leave donations an employee:

- a. Must not be on probation.
- b. Must have an FMLA qualifying event that would cover the employee or the employee's FMLA covered family members.
- c. Must have exhausted all forms of compensation as listed in their collective bargaining agreement.
- d. May be on collective bargaining unit or employment manual special leave due to exhaustion of FMLA.
- e. Must make a request for sick leave donations to their immediate supervisor.

2. To be eligible to donate sick time an employee:

- a. Must not be on probationary status.
- b. Must have at least 80 hours of sick leave in their accrual bank.
- c. Must respond to request for sick leave donation by the posted deadline.

3. Sick Leave Donations

- a. Employees who are eligible to donate sick leave may donate up to 40 hours of sick leave in a calendar year to a maximum of 3 people.

## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

- b.** Sick leave donations can be made to any Ingham County employee regardless of department or collective bargaining unit affiliation.
- c.** Sick leave donations will not affect the donating employee's option to participate in annual sick leave buy out.
- d.** Employees must respond to requests for sick leave donations by the posted deadline in order to donate.
- e.** Employees may only make 1 sick leave donation request for each FMLA qualifying event which will result in an extended absence from work.
- f.** The employee will not earn any accruals while receiving sick leave donations.

### **4. Sick Leave Donation Process**

- a.** An employee with a FMLA qualifying event who has exhausted all forms of compensation makes a request for sick leave donations to their immediate supervisor.
- b.** The supervisor contacts Human Resources (HR) with the sick leave donation request.
- c.** HR will verify that the employee is eligible to request sick leave donations.
- d.** Once verified HR will send out a sick leave donation request to all Ingham County employees. The request will include the following information:
  - i.** Employee name
  - ii.** Department
  - iii.** Collective bargaining unit (if any)
  - iv.** Deadline to donate
- e.** All requests for sick leave donations will be open for 3 weeks; no sick leave donations will be accepted after the posted deadline.
- f.** Employees who wish to donate their sick leave must respond to HR by the posted deadline with the name of the employee they wish to donate to and the number of sick leave hours they are donating.
- g.** HR will verify that employees who have donated are eligible to donate sick leave.
- h.** Sick leave donations will be utilized on a first come, first donated basis.
- i.** All sick leave donations received will be placed into the requesting employee's sick leave accrual bank for their use, if there is a balance upon the employee's return to work, those hours will be placed in a County-wide sick leave donation bank.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 11**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ADJUSTING COMPENSATION FOR VARIOUS APPOINTED  
BOARDS AND COMMISSIONS**

**RESOLUTION # 19 – 175**

WHEREAS, the Board of Commissioners has established per diems and other forms of compensation for various appointed Ingham County boards and commissions; and

WHEREAS, these payments have not been adjusted in several years.

THEREFORE BE IT RESOLVED, that effective May 1, 2019, the Ingham County Board of Commissioners hereby establishes a per diem to members of the following Ingham County boards and commissions at \$75:

Board of Election Commissioners  
Department of Human Services Board  
Fair Board  
Jury Board  
Parks and Recreation Commission  
Veterans Affairs Committee

BE IT FURTHER RESOLVED, that the per diem, per drainage board, is established at \$25 which is the maximum provided by statute.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 12**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING COMPENSATION FOR THE  
INGHAM COUNTY BOARD OF CANVASSERS**

**RESOLUTION # 19 – 176**

WHEREAS, the Ingham County Board of Canvassers is a four-member body that is responsible for canvassing and certifying primaries and elections held in the county, conducting recounts, inspecting ballot containers, and other duties; and

WHEREAS, effective March 28, 2019, Public Act 614 of 2018 requires the County Board of Commissioners to consult with the County Clerk to determine compensation for the County Board of Canvassers and any assistants employed by the County Board of Canvassers; and

WHEREAS, the Ingham County Board of Canvassers were previously compensated at \$60.00 per meeting; and

WHEREAS, the Ingham County Clerk is recommending that the following compensation plan be adopted for members/assistants of the Ingham County Board of Canvassers:

- The rate of pay for Canvassers will be \$15.00 per hour.
- The rate of pay for Assistants will be \$13.00 per hour.
- No meals will be provided or reimbursed by the County unless it is due to an out of area training that was previously approved by the Ingham County Clerk.
- Compensation would only be rendered for:
  - Meetings of the Ingham County Board of Canvassers for which there is quorum and the canvasser/assistant participates
  - Non-County facilitated training opportunities if approved by the Ingham County Clerk
- Mileage will only be reimbursed for business travel between meeting locations (e.g., when canvassers travel to multiple municipalities for ballot container certification) or outside trainings previously approved by the Ingham County Clerk.

THEREFORE, BE IT RESOLVED, that the compensation plan, as recommended above, be adopted.

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

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HUNTINGTON NATIONAL BANK  
FOR THE FINANCING OF A VACTOR TRUCK**

**RESOLUTION # 19 – 177**

WHEREAS, the Drain Commissioner currently uses a Vactor Truck to clean storm drains; and

WHEREAS, the Drain Commissioner has determined that it is more cost-effective to purchase a new Vactor Truck rather than continue costly repairs on the current 2007 Vactor Truck; and

WHEREAS, the new Vactor Truck has been priced at \$445,584.80, with a \$98,214.08 first payment due in 2020 leaving a principal balance of \$362,208.69; and

WHEREAS, the Purchasing Department has agreed with the financing of the Vactor Truck through an Installment Purchase Agreement with Huntington National Bank at 3.33% interest per annum; and

WHEREAS, the payments to Huntington National Bank shall be over a five-year period with the final payment due in 2024 in the amount of \$98,214.08 per annum which includes both principal and interest; and

WHEREAS, the estimated life expectancy for the new Vactor Truck is ten (10) years, costs associated with the purchase of the truck are expected to be recaptured within five (5) years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of a new Vactor Truck for the Drain Commissioner's Office, priced at \$445,584.80 and a \$98,214.08 initial payment leaving \$362,208.69 to be paid through an Installment Purchase Agreement with Huntington National Bank at 3.33% per annum interest, with five payments of \$98,214.08 per annum which includes both principal and interest.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary documents after approval as to form by the County Attorney.

## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** Schafer **Absent:** Tennis **Approved 04/24/2019**

Commissioner Celentino moved to adopt the resolution. Commissioner Koenig supported the motion.

Commissioner Celentino introduced the resolution.

Commissioner Maiville stated he had a disclosure that the itemized list included equipment manufactured by the company he worked for, but he had nothing to do with the purchasing process.

Commissioner Schafer stated that he would vote against the resolution because he objected to lease arrangements. He further stated that he would prefer purchase by capital outlay.

The motion carried. **Yeas:** Crenshaw, Celentino, Grebner, Koenig, Polsdofer, Sebolt, Slaughter, Stivers, Tennis. **Nays:** Maiville, Morgan, Naeyaert, Schafer, Trubac. **Absent:** None.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 14**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO AN AGREEMENT FOR LOCAL AND LONG DISTANCE  
PHONE SERVICES FROM GRANITE**

**RESOLUTION # 19 – 178**

WHEREAS, the current Ingham County local and long distance telephone contract with AT&T expires in May 2019; and

WHEREAS, currently Ingham County pays approximately \$37,000.00 per year for local and long distance service; and

WHEREAS, Ingham County will pay \$30,000.00 per year for long distance calls under the new agreement, recognizing a savings of an estimated \$7,000.00 over current rates; and

WHEREAS, Innovation & Technology is recommending we purchase local and long-distance phone services from Granite for period of 3 years for an estimated total cost of \$90,000.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the local and long distance phone service from Granite not to exceed \$90,000.00 for a period of 3 years.

BE IT FURTHER RESOLVED, that the total cost will be spread to various departments based on usage as per current practice.

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

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

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 15**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF DARK FIBER FROM ZAYO GROUP**

**RESOLUTION # 19 – 179**

WHEREAS, Ingham County's Public Defender's office is moving to a new location; and

WHEREAS, there is a need for data network connectivity back to the County's network; and

WHEREAS, a dark fiber solution has been determined to meet all data connectivity needs while providing the best price for performance; and

WHEREAS, the MDIC grant for the Public Defender's office provides the funds necessary to satisfy this need.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of dark fiber from Zayo Group in an amount not to exceed \$105,000.00.

BE IT FURTHER RESOLVED, the installation cost will be paid from the Public Defender's Leasehold Improvements fund (26028200-977000) and the recurring monthly fees will be paid from the Public Defender's Telephone fund (26028200-921050).

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

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

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 16**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF CISCO NETWORKING EQUIPMENT**

**RESOLUTION # 19 – 180**

WHEREAS, Ingham County's Public Defender's office is moving to a new location; and

WHEREAS, there is a need for data network connectivity back to the County's network; and

WHEREAS, network switches and wireless access points are needed to facilitate this connectivity; and

WHEREAS, the MDIC grant for the Public Defender's office provides the funds necessary to satisfy this need.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of network switches, wireless access points, and associated software licenses from Sentinel Technologies, Inc. in an amount not to exceed \$22,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Public Defender's Office Equipment/Furniture fund (26028200-979000).

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

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

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 17**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TOWER PINKSTER TO PROVIDE  
ENGINEERING SERVICES FOR BOTH THE FIRE SUPPRESSION AND HUMIDIFICATION  
SYSTEMS FOR THE FILE STORAGE AND ELECTION ROOMS IN THE HILLIARD BUILDING**

**RESOLUTION # 19 – 181**

WHEREAS, the rooms at the Hilliard Building that the circuit court files and election documents are stored are in are in need of fire suppression and humidification systems; and

WHEREAS, it is the recommendation of the Facilities Departments to enter into an agreement with Tower Pinkster, a registered vendor who submitted the lowest responsive and responsible proposal of \$8,500.00 for engineering services for the fire suppression and humidification systems; and

WHEREAS, funds for this project are available within the approved CIP Line Item 664-13099-979000-8FC27 which has a current balance of \$257,324.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Tower Pinkster, 242 E. Kalamazoo Ave Ste. 200, Kalamazoo, Michigan, 49007, for the engineering services for the fire suppression and humidification systems at the Hilliard Building for an amount not to exceed \$8,500.00.

BE IT FURTHER RESOLVED, that 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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 18**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH WGI MICHIGAN INC. FOR  
ARCHITECTURAL & ENGINEERING SERVICES FOR TUCK POINTING  
THE FRONT TERRACE OF THE HILLIARD BUILDING**

**RESOLUTION # 19 – 182**

WHEREAS, the brick around the front terrace of the Hilliard Building is deteriorating and is in need of repairs;  
and

WHEREAS, it is the recommendation of Facilities Departments to enter into an agreement with WGI Michigan Inc., who submitted the lowest responsive and responsible proposal of \$24,100.00, for the architectural and engineering services; and

WHEREAS, funds for this project are available within the approved CIP Line Item 245-90210-976000-9F16 which has an available balance of \$80,000.00 for tuck pointing the Hilliard Building front terrace.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with WGI Michigan INC., 5136 Lovers Lane Kalamazoo, Michigan 49002, for the architectural and engineering services for tuck pointing the front terrace of the Hilliard Building for an amount not to exceed \$24,100.00.

BE IT FURTHER RESOLVED, that 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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 19**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #19-082 TO APPROVE PROCEEDING  
TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS**

**RESOLUTION # 19 – 183**

WHEREAS, Resolution #19-082 approved closing permanent conservation easement deeds on the Bergeon Property at a price not to exceed \$251,000.00; and

WHEREAS, an acreage discrepancy was discovered through the appraisal process in which the Road Right of Way was subtracted from the total protected area; and

WHEREAS, the per acre value was determined to be \$3423.00 through the state certified appraisal process, and WHEREAS, the correct acreage should be 75.3 at a price per acre of \$3423.00, which yields an easement value of \$257,752.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve proceeding to close on the Bergeon property at a price not to exceed \$257,752.00.

BE IT FURTHER RESOLVED, that the County 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 and the FOSP Board Director is authorized to sign all nonessential documents.

BE IT FURTHER RESOLVED, that all others in Resolution #19-082 remain unchanged.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.



**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 20**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACTS WITH  
RIETH-RILEY CONSTRUCTION COMPANY, INC.  
FOR ITEMS I & II OF BID PACKET #37-19**

**AND**

**MICHIGAN PAVING & MATERIALS COMPANY  
FOR ITEM III OF BID PACKET #37-19**

**RECYCLING & RESURFACING OF VARIOUS COUNTY PRIMARY AND LOCAL ROADS**

**RESOLUTION # 19 – 184**

WHEREAS, the Road Department has determined that pavement recycling, asphalt resurfacing and repairs are needed on the various county primary and local roads listed below, due to normal deterioration over time; and

WHEREAS, the cost for the primary road projects listed below is/will be budgeted in the 2019 Road Fund Budget, which will be supplemented per a separate future resolution to adjust the 2019 Road Fund Budget to recognize approximately \$2,905,000 in additional state revenue provided per Michigan Public Acts 207 and 618, both of 2018; and

WHEREAS, per Resolution 18-335 adopted by the Board of Commissioners on August 28, 2018, the Road department was also awarded a Michigan Department of environmental Quality (MDEQ) Scrap Tire Market Development Grant of \$500,000 for incorporating post-consumer scrap tires into asphalt paving mixtures, of which \$110,00 of this grant is being used to fund a sub-contract with Michigan State University to research and develop the special asphalt mixture, leaving \$390,000 of said grant to offset costs for test strip placement on Central Park Drive, Okemos Road to Grand River Avenue, which is one of the projects listed below for bid approval; and

WHEREAS, Towner Road, Saginaw Highway (BL 69) to Marsh Road, indicated below under Item I, and the roads listed below under Item III are local roads which will be funded through the 2019 Local Road Program per agreements expected to be executed with Meridian and Lansing Townships respectively per resolutions that will be submitted for approval by the Board of Commissioners after final township approval of these respective bids; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet # 37-19, Items I, II, and III; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidders' proposals met all necessary qualifications, specifications and requirements; and

## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

WHEREAS, Rieth-Riley Construction Company, Inc. of Lansing, MI, submitted the lowest responsive and responsible bids for Items I & II and Michigan Paving & Materials Company, of Lansing, MI, submitted the lowest responsive and responsible bid for Item III as follows:

Item I: Low Bid--\$ 1,232,111.13

Recycling and resurfacing of:

Lake Lansing Road, Lac Du Mont Drive to Marsh Road--\$720,593.54 (included in above Item I total)

Towner Road, Saginaw Highway (BL 69) to Marsh Road--\$511,517.59 (included in above Item I total)

(Local Road in Meridian Township)

Item II: Low Bid--\$ 1,892,092.13

Recycling and resurfacing of:

Dell Road, Aurelius Road to College Road

Central Park Drive, Okemos Road to Grand River Avenue

Newman Road, Marsh Road to Central Park Drive

Item III: Low Bid--\$ 412,382.00

Recycling and resurfacing of:

Kerry Street, Lake Lansing Road to Lansing City Limits

Hopkins Avenue, Downer Avenue to Chester Road

Fitting Avenue, Saginaw Street to Macon Avenue

and;

WHEREAS, a contingency is being requested in the amount of 10% of the low bid costs for each of the Items in Bid Packet #37-19, totaling \$312,420.33 for Items I & II and \$41,238.20 for Item III, as may be needed for any additional work deemed necessary by Road Department staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Company, Inc. for Items I & II and entering into a contract with Michigan Paving & Materials Company, for Item III, both of which contracts will include the recycling, resurfacing and related work as specified in the Ingham County Road Department's Bid Packet # 37-19 for the low bid costs shown above with a 10% requested contingency for a contract total of \$3,436,623.59 for Rieth-Riley Construction Company, Inc. and \$453,620.20 for Michigan Paving & Materials Company, subject to final approval of Meridian and Lansing Townships respectively of the above bids on their respective local roads.

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

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 21**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF  
2019 SEASONAL REQUIREMENT OF SLAG AND CRUSHED NATURAL AGGREGATES**

**RESOLUTION # 19 – 185**

WHEREAS, the Road Department plans to purchase approximately 13,000 tons of 29A and 3/8's x #4, Blast furnace Slag and Crushed Natural Aggregates that meet or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in road chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2019 budget includes controllable expenditures and funds, for these materials and other maintenance material purchases; and

WHEREAS, bids for 29A and 3/8's x #4 blast furnace slag and natural aggregate were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #49-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchases on an as-needed, unit price per ton basis; and

WHEREAS, a blanket PO shall be processed with materials delivered to the 3 Road Department locations based on availability of required material, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$400,000; and

WHEREAS, It is the recommendation of the Purchasing department and Road department to purchase 29A crushed natural aggregate from Sunrise Aggregates, 29A Blast furnace slag from Yellow Rose Transport Inc., 3/8's x #4 Blast furnace slag from Edward C. Levy Co., delivered to the Metro, Eastern and Western garages and to award the bids and purchase on an as-needed, unit price per ton basis; and

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchases on an as-needed, unit price per ton basis, based on availability of required material, with preference based on lowest qualifying bid unit price per ton and quality of material to:

1. Yellow Rose Transport,
  - A. 29A blast furnace slag @ \$29.00 a ton, with an estimated quantity of 3,000 ton delivered to the Western and Metro facilities.
  - B. 29A blast furnace slag @ \$29.95 a ton, with an estimated quantity of 8,000 ton delivered to the Eastern facility.
2. Edward C. Levy Co., 3/8's x #4 blast furnace slag @ 27.35 a ton, with an estimated quantity of 1000 ton delivered to the Eastern facility.
3. Sunrise Aggregates, 29A crushed natural aggregate @ \$20.85 a ton, with an estimated quantity of a 1000 ton, delivered to the Western facility.

## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three listed suppliers and purchase Slag and Crush natural aggregates as needed and budgeted.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION SETTING ENGINEERING CHARGES  
ON SPECIAL ASSESSMENT SUBDIVISION STREET RESURFACING PROJECTS**

**RESOLUTION # 19 – 186**

WHEREAS, Without either a special local millage or special assessment of the benefitting property owners, there is insufficient current road funding to offer complete recycling and resurfacing of subdivision streets for which many are, or will become, in need; and

WHEREAS, Delhi Township uses special assessment to fund major resurfacing of their subdivision streets; and

WHEREAS, Delhi Township has been administering special assessment districts (SAD's) for subdivision street resurfacing in Delhi Township for a number of years as prescribed for townships in Michigan Public Act 188 of 1954, (MCL 41.721 - 41.738) but has recently decided to no longer do this; and

WHEREAS, Michigan Public Act 246 of 1931 as amended (MCL 41.271 - 41.290) provides the means and methods for county road commissions to administer SAD's for road improvement; and

WHEREAS, Per Resolution 12-123, adopted April 24, 2012, the Ingham County Board of Commissioners took over the powers and duties of the former Road Commission, and thus the County Board will need to take over the various Board functions in the SAD process per PA 246 as well; and

WHEREAS, It is necessary to set a charge for engineering services on subdivision SAD projects which would be included in the special assessment as Road department engineering staff capacity may be, or become, insufficient if a number of subdivision SAD projects arise, in which case it may be necessary to outsource engineering on these projects to consulting engineering firms; and

WHEREAS, Although engineering costs typically fall within approximately 20-25% of actual construction costs on most typical road resurfacing project, actual engineering costs can vary considerably, which may create uncertainty in proposing, establishing, and administering SAD resurfacing projects; and

WHEREAS, the Road Department therefore recommends a straight percentage charge, of 20% of low bid amount, for engineering costs, which will be more predictable, consistent, transparent, fairer, and thus typically better received by the residents considering an SAD subdivision street resurfacing project, while also minimizing assessed costs to encourage residents to undertake such projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves setting a charge based on 20% of low bid amount for engineering and project administration costs on special assessment subdivision street resurfacing projects conducted by the Road department.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 23**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN AGREEMENT BETWEEN  
THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND INGHAM COUNTY  
IN RELATION TO ROAD RESURFACING PROJECTS FOR  
LAKE LANSING ROAD FROM HAGADORN ROAD TO SAGINAW HIGHWAY, HAGADORN  
ROAD FROM LAKE LANSING ROAD TO ITS NORTHERN TERMINUS AT BIRCH ROW DRIVE,  
AND BIRCH ROW DRIVE FROM HART STREET TO HAGADORN ROAD**

**RESOLUTION # 19 – 187**

WHEREAS, the Ingham County Road Department received federal funding to resurface Lake Lansing Road from Hagadorn Road to Saginaw Highway; and

WHEREAS, as part of the same project, the Ingham County Road Department intends to also resurface Hagadorn Road from Lake Lansing Road to its northern terminus at Birch Row Drive and Birch Row Drive from Hart Street to Hagadorn Road, using Road Department funds and Meridian Township matching funds; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, a subsequent third party agreement will be forthcoming to define and secure the Meridian Township matching funds; and

WHEREAS, the estimated costs for the project is as follows:

Urban Surface Transportation Program:	\$ 676,704
Urban STP Local Match:	\$ 284,396
Transportation Alternatives Program (TAP):	\$ 159,026
TAP Local Match:	\$ 70,974
ICRD funds for Hagadorn Road & Birch Row	<u>\$ 341,500</u>
	\$ 1,532,600

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract No. 19-5150 with the State of Michigan/MDOT to effect resurfacing of Lake Lansing Road from Hagadorn Road to Saginaw Highway, Hagadorn Road from Lake Lansing Road to its northern terminus at Birch Row Drive, and Birch Row Drive from Hart Street to Hagadorn Road. All for a total estimated cost of \$1,532,600, which consists of \$159,026 of federal TAP funding, \$452,920 of 2019 federal Urban STP funding,



**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

\$223,784 of 2020 federal Urban STP funding, and \$696,870 of Ingham County Road Department and township matching funds.

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

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

## APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 24

Introduced by the County Services and Finance Committees of the:

### INGHAM COUNTY BOARD OF COMMISSIONERS

#### RESOLUTION TO APPROVE MANAGERIAL AND CONFIDENTIAL EMPLOYEE RECLASSIFICATION LEVELS

#### RESOLUTION # 19 – 188

WHEREAS, the Human Resources Department made a call for standard and customary reclassification requests from Managerial and Confidential employees in 2018; and

WHEREAS, all reclassification requests were processed in a manner consistent with the provisions of the Managerial and Confidential Personnel Manual and in a manner consistent with past practice; and

WHEREAS, the Human Resources Department has completed an objective review of all reclassification requests submitted by Managerial and Confidential Employees; and

WHEREAS, the financial impact associated with the proposed reclassifications is as follows:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Deputy Court Administrator	MC 12: 88,344.89	MC 13: 94,510.67	6,165.78
Comm. Health Ctr. Supv./Mgr.	MC 10: 76,191.07	MC 11: 78,613.66	2,422.59
Account Clerk – Parks	MC 02: 40,995.31	MC 04: 46,861.64	5,866.33
Executive Assistant – Parks	MC 05: 50,053.32	MC 07: 58,372.37	8,319.05
Clerical Services Supervisor	MC 08: 63,877.84	MC 10: 76,191.07	12,313.23
Chief Deputy Register of Deeds	MC 09: 69,671.99	MC 10: 76,191.07	6,519.08
Director of Parks	MC 13: 94,510.67	MC 14: 101,825.79	7,315.12
TOTAL:			48,921.08

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the following changes in Appendix D – Compensation Levels of the managerial and Confidential Employee Personnel Manual:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
130016	Deputy Court Administrator	Move from MC 12 to MC 13
601297; 601197; 601376; and 601228	Community Health Center Supervisor	Move from MC 10 to MC 11; Retitle as Community Health Center Manager
759014	Account Clerk – Parks	Move from MC 02 to MC 04
759012	Executive Assistant – Parks	Move from MC 05 to MC 07; Retitle as Administrative Office Coordinator

## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

130026	Clerical Services Supervisor	Move from MC 08 to MC 10
236002	Chief Deputy Register of Deeds	Move from MC 09 to MC 10
759001	Director of Parks	Move from MC 13 to MC 14

BE IT FURTHER RESOLVED, that the changes will be effective the first pay period following approval by the Board of Commissioners.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 25**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND PERSONNEL POLICY NO. 107: SPECIAL PART-TIME,  
TEMPORARY OR SEASONAL EMPLOYEE SICK LEAVE POLICY**

**RESOLUTION # 19 – 189**

WHEREAS, the Paid Medical Leave Act (PMLA), 2018 PA 369, MCL 408.961 requires public and private employers who employ fifty (50) or more individuals to provide eligible employees with paid medical leave in accordance with its provisions; and

WHEREAS, Ingham County is a public employer subject to the requirements of the PMLA; and

WHEREAS, well prior to the enactment of the PMLA, the Ingham County Board of Commissioners approved adoption of Personnel Policy No. 107: Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy in Resolution No. 16-052 on February 23, 2106; and

WHEREAS, Personnel Policy No. 107 provides for paid sick leave to classifications of employees similar to those included by provisions of the PMLA and not covered by a collective bargaining agreement but also differs in some respects from the requirements of the PMLA and therefore, it is proposed that Personnel Policy 107 be amended as noted in the attached proposed draft amended policy; and

WHEREAS, the Human Resources Director recommends that the Ingham County Board of Commissioners approves the attached proposed draft amended policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached proposed draft amended Personnel Policy No. 107: Special Part-Time, Temporary or seasonal Employee Sick Leave Policy.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

Personnel  
Policy No. 107

**Special Part-Time, Temporary or  
Seasonal Employee Sick Leave  
Policy**

Approved: February 23, 2016  
Resolution No. 16-052

**A. Purpose and Applicability**

The purpose of this policy is to establish and administer paid sick leave to employees who meet the definition of “special part-time, temporary or seasonal worker”, and are not covered under a collective bargaining agreement.

**B. Definitions**

**Temporary Employee** - An employee who is hired for a period of less than one thousand five hundred and eight (1,508) hours in a twelve (12) month period and does not meet the definition of regular full-time or regular part-time employee as defined by a collective bargaining agreement. Temporary employees shall be scheduled to work an average of twenty-nine (29) hours or less per week.

**Seasonal Employee** - An employee who is hired for a position for a period of nine (9) months or less as defined below and that time period begins each calendar year in approximately the same part of the year, such as summer or winter. A seasonal employee may be scheduled on a full-time basis (40 hours per week), but must not work in excess of twenty-five (25) weeks per year. A seasonal employee may be scheduled on a part-time basis (no more than 29 hours per week), but must not work in excess of nine (9) months.

**Special Part-Time Employees** - An employee regularly scheduled to work nineteen (19) hours or less per week. These employees are not be covered by the provisions of a collective bargaining agreement or employee personnel manual.

**Excluded Employee** – Employees in positions covered by a valid collective bargaining agreement; Intermittent Replacement, Casual Employees and Substitute Employees not regularly scheduled for work, but are called in to work on an as needed basis; Background Investigators working by assignment for 911; Interns; Student Workers; Temporary Status Work Study. In addition, temporary workers who perform work for Ingham County but are employed by an outside agency are not covered by this policy.

## APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

### C. Procedure

#### 1. Paid Sick Leave:

Effective on the first pay period following approval of this policy or upon hire, employees covered by this policy will be provided two (2) hours of sick leave up to a maximum accumulation of forty (40) hours in a calendar year, under the following terms and conditions:

- a. Effective upon the date of hire, eligible employees, who have reportable hours in the pay period, will be provided two (2) hours of sick leave each pay period up to the maximum of forty (40) hours in a calendar year.
- b. Balances of credited sick leave will be maintained for each calendar year and a maximum of forty (40) hours will be carried over to the next calendar year.
- c. Any portion of the sick leave hours not taken with supervisory approval during the calendar year will be lost.
- d. Eligible employees under this policy that receive promotions into positions represented by a collective bargaining agreement or employee manual will carry over sick leave balances up to forty (40) hours provided under this program to the new position.
- e. Under no circumstances are eligible employees under this policy entitled to any payout for unused sick leave.

#### 2. Use of Paid Sick Leave:

- a. Eligible employees shall be entitled to the use of paid sick leave only after it is credited each pay period.
- b. In order to use paid sick leave, an employee must comply with the Notification requirements provided for in Section 5 and the Documentation requirements provided for in Section 6 of this Policy.
- c. Paid sick Sick leave must be taken in no less than one (1) hour increments.
- d. A maximum of forty (40) hours of paid sick leave (or fewer, in accordance with the provisions of (e) or (f) below) may be used by the last reportable pay period in the calendar year.
- e. Sick leave may only be used in lieu of previously scheduled hours.
- f. Temporary Employees may not use sick leave so their weekly compensation exceeds twenty-nine (29) hours; Special Part-Time Employees may not use sick leave so their weekly compensation exceeds nineteen (19) hours; and Full-time Seasonal Employees may not use sick leave so their employment extends beyond twenty-five (25) weeks in any year. Part-time Seasonal Employees may not use sick leave so their employment extends beyond nine (9) months.

## APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

3. Pay Rate for Paid Sick Leave:

Sick leave will be paid at the employee's normal hourly rate at the time the leave is taken and the hours used shall not be included in the computation of overtime.

4. Reasons for Use of Paid Sick Leave:

Eligible Employees may only use paid sick leave for the following reasons:

- a. To treat the employee's own illness, injury, physical or mental health condition; or for preventative medical care for the employee; or for closure of their workplace due to declaration of a public health emergency.
- b. For the treatment of the employee's child's or spouse's illness, injury, physical or mental health condition; or preventative medical care; or for closure of the school or daycare of the employee's child due to declaration of a public health emergency.
- c. For the employee's treatment or services related to the employee's status as a victim in a family violence or sexual assault incident, for the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to such family violence or sexual assault; to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.
- d. Any other eligible reason as defined by the Paid Medical Leave Act, 2018 PA 369, MCL 408.961 *et seq.*

5. Notification:

The eligible employee or designee shall notify her/his supervisor either verbally or in writing as soon as s/he knows that paid sick leave is needed. This notification must be made no later than one (1) hour prior to the worker's scheduled start time or as soon as the need for use of paid sick leave is known by the employee. If the reason for the paid sick leave is foreseeable, the employee must provide at least seven (7) days advance notice to their supervisor, or if the leave is not foreseeable, the employee must provide as much notice as is practicable.

6. Documentation:

Documentation signed by a health care provider (or other relevant resource based upon the need for the leave) indicating the need for more than two (2) days of paid sick leave will be required by the employee's supervisor. When requested by the Employer, Employees are required to provide documentation within 3 days following use of paid sick leave.

7. Enforcement:

Violations of this policy may result in appropriate disciplinary measures.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 26**

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT THE 2019 COUNTY EQUALIZATION REPORT  
AS SUBMITTED WITH THE ACCOMPANYING STATEMENTS**

**RESOLUTION # 19 – 190**

WHEREAS, the Equalization Department has examined the assessment rolls of the 16 townships and five cities within Ingham County to ascertain whether the real and personal property in the respective townships and cities has been equally and uniformly assessed; and

WHEREAS, based on its studies, the Equalization Department has presented to the Equalization Sub-Committee the 2019 Equalization data that equalizes the townships' and cities' valuations, by adding to or deducting from the valuations of the said taxable property in the 16 townships and five cities, an amount which represents the true cash value; and

WHEREAS, the attached report is the result of the foregoing process.

THEREFORE BE IT RESOLVED, by the Board of Commissioners of the County of Ingham, that the accompanying statements be, and the same hereby are, approved and adopted by the Board of Commissioners of the County of Ingham as the equalized value of all taxable property, both real and personal, for each of the 16 townships and five cities in said County for real property values equalized at \$8,941,151,125 and personal property values equalized at \$671,281,104, for a total equalized value of real and personal property at \$9,612,432,229 pursuant to Section 211.34 MCL, 1948, as amended.

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Commissioner Grebner moved to adopt the resolution. Commissioner Naeyaert supported the motion.

Commissioner Grebner introduced the resolution.

The motion carried unanimously by roll call vote.



**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 27**

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION DESIGNATING COUNTY REPRESENTATIVES  
AT STATE TAX COMMISSION HEARINGS**

**RESOLUTION # 19 – 191**

WHEREAS, the State Tax Commission has by statute the responsibility to annually equalize all county equalization reports for the State of Michigan; and

WHEREAS, the State Equalization hearing date and issuance of final order is set for Tuesday, May 28, 2019; and

WHEREAS, under administrative procedures the State Tax Commission requires that each county designate the individuals selected to represent the County at said hearing.

THEREFORE BE IT RESOLVED, that William E. Fowler, Equalization Director, and Commissioners Randy Maiville, Thomas Morgan, and Randy Schafer, be and hereby are appointed to represent the County of Ingham at the preliminary meeting on Monday, May 13, 2019 and the Annual State Equalization Hearing on Tuesday, May 28, 2019, and any other dates as set by the State Tax Commission, in the matter of the 2019 equalization of assessments for Ingham County.

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 28**

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2019 INGHAM COUNTY BUDGET**

**RESOLUTION # 19 – 192**

WHEREAS, the Board of Commissioners adopted the 2019 Budget on October 23, 2018 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller's staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2019 BUDGET 03/11/19</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$86,167,265	50,523	\$86,217,788
201	Road	26,631,154	23,500	26,654,654
205	Animal Control Millage	487,830	(58,511)	429,319
215	Friend of Court	6,044,680	20,000	6,064,680
221	Health	20,516,715	7,000	20,523,715
228	Trails & Parks Millage	4,415,026	10,119,160	14,534,186
245	Public Improvements	690,480	1,322,666	2,013,146
261	9-1-1 Emergency Phone	8,609,642	459,123	9,068,765
561	Fair	1,134,599	214,500	1,563,599
595	Jail Commissary Fund	772,959	46,000	818,959
631	Building Authority Operating	4,087,877	153,932	4,241,809
636	Innovation & Technology	5,402,468	863,544	6,266,012
664	Mach. & Equip. Revolving	1,086,437	802,781	1,889,218

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Commissioner Grebner moved to adopt the resolution. Commissioner Koenig supported the motion.

Commissioner Grebner introduced the resolution.

The motion carried unanimously by roll call vote.

# APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

## GENERAL FUND REVENUES

	<u>2019 Budget –</u> <u>03/11/19</u>	<u>Proposed</u> <u>Changes</u>	<u>2019 Proposed</u> <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	51,995,716	0	51,995,716
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,210,267	0	6,210,267
Convention/Tourism Tax - Liquor	1,409,713	0	1,409,713
Court Equity Funding	1,462,712	0	1,462,712
Personal Property Tax Replacement	750,000	0	750,000
Use of Fund Balance - Committed	0	0	0
Use of Fund Balance - Uncommitted	2,031,774	99,774	2,131,548
<b>Department Generated Revenue</b>			
Animal Control	1,258,447	(58,511)	1,199,936
Circuit Court - Family Division	1,277,769	0	1,277,769
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Court - General Trial	2,148,487	0	2,148,487
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	618,850	0	618,850
District Court	2,254,348	0	2,254,348
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,550	0	75,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	6,532	0	6,532
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	52,649	0	52,649
Probate Court	277,178	0	277,178
Prosecuting Attorney	657,720	0	657,720
Purchasing	0	0	0
Register of Deeds	2,298,237	0	2,298,237
Remonumentation Grant	85,000	9,260	94,260
Sheriff	4,736,517	0	4,736,517
Treasurer	4,492,133	0	4,492,133

## APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	410,996	0	410,996
<b>Total General Fund Revenues</b>	<b>86,167,265</b>	<b>50,523</b>	<b>86,217,788</b>

### GENERAL FUND EXPENDITURES

	<u>2019 Budget –</u> <u>03/11/19</u>	<u>Proposed</u> <u>Changes</u>	<u>2019 Proposed</u> <u>Budget</u>
Board of Commissioners	618,642	0	618,642
Circuit Court - General Trial	9,167,583	0	9,167,583
District Court	3,309,520	0	3,309,520
Circuit Court - Friend of the Court	1,614,912	0	1,614,912
Jury Board	1,190	0	1,190
Probate Court	1,616,078	0	1,616,078
Circuit Court - Family Division	5,795,303	0	5,795,303
Jury Selection	171,910	0	171,910
Elections	289,560	0	289,560
Financial Services	824,457	0	824,457
County Attorney	474,525	0	474,525
County Clerk	1,153,296	0	1,153,296
Controller	979,481	6,650	986,131
Equalization/Tax Services	765,751	0	765,751
Human Resources	843,944	0	843,944
Prosecuting Attorney	6,975,094	0	6,975,094
Purchasing	247,588	0	247,588
Facilities	1,933,489	0	1,933,489
Register of Deeds	869,568	0	869,568
Remonumentation Grant	85,000	9,260	94,260
Treasurer	590,285	0	590,285
Drain Commissioner	1,113,156	0	1,113,156
Economic Development	328,271	0	328,271
Community Agencies	208,550	0	208,550
Ingham Conservation District Court	8,089	0	8,089
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	212,600	0	212,600
Sheriff	20,892,683	0	20,892,683
Metro Squad	37,670	0	37,670
Community Corrections	178,614	0	178,614
Animal Control	2,424,954	27,613	2,252,567
Emergency Operations	235,620	0	235,620
Board of Public Works	300	0	300

## APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

Drain Tax at Large	520,000	0	520,000
Health Department	5,835,086	7,000	5,842,086
CHC	3,733,299	0	3,733,299
Jail Medical	1,680,962	0	1,680,962
Medical Examiner	676,225	0	676,225
Substance Abuse	708,102	0	708,102
Community Mental Health	2,061,941	0	2,061,941
Department of Human Services	1,972,497	0	1,972,497
Tri-County Aging	97,724	0	97,724
Veterans Affairs	618,664	0	618,664
Cooperative Extension	406,589	0	406,589
Parks and Recreation	1,637,189	0	1,637,189
Contingency Reserves	341,450	0	341,450
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	25,000	0	25,000
Capital Improvements	1,710,158	0	1,710,158
<b>Total General Fund Expenditures</b>	<b>86,167,265</b>	<b>50,523</b>	<b>86,217,788</b>

## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

### **General Fund Revenues**

Remonumentation Grant	Increase of \$9,260 in grant funds for remonumentation.
Animal Control	Decrease revenue transfer of \$58,511 in from 205 Animal Control Millage Fund to balance due to reduction in expenses.
Use of Fund Balance-Uncommitted	Increase of use of fund balance \$99,774 due to revenue and expense changes.

### **General Fund Expenditures**

Remonumentation Grant	Increase of \$9,260 in grant expenses for remonumentation.
Health	Increase transfer in the amount of \$7,000 to replace funding used for Youth Commission expenses.
Controller	Additional funds of \$6,650 requested for attendance for the MUNIS Continuous Education Program out of state expenses.
Animal Control	Re-appropriate operating funds of \$27,613 for purchase of truck not expensed in 2018.

### **Non-General Fund Adjustments**

Road (F201)	Increase revenue and expense budgets in the amount of \$23,500 to recognize insurance proceeds to cover a truck that was totaled.
Animal Control Millage (F205)	Decrease transfer to Fund 101 due to reduction in expenses in the amount of \$58,511 and increase 205 Fund balance.
Friend of Court (F215)	Re-appropriate funds for the following projects; Reinforcement of Doors (\$12,500), Install Card Readers (\$7,500) for CIP 2018.
Health (F221)	Increase transfer from Fund 101 in the amount of \$7,000 to replace funding used for Youth Commission expenses.
Trails & Parks Millage (F228)	Re-appropriate remaining funds for Trails & Parks projects approved by Resolutions 16-257, 16-328, 17-109, 18-110, 18-186, and 18-533 (\$9,973,005). Re-appropriate funds for McNamara accessible boat launch (\$110,097) from CIP 2016, Pump House Building (\$3,315), Restrooms Refurbishment (\$2,743), Gravel/Millings Burchfield & Lake Lansing (\$30,000) from CIP 2017.

## APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

Public Improvement (F245)	Re-appropriate funds for Overlook Shelter roof/restrooms (\$80,289), gravel road maintenance Lake Lansing South (\$7,000) and Burchfield (\$7,000) from CIP 2016. Re-appropriate funds for the following capital improvement projects: District Court Public Bath Flooring (\$17,293), and Replace Insulation Rooftop (\$15,000) from CIP 2015, Rooftop Duct Insulation (\$20,213), and Steam Repairs VMC (\$20,000) from CIP 2017, Indoor Firearms Range (\$5,000), Lock Replacement Jail (\$8,156), and Jail Plumbing Repairs (\$8,714) from CIP 2016, Jail Plumbing Study (\$25,000), Jail Roof Repairs (\$33,847), Training Center Roof (\$21,096), Lock Repair Parts (\$14,689) all from CIP 2017, Jail Heat Pumps/Piping (\$40,671), and Replace Jail Water Softener (\$25,000) from CIP 2016, RTU Duct Insulation (\$23,160) from CIP 2017, Jail Chiller Replacement (\$435,928), Jail Locking System (\$209,410), FCHC Drain Repairs (\$12,000), YC Tuck pointing (\$85,000), and Clock Tower Repairs (\$208,200) from CIP 2018.
9-1-1 Emergency Phone (F261)	Re-appropriate funds for the following projects; Radio system battery replacement (\$20,000) per 2016 capital budget and Phone System Upgrade to VESTA 911 (\$300,000) from the CIP 2017. Re-appropriate Training Room Remodel (\$80,000), Test Servers Inform CAD and Mobile (\$35,323), Inform CAD API (\$8,600), Inform Browser (\$15,200) from CIP 2018.
Fair (F561)	Re-appropriate funds for the following projects; Cement Placement (\$90,000), Replace Paved Surfaces (\$120,000), Replacement of Fair Laptop, (\$4,500) from 2018 CIP.
Jail Commissary Fund (F595)	Re-appropriate funds for the following projects for Circuit Court; Floor Key Card Access (\$10,000), Court Room Gates (\$10,000), and Main Interior Security Door (\$6,000) for CIP 2018 Re-appropriate funds for the following project for Jail; Kitchen Tray Conveyor Replacement (\$20,000) for CIP 2018.
Bldg. Authority Operating (F631)	Re-appropriate funds for the following projects at HSB; Replace Entrance Door (\$13,215) from CIP 2016, Concrete Repairs (\$25,000), Parking Lot Repairs (\$91,709), Door Replacement (\$22,000), and DHHS Data Room AC replacement (\$2,008) from CIP 2018.



## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

### **Innovation & Technology (F636)**

Re-appropriate remaining funds for the following projects: Probate Court scanning project (\$121,268) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2018; Network Redesign (\$162,447), wireless project (\$160,000), Network Analysis Tools (\$25,000), Microsoft Licensing (\$15,000), SAN License (\$20,000), Phone Software (\$15,000), Web Software Licensing (\$25,000), Web Site Revamp (\$30,000), Network Security Assessment (\$40,000), Wiring Project (\$10,000) and Phone System Upgrade (\$3,397).

### **Mach/Equip. Revolving (F664)**

Re-appropriate Circuit Court's imaging/scanning project (\$380,518), and E-filing software (\$10,000) from CIP 2014 and R18-190, courtroom tech replacements (\$10,923), Courtview training (\$5,000), and key card holder (\$2,600) from CIP 2014 and 2015 , computer, keyboard, monitor (\$1,171) and phonic ear (\$750) from 2017. Courtroom Technology Replacements (\$159,226) from 2018. Animal Control's bullet proof vest (\$4,490), Toughbook (\$19,205) from 2016, 2017 and 2018 CIP. Equalization's Software for Online Mapping (\$10,000) from 2018 CIP. District Court's Lobby Furniture CIP 2016 (\$2,592) and Two Way Radios CIP 2017 (\$1,750). Re-appropriate funds for computer replacements budgeted but not purchased in 2018 for the following departments; Innovation & Technology (\$4,236), Sheriff (\$19,100), Health Dept (\$76,000), and Prosecuting Attorney (\$17,000). To appropriate (\$17,048) for the purchase of replacement scanners for the Circuit Court's Family Support due to the old difficulty supporting newest version of OnBase. Re-appropriate Facilities' Pump Out Vacuum (\$3,000), and Truck Plow Replacement (\$8,500) from CIP 2018. Re-appropriate Sheriff's Replacement of Bullet Resistant Vest (\$10,608) from CIP 2018. Re-appropriate Probate Court's Courtroom Upgrades (\$20,564) and the Prosecuting Attorney's Scanner Replacements (\$18,500) from CIP 2018.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 29**

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING SHARON VERHOUGSTRAETE**

**RESOLUTION # 19 – 193**

WHEREAS, Sharon Verhougstraete began her career in 1998 with Ingham County Health Department (ICHD) in the Office For Young Children (OYC) as an Account Clerk; and

WHEREAS, as an Account Clerk, Sharon was responsible for greeting clients, answering phones, ordering supplies and receipting payments; and

WHEREAS, Sharon performed back-up receptionist duties for the Tobacco Licensing program for several years in a compassionate and professional manner that was recognized and appreciated by her peers; and

WHEREAS, Sharon coordinated duties related to OYC's Lansing Scholarship Program which involved a careful review of all applications semi-annually with awards being given out to those providers who met the criteria of the scholarship; and

WHEREAS, Sharon was in charge of reviewing monthly attendance forms from the child care providers and processing requests for disbursements which often required a challenging and demanding process of follow-up with providers that Sharon handled with patience and composure; and

WHEREAS, Sharon began dividing her time as an Account Clerk between OYC and Billing and Reporting in 2010 to assist the billing team with special projects where she eventually transitioned to a full-time Account Clerk in 2013; and

WHEREAS, as a full-time Billing and Reporting Clerk, Sharon mastered a variety of tasks including primary responsibility for commercial insurance claims, payments and follow-up as well as generating patient statements for services in a caring and confident manner; and

WHEREAS, Sharon's positive interaction with patients and staff demonstrated her diverse knowledge of many topics and subjects which allowed her to not only perform her duties accurately and timely but also allowed her to contribute to assisting many co-workers and colleagues in achieving the same; and

WHEREAS, Sharon's skills, initiative, and positive support of her team members will be missed by her colleagues; and

WHEREAS, with more than 20 years of dedicated service to the Ingham County Health Department, Sharon is retiring from her position as Billing & Reporting Clerk.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Sharon Verhougstraete for more than 20 years of dedicated service to Ingham County Health Department and extends its sincere appreciation for the many contributions she has made to the citizens of Ingham County.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

BE IT FURTHER RESOLVED, that the Board of Commissioners wishes Sharon continued success in all of her future endeavors.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/22/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 30**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT FUNDS FOR THE HEALTHY START GRANT**

**RESOLUTION # 19 – 194**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept grant funds in the amount of \$5,470,000.00 from the United States Department of Health and Human Services (USDHHS) for ICHD's Healthy Start (HS) program; and

WHEREAS, HS is a national initiative focusing on eliminating disparities in perinatal health by reducing the rate of infant mortality and improving perinatal outcomes to areas with high annual rates of infant mortality; and

WHEREAS, in Resolution #14-413, the Board of Commissioners accepted a grant in the amount of \$3,532,933 and authorized an agreement with the USDHHS's Division of Health Resources and Services Administration (HRSA) for the HS grant effective September 1, 2014 through March 31, 2019; and

WHEREAS, ICHD has again been awarded funding from the USDHHS's Division of HRSA to continue and expand its HS Program for the period of April 1, 2019 through March 31, 2024 in the amount of \$5,470,000; and

WHEREAS, year one funding (4/01/2019 through 3/31/2020) totals \$1,070,000 and years two through five (4/1/2020 through 3/31/2024) support the project at \$1,100,000 annually which will allow ICHD's HS program to continue working towards the program goals; and

WHEREAS, ICHD will also subcontract with the Michigan Public Health Institute (MPHI) in an amount not to exceed \$94,892 for providing a comprehensive evaluation of ICHD's HS initiative and with Florida State University in an amount not to exceed \$15,000 which will allow ICHD's HS staff to receive Partners for a Healthy Baby training to be completed before September 1, 2019; and

WHEREAS, these grant funds will allow for the continued funding of the following established positions:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Healthy Start Project Coordinator	1	#601480	ICEA PRO/9	\$63,413.57 to \$76,125.37
Healthy Start Health Educator	1	#601446	ICEA PRO/7	\$53,158.82 to \$63,815.36
Fatherhood Facilitator	1	#601481	ICEA PRO/5	\$44,839.76 to \$53,828.83
Community Health Workers	3 Total	#601484, #601483 601482	UAW/D	\$33,048.96 to \$39,344.00

## APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

WHEREAS, these grant funds will also fund the creation of the following new positions within ICHD's HS program for the duration of the grant:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Nurse Practitioner	0.75	To Be Assigned	MNA/6	\$59,055.57 to \$70,883.00
Medical Assistant	1	To Be Assigned	UAW/D	\$33,048.96 to \$39,344.00
Medical Social Worker	1	To Be Assigned	ICEA PRO/7	53,158.82 to \$63,815.36

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners accept the grant award in the amount of up to \$5,470,000 from the USDHHS, HRSA for the period of April 1, 2019 through March 31, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting funds from USDHHS HRSA in the amount up to \$5,470,000 for the period of April 1, 2019 through March 31, 2024 for the Healthy Start grant.

BE IT FURTHER RESOLVED, that subcontracts are authorized with MPHI in an amount not to exceed \$94,892 to provide a comprehensive evaluation of ICHD's Healthy Start initiative, and with Florida State University in an amount not to exceed \$15,000, which will allow ICHD's HS staff to receive Partners for a Healthy Baby training to be completed before September 1, 2019.

BE IT FURTHER RESOLVED, that these grant funds will allow for the continued funding of the following established positions:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Healthy Start Project Coordinator	1	#601480	ICEA PRO/9	\$63,413.57 to \$76,125.37
Healthy Start Health Educator	1	#601446	ICEA PRO/7	\$53,158.82 to \$63,815.36
Fatherhood Facilitator	1	#601481	ICEA PRO/5	\$44,839.76 to \$53,828.83
Community Health Workers	3 Total	#601484, #601483 601482	UAW/D	\$33,048.96 to \$39,344.00

BE IT FURTHER RESOLVED, that these grant funds will also fund the creation of the following new positions within ICHD's HS program for the duration of the grant:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Nurse Practitioner	0.75	To Be Assigned	MNA/6	\$59,055.57 to \$70,883.00
Medical Assistant	1	To Be Assigned	UAW/D	\$33,048.96 to \$39,344.00
Medical Social Worker	1	To Be Assigned	ICEA PRO/7	53,158.82 to \$63,815.36

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

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

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert

**Nays:** None **Absent:** None **Approved 04/22/2019**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 31**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE  
2019 COUNTY VETERAN SERVICE GRANT**

**RESOLUTION # 19 – 195**

WHEREAS, House Bill 5536 has passed and The Michigan Veterans Affairs Agency has accepted the Ingham County Application for the 2019 County Veteran Service Fund Grant for the project title “Empowerment Initiative”; and

WHEREAS, the grant award will be funded for up to \$99,117 of approved costs during the grant period; and

WHEREAS, Ingham County will receive a direct payment of \$50,000 and the remaining \$49,117 will be paid on a reimbursement basis.

THEREFORE BE IT RESOLVED, that Ingham County accepts the 2019 County Veteran Service Fund Grant in the amount of \$99,117 effective the date of execution through September 30, 2019, to be used for the purpose of increased veteran service operations, technological advantages, marketing and salary increases.

BE IT FURTHER RESOLVED, that any changes to classification and compensation for Veterans Affairs Department staff consistent with this grant will be approved by a separate resolution.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert

**Nays:** None **Absent:** None **Approved 04/22/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 32**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE COLLABORATIVE AGREEMENT WITH THE  
CAPITAL AREA UNITED WAY**

**RESOLUTION # 19 – 196**

WHEREAS, the Capital Area Behavioral Risk Factor Survey (Capital Area BRFS) measures a number of health indicators and quality of life indices including chronic diseases, cigarette and alcohol use, obesity and physical activity, and neighborhood safety; and

WHEREAS, data from the Capital Area BRFS is essential to the Healthy! Capital Counties community health assessment done in collaboration with two neighboring health departments and the four local hospitals in the region; and

WHEREAS, data from the Capital Area BRFS is central to the Community Indicators Project, a core component of Ingham County Health Department's (ICHD's) strategy for informing the community about health status; and

WHEREAS, ICHD and Capital Area United Way (CAUW) executed a collaborative agreement in 2005, wherein the United Way arranges for consulting and contractual services in support of the Community Indicators Project; and

WHEREAS, the collaborative agreement was originally authorized in Resolution #05-148 and amended in Resolutions #06-205, #07-154, #08-239, #09-197, #10-023, #11-399, #13-016, #14-226, #15-176, #16-405, #17-325, #18-028 and collaborative activities have continued since the agreement's inception; and

WHEREAS, under this agreement the CAUW has coordinated funding from Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD), and ICHD to administer the Capital Area BRFS; and

WHEREAS, this resolution will authorize an amendment to the agreement with CAUW and enable data collection to continue; and

WHEREAS, the amendment shall extend the term of the agreement from October 1, 2018 through September 30, 2019; and

WHEREAS, the amount of the amended contract shall be up to \$23,532.84 and the funds to support this collaboration are included in ICHD's 2019 budget; and

WHEREAS, the Health Officer has recommended that ICHD continue its collaborative agreement with the CAUW.



## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with the CAUW for a term of October 1, 2018 through September 30, 2019 in an amount not to exceed \$23,532.84 to coordinate the Capital Area BRFS.

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.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert

**Nays:** None **Absent:** None **Approved 04/22/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Commissioner Tennis moved to adopt the resolution. Commissioner Koenig supported the motion.

Commissioner Sebolt disclosed that the Michigan Association of United Ways had a relationship with his employer, the Michigan AFL-CIO.

The motion carried unanimously.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 33**

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING LANCE LANGDON FOR HIS YEARS OF SERVICE  
TO THE COUNTY OF INGHAM AND THE EAST LANSING POLICE DEPARTMENT**

**RESOLUTION # 19 – 197**

WHEREAS, Lance Langdon began serving as the Director of the 911 Center in February of 2012; and

WHEREAS, prior to this time he worked for the East Lansing Police Department for 25 years, reaching the rank of Lieutenant; and

WHEREAS, Lance played an instrumental role in merging of the City of Lansing and City of East Lansing 911 Centers into what is now the Ingham County 911 Center; and

WHEREAS, under Lance's leadership the 911 Center acquired and implemented technology and equipment upgrades to receive emergency calls to better address the safety needs of the public; and

WHEREAS, Lance retired from his position as Director of the Ingham County 911 Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Lance Langdon for his many years of service to the citizens of Ingham County as the Director of the 911 Center and for his 25 years of service with the East Lansing Police Department.

BE IT FURTHER RESOLVED, that the Board appreciates his many contributions and commitment toward ensuring the public safety and well-being of the citizens of the County of Ingham.

BE IT FURTHER RESOLVED, that the Board wishes him the best in his future endeavors.

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer  
**Nays:** None **Absent:** None **Approved 04/18/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 34**

Introduced by the Law & Courts, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE LETTER OF UNDERSTANDING WITH  
CAPITOL CITY LABOR PROGRAM (CCLP) CORRECTIONS UNIT**

**RESOLUTION # 19 – 198**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County, the Ingham County Sheriff's Office, and the Capitol City Labor Program, Inc. (CCLP) – Corrections Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the parties wish to amend the Agreement; and

WHEREAS, the Ingham County Sheriff's Office and Human Resources have discussed with the CCLP Corrections Unit the need for allowing the annual vacation accrual to be increased to 380 hours until December 31, 2020 and payment of hours in excess of the maximum vacation accrual allowed due to current staffing levels until December 31, 2019, at which time payment of hours in excess of the maximum vacation accrual allowed will discontinue and have prepared the attached Letter of Understanding between the parties; and

WHEREAS, the provisions of the Letter of Understanding have been approved by the Law and Courts, County Services, and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding between Ingham County and the CCLP Corrections Unit with respect to allowing the annual vacation accrual to be increased to 380 hours until December 31, 2020 and payment of vacation hours in excess of the maximum accrual allowed until December 31, 2019, at which time such practice will discontinue.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer  
**Nays:** None **Absent:** None **Approved 04/18/2019**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 04/23/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

# APRIL 30, 2019 STATUTORY EQUALIZATION MEETING

## LETTER OF UNDERSTANDING

BETWEEN  
INGHAM COUNTY SHERIFF  
AND  
CAPITOL CITY LABOR PROGRAM, INC.  
CORRECTIONS UNIT

### INCREASE IN MAXIMUM VACATION ACCUMULATION

**WHEREAS**, the current collective bargaining agreement between the parties provides in Article 33, VACATION, Section 5a that annual leave days not used may only be accumulated to a maximum of 300 hours or alternatively to a maximum of 320 hours where the Employee secures the written approval of the Undersheriff; and

**WHEREAS**, due to the staffing level currently existing in the Sheriff's Office the parties established a temporary expanded maximum vacation (annual leave) accumulation of 380 hours through December 31, 2017 through the use of a Letter of Understanding which expired by its terms on December 31, 2017; and

**WHEREAS**, the parties recognize a need to renew and extend the expanded maximum vacation accumulation limit through December 31, 2020 as well as to document retroactively to January 1, 2018, the practice of the parties in allowing vacation accumulations beyond the 300 or 320 contract maximums; and

**WHEREAS**, Corrections Officers will not be allowed to continue to accrue vacation (annual leave) above the 380 hour agreed upon maximum; and

**WHEREAS**, the parties have come to an agreement on renewal of and continuation of the expanded maximum accumulation and there will be no future accrual of or payment for vacation hours accrued over and above the 380 hour maximum accumulation except as stated below in paragraph 2.

**NOW, THEREFORE, IT IS HEREBY AGREED**, between the parties as follows:

1. The annual maximum vacation accrual shall be increased to 380 hours without the requirement for the written approval of the Undersheriff retroactive to January 1, 2018 through December 31, 2020.
2. Corrections Deputies will continue to receive the cash out of vacation accrued over and above the 380 hours maximum accumulation until December 31, 2019, at which time such practice will discontinue.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

3. This Letter of Understanding will be effective through December 31, 2020, at which time the temporary increase in maximum leave accumulation shall expire.

**COUNTY OF INGHAM**

**CCLP CORRECTIONS DIVISION**

\_\_\_\_\_  
Bryan Crenshaw, Chairperson      Date

\_\_\_\_\_  
Tom Krug, Executive Director      Date

**SHERIFF OF INGHAM COUNTY**

\_\_\_\_\_  
Sheriff Scott Wriggelsworth      Date

\_\_\_\_\_  
Jack Bonner      Date

APPROVED AS TO FORM FOR INGHAM  
COUNTY:

COHL, STOKER & TOSKEY, P.C.

By:       4/04/2019  
Bonnie G. Toskey      Date

\\CSTD01\Company\Client\Ingham\Sheriff\NegstCCLP (FOP) Corrections\LOUs\2019 LOU Increase in Max Vacation Accum.docx

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 35**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTINUE SUPPORT SERVICE AGREEMENT WITH CAROUSEL  
INDUSTRIES FOR THE JAIL & TRAINING ROOMS AUDIO & VIDEO SYSTEMS**

**RESOLUTION # 19 – 199**

WHEREAS, the Ingham County Jail and Training Rooms had audio & video systems installed in 2014; and

WHEREAS, the Innovation and Technology Department worked with Carousel Industries to replace the failed/failing Grand Valley audio system; and

WHEREAS, the new jail and training rooms audio & video systems were completed in several phases by the end of 2014; and

WHEREAS, the Jail and Training Rooms Video & Audio systems will be covered under this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the continued Support Service Agreement (SSA) for the Jail and Training Rooms Audio & Video systems from Carousel Industries.

BE IT FURTHER RESOLVED, that the cost of the SSA, in an amount not to exceed \$5,799.75, will be paid from the 63625810-932030 IT Maintenance account.

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

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

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer  
**Nays:** None **Absent:** None **Approved 04/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 36**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO A CURRENT CONTRACT  
WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR  
TRANSPORT SERVICES OF SPECIFIC JUVENILES BY SHERIFF'S DEPUTIES**

**RESOLUTION # 19 – 200**

WHEREAS, the Michigan Department of Health and Human Services seeks to amend a current contract for transportation of specific juveniles; and

WHEREAS, the purpose of the amendment is to exercise the second of two one year extension options extending the term of the contract for one additional year, through September 30, 2020, and add a not to exceed reimbursement amount of \$15,000 for this final year; and

WHEREAS, the Ingham County Sheriff's Office wishes to continue the service provided to the Michigan Department of Health and Human Services for transportation of specific, in-custody juveniles; and

WHEREAS, the Michigan Department of Health and Human Services shall reimburse Ingham County for the Sheriff Deputies' overtime wages and transportation costs in an amount not to exceed \$45,000 in total for the contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to continue its participation with the Michigan Department of Health and Human Services for the transportation of specific in-custody juvenile inmates for an amount not to exceed \$15,000 for 2019-2020, extending the contract expiration to September 30, 2020.

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

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer

**Nays:** None **Absent:** None **Approved 04/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

**APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

**ADOPTED – APRIL 30, 2019  
AGENDA ITEM NO. 37**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH REHMANN CONSULTING TO ASSIST  
THE FRIEND OF THE COURT, PROSECUTING ATTORNEY, AND INNOVATION &  
TECHNOLOGY DEPARTMENTS IN IMPLEMENTING THE INDEPENDENT SECURITY AUDIT  
REQUIREMENT AS SET FORTH IN MICHIGAN OFFICE OF CHILD SUPPORT IV-D  
MEMORANDUM 2017-011**

**RESOLUTION # 19 – 201**

WHEREAS, IV-D Memorandum 2017-011 requires Michigan Friend of the Court and Prosecuting Attorney offices with county managed networks and applications to complete an Independent Security Audit by September 30, 2019; and

WHEREAS, this Independent Security Audit is also a requirement of the Cooperative Reimbursement Program (CRP) contract, which is in effect for the five year period beginning October 1, 2017, and ending September 30, 2022; and

WHEREAS, adherence to the terms of the CRP contract is necessary for the Friend of the Court, and the Family Support Unit of the Prosecuting Attorney's office, to continue to receive 66% reimbursement for Title IV-D (child support enforcement) funding from the federal government, through the Michigan Department of Health and Human Services Office of Child Support; and

WHEREAS, for the fiscal year ending September 30, 2019, approximately \$4.9 million has been budgeted for Title IV-D funding, including incentive funding, for both the Friend of the Court and the Prosecuting Attorney; and

WHEREAS, for the fiscal year ending September 30, 2019, \$50,000 of IV-D funding was budgeted for a security audit consultant, to assist in meeting the requirements of IV-D Memorandum 2017-011; and

WHEREAS, Rehmann Consulting has submitted a comprehensive security audit consulting proposal for completing these requirements, following a meeting held with the Ingham County Purchasing Director, IT Director, Friend of the Court, and Chief Assistant Prosecuting Attorney; and

WHEREAS, the amount of the proposal, \$25,500, is less than the \$50,000 budgeted for a security audit consultant for the fiscal year ending September 30, 2019; and

WHEREAS, Rehmann Group is an active vendor under the MiDeal Extended Purchasing Program, Contract #071B7700021, for vulnerability assessment and financial accounting and auditing services, which is awarded by the State of Michigan's Department of Technology, Management, and Budget, after following a competitive bidding process; and



## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

WHEREAS, county policy allows for the purchase of goods and services from cooperative bidding agreements, such as MiDeal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a \$25,500 contract with Rehmann Group, for the fiscal year ending September 30, 2019, for consulting services necessary to implement the requirements of IV-D Memorandum 2017-011.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments necessary to properly budget and account for these expenditures.

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

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer

**Nays:** None **Absent:** None **Approved 04/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Tennis **Approved 04/24/2019**

Adopted as part of a consent agenda.

## **APRIL 30, 2019 STATUTORY EQUALIZATION MEETING**

### **SPECIAL ORDERS OF THE DAY**

Commissioner Slaughter moved to appoint Thomas Trumble to the Veterans Affairs Committee. Commissioner Morgan supported the motion.

The motion carried unanimously.

Commissioner Slaughter moved to suspend term limits and reappoint Larry Van Ostran to the Veterans Affairs Committee. Commissioner Grebner supported the motion.

The motion carried unanimously.

### **PUBLIC COMMENT**

None.

### **COMMISSIONER ANNOUNCEMENTS**

Commissioner Trubac stated that he attended the Sheriff's Office awards ceremony and that it was a great opportunity to learn about the police and detective work that goes on behind the scenes to keep Ingham County a safe place to live. He further stated that he encouraged other members of the Board to attend in the future.

Commissioner Naeyaert welcomed everyone to visit the City of Mason for the Spring Fling and 5k this upcoming weekend.

Chairperson Crenshaw announced the Labor Council for Latin American Advancement would be having their 7<sup>th</sup> Annual Scholarship dinner on May 7, 2019, at the UAW Local 652. He further stated that, if any Commissioners were interested in attending, he had tickets available for sale.

### **CONSIDERATION AND ALLOWANCE OF CLAIMS**

Commissioner Morgan moved to pay the claims in the amount of \$22,290,011.33. Commissioner Grebner supported the motion.

The motion carried unanimously.

### **ADJOURNMENT**

The meeting was adjourned at 6:48 p.m.

**Bennett, Becky**

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**From:** Ryan Earl <rearl1@live.com>  
**Sent:** Wednesday, May 01, 2019 7:46 PM  
**To:** Bennett, Becky  
**Cc:** Morgan, Timothy  
**Subject:** Letter of Resignation

Ms. Bennett or To Whom It May Concern,

This email serves as my formal resignation from the Ingham County Parks and Recreation Commission. Recently, I accepted an offer of employment from the Legislative Service Bureau, a non-partisan legislative services agency. As a condition of employment, I am no longer permitted to serve on the Ingham County Parks and Recreation Commission. Therefore, effective immediately, I resign from my position as an appointed commissioner.

I would like to thank you and the Board of Commissioners for giving me the opportunity to serve on the commission for the past three years. I hope that my involvement on the commission was beneficial to the Parks Department and to the Board of Commissioners. I have truly enjoyed being a part of the commission at such an exciting time. I would also like to thank Director Morgan and the parks staff for being such a wonderful resource with any questions I have had regarding parks operations and procedures. I am amazed of all the great work that goes into our county parks on a daily basis and the dedication and professionalism that is displayed by our parks staff is truly remarkable. I look forward to seeing all the great things ahead for our county parks.

Again, thank you for giving me the opportunity to be of service to Ingham County.

Sincerely,

Ryan Earl

Sent from Mail for Windows 10



## National Association for the Advancement of Colored People

Lansing Branch

April 30, 2019

Ingham County Board of Commissioners  
341 S. Jefferson Street  
Mason, MI 48854



Hon. Madams and Sirs:

**RE:** Consolidation of all Ingham County District Courts.

This communication is to express the Lansing Branch NAACP's thoughts and concerns about pending decisions that if approved by multiple jurisdictions located within Ingham County would have the potential to jeopardize diversity on our court benches, and also the ability to have diverse jury pools made of the peers of those subject to court matters. The discussions that I am referencing are those deliberating to consolidate all Ingham County District Courts. The driving factor is the attempt to share allocated resources to reduce cost. We concur on the idea of cost efficiencies, but not when the saving measure(s) will come at the expense of losing elected representation for people of color, and the inability for an individual to have a trial with jury pools with the makeup of their peers and the that lack of diversity

It is our understanding that there are upcoming conversations among several Ingham County government agencies that will soon reconvene on the topic of district court consolidation; therefore we want to express our concerns and position on this matter. Let it be known that the Lansing Branch NAACP is opposed to the idea of district court consolidation in Ingham County, which includes similar proposals under consideration in neighboring counties within our service area. Our opposition is based upon the possibility that any approval drafted on this concept will hinder progress in a diverse representation in our various communities, while diminishing the ability for a fair trial for people of color. Elected officials throughout Ingham County who are in support of this measure rest the idea that they can develop procedures and policies to assure diversity and inclusion, and their intent will be preserved, or prevail under test. However, past practices have demonstrated that the interpretation of any passed legislation can differ from election cycle to election cycle, as can the use of funding by any future elected class. Nevertheless we ask that these concerns be considered during your discussions.

Sincerely,

Dulles D. Copedge, President  
Lansing Branch NAACP

cc Hon. Curtis Hertel, MI Senate  
Hon. Andy Schor, Mayor  
Hon. Mark Meadows, Mayor of East Lansing  
Hon. Thomas Boyd, Judge 55<sup>TH</sup> District Court, Ingham County  
Hon. Carol Siemon, Ingham County Prosecutor  
Lansing City Council Members  
East Lansing City Council Members

*Membership is Power! No Membership, No Power: Join the NAACP Today"*

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION MAKING AN APPOINTMENT TO THE EQUAL OPPORTUNITY COMMITTEE**

**RESOLUTION # 19 –**

WHEREAS, a vacancy exists on the Equal Opportunity Committee; and

WHEREAS, the County Services Committee interviewed applicants interested in serving on this Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints:

Jordan Evans, 824 Riverview, Lansing, 48915

to the Equal Opportunity Committee to a term expiring September 30, 2019.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Koenig **Approved 05/07/2019**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

**RESOLUTION # 19 –**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated April 23, 2019 as submitted.

**COUNTY SERVICES: Yeas:** Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Celentino, Koenig **Approved 05/07/2019**

# INGHAM COUNTY ROAD DEPARTMENT

DATE April 23, 2019

## LIST OF CURRENT PERMITS ISSUED

[illegible]

**MANAGING DIRECTOR:** \_\_\_\_\_

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO REPLACE THE  
DOMESTIC HOT WATER STORAGE TANK AT THE INGHAM COUNTY JAIL**

**RESOLUTION # 19 –**

WHEREAS, the domestic hot water storage tank has failed and is in need of replacement; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments to enter into an agreement with John E. Green Co., a registered local vendor who submitted the lowest proposal of \$9,800.00, to replace the domestic hot water storage tank; and

WHEREAS, the Facilities Department would like to ask for a \$150.00 contingency for any uncovered conditions that may arise; and

WHEREAS, funds for this project are available within the approved CIP Line Item 245-31199-818000-7FC11 which has an available balance of \$23,240.41.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a purchase order to John E. Green Co., 345 W. Lake Lansing Road, East Lansing, Michigan, 48823, for the replacement domestic hot water storage tank at the Ingham County Jail for an amount not to exceed \$9,950.00, which includes a \$150.00 contingency.

BE IT FURTHER RESOLVED, that 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.

**COUNTY SERVICES: Yeas:** Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Celentino, Koenig **Approved 05/07/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO REPLACE THE  
SEWAGE EJECTOR PUMP AT THE GRADY PORTER BUILDING**

**RESOLUTION # 19 –**

WHEREAS, the sewage ejector pump at the Grady Porter Building is in need of replacement; and

WHEREAS, it is the recommendation of both the Facilities and Purchasing Departments to enter into an agreement with John E. Green Co. a registered local vendor who submitted the lowest proposal of \$8,150.00, to replace the sewage ejector pump; and

WHEREAS, the Facilities Department would like to ask for a \$1,800.00 contingency for any unforeseen circumstances that may arise with this type of project; and

WHEREAS, funds for this project are available within the approved CIP Line Item 245-26710-978000-9F28, which has an available balance of \$12,000.00 for the replacement of the sewage ejector pump at the Grady Porter Building.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a purchase order to John E. Green Co., 345 W. Lake Lansing Road, East Lansing, Michigan, 48823, for the replacement of the sewage ejector pump at the Grady Porter Building for an amount not to exceed \$9,950.00 which includes a \$1,800.00 contingency.

BE IT FURTHER RESOLVED, that 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.

**COUNTY SERVICES: Yeas:** Stivers, Grebner, Sebolt, Maiville, Naeyaert

**Nays:** None **Absent:** Celentino, Koenig **Approved 05/07/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH MICHIGAN STATE UNIVERSITY  
REMOTE SENSING AND GEOSPATIAL INFORMATION SYSTEMS TO CONDUCT  
MAPPING SERVICES FOR THE FARMLAND AND OPEN SPACE SELECTION CRITERIA  
OF THE FOSP BOARD**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board (FOSP) to oversee the Farmland Preservation Program; and

WHEREAS, the voters of Ingham County approved a millage for Farmland and Open Space Preservation in August 2008 and renewed the millage for another ten years in 2018; and

WHEREAS, the Selection Criteria approved for ranking farmland and open space applications to the FOSP Program requires numerous data sets, such as soils, parcel size, geographic location, proximity to other protected properties, and to calculate an objective score; and

WHEREAS, the FOSP Board contracted with Michigan State University Remote Sensing and Geospatial Information Systems (MSU RS & GIS) to complete Farmland and Open Space Modeling on applications in 2013 and has continued to use their services to score and rank farmland and open space applications; and

WHEREAS, the cost of this service is a not to exceed amount of \$60,000.00 for a term of 3 years (\$20,000.00 /year ) and the contractor will only bill for hours worked on the project; and

WHEREAS, the FOSP Board has money in the budget to cover this expense.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a three year contract with Michigan State University Remote Sensing and Geospatial Information Systems in an amount not to exceed \$60,000.00 for the purpose of data collection and preparation, geospatial modeling, and the development of land use cover maps for farmland applications.

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

**COUNTY SERVICES: Yeas:** Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Celentino, Koenig **Approved 05/07/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT  
WITH LANSING TOWNSHIP**

**RESOLUTION # 19 –**

WHEREAS, Lansing Township and the Ingham County Road Department agree that existing pavement removal, asphalt resurfacing and related repairs are needed on the following streets in Lansing Township, due to normal deterioration over time:

Kerry Street, Township/City of Lansing line to Lake Lansing Road  
Hopkins Avenue, Downer to Chester Streets  
Fitting Street, Saginaw Highway (M-43) to Macon Street

to include removal of the existing asphalt pavement, asphalt resurfacing with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary at a total bid cost of \$412,382.00 per bids received per RFP #37-19, Item III, previously submitted to the Board of Commissioners for bid approval and authorization to enter into a contract with the low bidder; and

WHEREAS, with the normal 10% contingency requested in the previous bid submission, the total estimated cost of the above project is \$453,620.20; and

WHEREAS, the above project is proposed to be funded by the Local Road Program wherein the Township and Road Department split the cost of the project at \$226,810.10 apiece; and

WHEREAS, the Road Department's current local road match for Lansing Township includes the normal annual local road program allocation for Lansing Township of \$60,000, plus \$136,518.73 in prior remaining local road match for Lansing Township, for a total available in 2019 of \$196,518.73, which is included in the adopted 2019 road fund budget, and

WHEREAS, Lansing Township and the Road Department request that the remaining \$30,291.37 of the Road Department match be pulled forward from the Road Department's 2020 local road match allocation for Lansing Township, which would be added to the 2019 local road program in a future 2019 budget adjustment to be submitted later in 2019 for Board of Commissioners approval; and

WHEREAS, the Road Department recommends the above described project to be undertaken per bids recently let and to be approved in a separate resolution by the Board of Commissioners previously submitted, and to pay half of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining half of the cost of said project; and

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under a contract per bids recently let and to be approved in a separate resolution by the Board of Commissioners during the construction season of the 2019 calendar year.

BE IT FURTHER RESOLVED, that for 2019, the Road Department has allocated to Lansing Township's local roads, a maximum sum of \$196,518.73 from the County Road Fund, including \$136,518.73 left from prior years and \$60,000 for the 2019 allocation, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the remaining \$30,291.37 of the Road Department match necessary for the above said project be pulled forward from the Road Department's 2020 local road match allocation for Lansing Township, which shall be added to the 2019 local road program in a future 2019 budget adjustment to be submitted later in 2019 for Board of Commissioners approval.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute half of the final cost of the project up to \$226,810.10 from the County Road Fund toward the cost of said improvement.

BE IT FURTHER RESOLVED, that in the event the final cost of the subject improvements is less than the estimate provided above, the savings shall be split evenly between the Township and the Road Department.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Lansing Township to affect the above described local road improvements as provided above.

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

**COUNTY SERVICES: Yeas:** Stivers, Grebner, Sebolt, Maiville, Naeyaert

**Nays:** None **Absent:** Celentino, Koenig **Approved 05/07/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACTS WITH  
MICHIGAN PAVING & MATERIALS COMPANY  
FOR ITEM V OF BID PACKET #72-19**

**AND**

**RIETH-RILEY CONSTRUCTION COMPANY, INC.  
FOR ITEM VI OF BID PACKET #72-19**

**AND**

**DEFER ACTION ON ALL BIDS RECEIVED  
FOR ITEM IV OF BID PACKET #72-19  
RECYCLING & RESURFACING OF VARIOUS COUNTY PRIMARY ROADS**

**RESOLUTION # 19 –**

WHEREAS, the Road Department has determined that pavement recycling, asphalt resurfacing, and repairs are needed on the various county primary roads listed below, due to normal deterioration over time; and

WHEREAS, the cost for the primary road projects listed below is/will be budgeted in the 2019 Road Fund Budget, which will be supplemented per a separate future resolution to adjust the 2019 Road Fund Budget to recognize approximately \$2.9 million in additional state revenue provided per Michigan Public Acts 207 and 618, both of 2018, and an additional estimated \$1.3 million Road Fund balance available for additional 2019 primary road resurfacing; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #72-19, Items IV, V, and VI; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidders' proposals met all necessary qualifications, specifications and requirements; and

WHEREAS, Michigan Paving & Materials Company, of Lansing, MI, submitted the lowest responsive and responsible bid for Item V and Rieth-Riley Construction Company, Inc. of Lansing, MI, submitted the lowest responsive and responsible bids for Items IV & VI as follows:

Item IV: Low Bid--\$ 1,351,352.08

Recycling and resurfacing of:

Howell Road, Williamston Road to Dietz Road

Item V: Low Bid--\$ 1,049,134.47

Recycling and resurfacing of:

Okemos Road, Central Park Drive to Lake Lansing Road

Item VI: Low Bid--\$ 1,299,963.71  
Recycling and resurfacing of:  
Eden Road, Kinneville Road to Barnes Road

and;

WHEREAS, due to increased demand for road construction, contractors currently have very full road work schedules and prices have risen dramatically this spring; so as a result, the low bid received for Item IV is higher than the funding available, such that it is recommended to reject all bids received for Item IV of Bid Packet #72-19; and

WHEREAS, a contingency is being requested in the amount of 10% of the low bid costs for Items V and VI in Bid Packet #72-19, totaling \$104,913.45 for Item V and \$129,996.37 for Item VI, as may be needed for any additional work deemed necessary by Road Department staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Michigan Paving & Materials Company for Item V with the low bid cost shown above plus a 10% requested contingency for a contract total of \$1,154,047.92 and entering into a contract with Rieth-Riley Construction Company, Inc. for Item VI with the low bid cost shown above plus a 10% requested contingency for a contract total of \$1,429,960.08, all of which include the recycling, resurfacing and related work as specified in the Ingham County Road Department's Bid Packet #72-19.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves deferring action on all bids received for Item IV of Bid Packet #72-19.

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

**COUNTY SERVICES: Yeas:** Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Celentino, Koenig **Approved 05/07/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO REPLACE ROOF AT THE ROAD DEPARTMENT  
EASTERN DISTRICT GARAGE**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Road Department (ICRD) Eastern District Garage has a 40 year old roof in need of replacement with many temporary repairs and has exceeded its life expectancy; and

WHEREAS, the ICRD's 2018-2019 carry over budget adjustment will have funds available for this roof project and other ICRD projects; and

WHEREAS, the Purchasing Department recently released bid packet #12-19 and received competitive bid proposals for the purpose of the removal and replacement of ICRD Eastern Garage roof, with all required upgraded to meet Local, State and Federal building code standards; and

WHEREAS, bids were solicited and evaluated by the Ingham County Road and Purchasing Departments and the architectural consultant hired for the project, Roger L. Donaldson AIA, P.L.C., per RFP #12-19, recommends to award the roof project to the lowest qualified bidder, Quality Roofing Inc., Whitmore Lake, Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the lowest qualified bid of \$159,400, plus the cost of any additional required metal decking replacement at \$7.50 per square foot, and authorizes an agreement with Quality Roofing Inc., Whitmore Lake, Michigan, to remove the existing roof and install a new roof to be compliant with current building codes at the ICRD Eastern District Garage.

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

**COUNTY SERVICES: Yeas:** Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Celentino, Koenig **Approved 05/07/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**



Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES**

**RESOLUTION # 19 –**

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2020 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2019, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2019.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**

2020 County Fees Analysis  
Law and Courts Committee

ATTACHMENT A

Location of Service	Fee Description	Target Percent	2019 Fee	Department Recommend.
Animal Control	Animal Redemption - 1st offense	60.0%	\$25.00	\$26.00
Animal Control	Animal Redemption - 2nd offense	100.0%	\$51.00	\$52.00
Animal Control	Animal Redemption - after 3rd offense	100.0%	\$155.00	\$160.00
Animal Control	Over Ten Dog Kennel Inspection Fee	100.0%	\$180.00	\$190.00
Animal Control	Owner Pick-up Fee	100.0%	\$46.00	\$47.00
Animal Control	Tranq. At-Large Fee	100.0%	\$46.00	\$47.00
Animal Control	Rabies vaccination on redeemed dogs	100.0%	\$21.00	\$22.00
Animal Control	Bordatella Vaccination-redeemed dogs	100.0%	\$19.00	\$20.00
Animal Control	Spay/neuter deposit-Owners redeeming pet	100.0%	\$81.00	\$82.00
Pros Atty	Diversion - Initial Interview	50.0%	\$36.00	\$37.00
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$470.00	\$480.00
Pros Atty	Diversion - Felony Offender	50.0%	\$820.00	\$830.00
Pros Atty	Costs-eligible convictions - Guilty Plea	75.0%	\$110.00	\$115.00
Pros Atty	Costs for eligible convictions - Trial	10.0%	\$240.00	\$245.00
Jail	Day Rate	100.0%	\$56.00	\$8.00
Sheriff	Costs for Command per hour	100.0%	\$66.98	\$68.58
Sheriff	Costs for Deputy per hour	100.0%	\$60.07	\$61.51
Sheriff	False Alarm Fee- third offense	100.0%	\$44.00	\$45.00

**Attachment B - Fees Which Adjustment is Recommended**  
**Law and Courts Committee**

<b>Location of Service</b>	<b>Fee Description</b>	<b>Target Percent</b>	<b>2019 Fee</b>	<b>Department Recommend.</b>
<b>Circuit Court</b>	<b>Show Cause - Probation</b>	<b>100.0%</b>	<b>\$190.00</b>	<b>\$200.00</b>
<b>Circuit Court</b>	<b>GTD Bench Warrants</b>	<b>100.0%</b>	<b>\$150.00</b>	<b>\$155.00</b>
<b>Family Division</b>	<b>Delinquency Court Costs</b>	<b>100.0%</b>	<b>\$290.00</b>	<b>\$300.00</b>
<b>Family Division</b>	<b>Traffic - Fail to Appear</b>	<b>25.0%</b>	<b>\$27.00</b>	<b>\$28.00</b>

2020 County Fees Analysis  
Human Services Committee

Location of Service	Fee Description	Target Percent	2019 Fee	2020 Fee
Comm. Health	MIHP Tran. Bus/Van	100%	\$36.78	\$21.20
Comm. Health	MIHP - Trans Taxi	100%	\$33.64	\$21.31
Comm. Health	MIHP Trans. Volunteer	100%	\$0.36	\$0.20
Comm. Health	Compreh Envir Investigation	100%	\$310.00	\$315.00
Imm. Clinic	Internat'l Travel Consult	100%	\$64.00	\$65.00
Env. Health	Category 1 (see definition below) - License Fee	80%	\$475.00	\$480.00
Env. Health	Category 1 (see definition below) - Full Plan Review	80%	\$980.00	\$985.00
Env. Health	Category 1 (see definition below) - New Owner/Eval	80%	\$525.00	\$530.00
Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	80%	\$630.00	\$635.00
Env. Health	Category 2 (see definition below) - License Fee	80%	\$655.00	\$660.00
Env. Health	Category 2 (see definition below) - Full Plan Review	80%	\$1,360.00	\$1,370.00
Env. Health	Category 2 (see definition below) - New Owner/Eval	80%	\$735.00	\$740.00
Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	80%	\$770.00	\$775.00
Env. Health	Category 3 (see definition below) - License Fee	80%	\$925.00	\$935.00
Env. Health	Category 3 (see definition below) - Full Plan Review	80%	\$1,955.00	\$1,965.00
Env. Health	Category 3 (see definition below) - New Owner/Eval	80%	\$1,065.00	\$1,075.00
Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	80%	\$1,180.00	\$1,190.00
Env. Health	Mobile - License Fee	80%	\$370.00	\$375.00
Env. Health	Mobile - Full Plan Review	80%	\$505.00	\$510.00
Env. Health	Mobile - New Owner/Eval.	80%	\$420.00	\$425.00
Env. Health	STFU - Full Plan Review	80%	\$505.00	\$510.00
Env. Health	STFU - New Owner/Eval	80%	\$455.00	\$460.00
Env. Health	Seasonal Facilities - License Fee	50%	\$280.00	\$285.00
Env. Health	Late Fee for Temporary Food License application less than 5 days prior to event (in addition to the \$195 license)	100%	\$195.00	\$200.00
Env. Health	Inspection fee for STFU	24%	\$90.00	\$90.00
Env. Health	Contstruction/Remodeling that begins without approved plans	80%	\$800.00	\$805.00
Env. Health	Food Service plan review re-evaluation or re-submission	100%	\$505.00	\$515.00
Enforcement Food Service Program Fees				
Env. Health	Informal Hearing Fee	100%	\$1,200.00	\$1,210.00
Env. Health	Formal Hearing Fee	100%	\$1,200.00	\$1,210.00
Env. Health	Follow Up inspection to assess compliance for critical violations	100%	\$150.00	\$155.00
Env. Health	Fee for new owner operating without new license	80%	\$660.00	\$665.00
Env. Health	Well - permit to construct or alter a private residential , type II, or type III well	90%	\$390.00	\$395.00
Env. Health	Septic - new or repair permit for residential or commercial	90%	\$860.00	\$870.00
Env. Health	Combined - well & septic	90%	\$1,060.00	\$1,070.00
Env. Health	Well - Sanitary survey, public non community Type II - transient well	90%	\$435.00	\$440.00
Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	90%	\$505.00	\$510.00
Env. Health	Septic Evaluation - application for residential or commercial lot & soil evaluation	90%	\$395.00	\$400.00
Env. Health	Septic Evaluation - plan review for engineered system	90%	\$315.00	\$320.00
Env. Health	NEW - Township Requested Evaluation	100%	\$0.00	\$100.00
Env. Health	Full plan review	80%	\$440.00	\$445.00
Env. Health	Permanent Campground	100%	\$425.00	\$430.00
Env. Health	Point of Sale - On-site evaluation of well & septic	75%	\$455.00	\$460.00
Env. Health	Point of Sale - Waste treatment evaluation	100%	\$355.00	\$360.00
Env. Health	Point of Sale - 1 Year Extension NEW	100%	\$0.00	\$100.00

Location of Service	Fee Description	Target Percent	2019 Fee	2020 Fee
Env. Health	Additional pool at the same location	100%	\$105.00	\$110.00
Env. Health	Re-inspection fee after violation	100%	\$180.00	\$185.00
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - East Lansing	100%	\$122.00	\$125.00
Env. Health	Tobacco & E - cigarette sales license vending machine	100%	\$345.00	\$350.00
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	50%	\$72.00	\$73.00
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	50%	\$360.00	\$365.00
Parks	Administrative -Returned Check Fee	100.0%	\$33.00	\$34.00
Parks	Cancellation Fee (for all park reservations)	100.0%	\$21.00	\$22.00
Parks	Winter Sports Building (100 Person Capacity)	100.0%	\$96.00	\$97.00
Parks	Winter Sports Building - reservation fee/non operational hrs	100.0%	\$30.00	\$31.00
Parks	Lake Lansing South Lakeview	100.0%	\$80.00	\$81.00
Parks	Lake Lansing North Oak Knoll	100.0%	\$80.00	\$81.00
Parks	Lake Lansing North Sandhill	100.0%	\$80.00	\$81.00
Parks	Hawk Island Kestrel	100.0%	\$80.00	\$81.00
Parks	Burchfield Deer Run	100.0%	\$80.00	\$81.00
Parks	Burchfield Pine Knoll	100.0%	\$80.00	\$81.00
Parks	Burchfield Southridge	100.0%	\$80.00	\$81.00
Parks	Lake Lansing - North - 1/2 of Main	100.0%	\$105.00	\$110.00
Parks	Burchfield 1/2 of North Bluff	100.0%	\$105.00	\$110.00
Parks	Burchfield 1/2 of Woodsong	100.0%	\$105.00	\$110.00
Parks	Lake Lansing - South - 1/2 of Main	100.0%	\$105.00	\$110.00
Parks	Lake Lansing - North - Main	100.0%	\$190.00	\$195.00
Parks	Burchfield - North Bluff	100.0%	\$190.00	\$195.00
Parks	Burchfield - Woodsong	100.0%	\$190.00	\$195.00
Parks	Lake Lansing - South - Main	100.0%	\$190.00	\$195.00
Parks	Burchfield - Overlook	100.0%	\$190.00	\$195.00
Parks	Hawk Island - Red Tail	100.0%	\$265.00	\$275.00
Parks	Hawk Island	100.0%	\$80.00	\$81.00
Parks	Lake Lansing South	100.0%	\$80.00	\$81.00
Parks	Abandonment Recovery Fee	100.0%	\$42.00	\$43.00
Parks	Canoe/Kayak Trips - Eaton Rapids	100.0%	\$30.00	\$31.00
Parks	Boat Launch - Annual	100.0%	\$50.00	\$55.00
Parks	Resident Monday-Friday 9am-4pm	100.0%	\$97.00	\$100.00
Parks	Resident Mon-Fri 7:30am-5:30pm	100.0%	\$130.00	\$135.00
Parks	Moonwalk	100.0%	\$290.00	\$300.00
Parks	Dunk Tank	100.0%	\$240.00	\$250.00
Parks	Giant Slide	100.0%	\$420.00	\$430.00
Parks	Band Shell Rental	100.0%	\$100.00	\$105.00
Parks	Snow Shoe Rental Adult	100.0%	\$7.00	\$5.00
Fair	PER DAY, includes janitorial fees and facility fee	100%	\$600.00	610.00
Fair	PER Water Dump	100%	\$60.00	61.00
Fair	Main Arena Full Day Use - Shooting Sports No charge for 3 hours or less Mon-Thurs ONLY as long as it isn't rented	100%	\$600.00	610.00
Fair	Monday-Thursday if there is food (no food is free) 4H	100%	\$90.00	91.00
Fair	Saturday 4H	100%	\$900.00	920.00
Fair	Sunday-Friday All others (Deposit Required)	100%	\$425.00	450.00
Fair	Saturday All others (Deposit Required)	100%	\$925.00	950.00
Fair	Main Arena - Single Day Rental	100%	\$2,000.00	2,040.00
Fair	Main Arena - Weekend Rental	100%	\$4,500.00	4,600.00
Fair	Facility Fee - for organizations that hold 1-3 shows per yr	100%	\$300.00	305.00
Fair	Facility Fee - for organizations that hold >4 shower per yr	100%	\$400.00	405.00
Fair	North End w/ Main Arena Bldg. (min for 2 or 3 day show)	100%	\$4,500.00	4,600.00

Location of Service	Fee Description	Target Percent	2019 Fee	2020 Fee
Fair	w/ extra barn fees Comm. South, Barn A or Barn B	100%	\$300.00	305.00
Fair	w/ extra barn fees All other North End Barns	100%	\$250.00	255.00
Fair	South End with Outside Arena (min for 2 or 3 day show)	100%	\$2,750.00	2,800.00
Fair	w/ extra barn fees UU or VV Barns	100%	\$300.00	305.00
Fair	w/ extra barn fees All other South End Barns	100%	\$250.00	255.00
Fair	Covered Practice Arena Per Show	100%	\$500.00	510.00
Fair	Covered Practice Arena Per Dump for Watering Arena and Drag	100%	\$60.00	61.00
Fair	Infield Arena Per Day	100%	\$450.00	460.00
Fair	Infield Arena Per Day Per Dump for Watering Arena	100%	\$60.00	61.00
Fair	Entire Grounds minimum for 2 to 3 day show	100%	\$6,750.00	6,900.00
Fair	w/ extra barn fees Comm South, Barn A & Barn B, VV or UU	100%	\$300.00	305.00
Fair	w/ extra barn fees All other Barns	100%	\$250.00	255.00
Fair	Dumps/Drags North End w/ Main Arena and Entire Grounds 2 or 3 Day cost will be incurred after 2 times	100%	\$60.00	61.00
Fair	Brick Building Rental Fee	100%	\$250.00	255.00
Fair	Concessions & Blacksmiths - per day for 2 or 3 day shows	100%	\$75.00	76.00

2020 County Fees Analysis  
County Services Committee

Location of Service	Fee Description	Target Percent	2019 Fee	2020 Fee
Clerk	Certified Copy - 1st Copy	100.0%	\$20.00	\$30.00
Clerk	Expedited Svc - copies of Vital Records	100.0%	\$30.00	\$40.00
Clerk	Copy of CPL Application (MCL 28.425b(17)) NEW	100.0%	\$0.00	\$1.00
Drain Comm.	Photography	100.0%	\$290.00	\$300.00
Drain Comm.	Topography	100.0%	\$575.00	\$585.00
Drain Comm.	Floodplain/wetland	100.0%	\$115.00	\$120.00
Drain Comm.	Preliminary Comm. Site Plan Review	75.0%	\$705.00	\$715.00
Drain Comm.	Preliminary Plat Review	75.0%	\$705.00	\$715.00
Drain Comm.	Plat and Commercial Drainage Review - First acre	100.0%	\$705.00	\$715.00
Drain Comm.	Additional acre	100.0%	\$80.00	\$81.00
Drain Comm.	Re-submission Admin fee	100.0%	\$230.00	\$235.00
Drain Comm.	Plat Drain Administration Fee	75.0%	\$2,520.00	\$2,530.00
Drain Comm.	Drain Crossing Permits, Review (Commercial)	100.0%	\$505.00	\$515.00
Drain Comm.	Tap in Permit - Residential	75.0%	\$105.00	\$110.00
Drain Comm.	Tap-in Permit - Commercial	75.0%	\$420.00	\$430.00
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	100.0%	\$620.00	\$630.00
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre	100.0%	\$62.00	\$63.00
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less	100.0%	\$540.00	\$550.00
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre	100.0%	\$54.00	\$55.00
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less	100.0%	\$460.00	\$470.00
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre	100.0%	\$46.00	\$47.00
Drain Comm.	Soil Erosion Permit Transfer	100.0%	\$98.00	\$100.00
Drain Comm.	Escrow account-1/2 acre or less	100.0%	\$575.00	\$585.00
Drain Comm.	Escrow account - 1/2 to 1 acre	100.0%	\$1,720.00	\$1,730.00
Drain Comm.	Escrow account - 1 to 5 acres	100.0%	\$3,420.00	\$3,430.00
Drain Comm.	Escrow account - 5 to 10 acres	100.0%	\$5,645.00	\$5,655.00
Drain Comm.	Escrow account - each add'l 10 acres	100.0%	\$2,845.00	\$2,855.00
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	100.0%	\$265.00	\$275.00
Drain Comm.	Soil Erosion Permit - 9 month duration	75.0%	\$260.00	\$265.00
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$335.00	\$340.00
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$49.00	\$50.00
Drain Comm.	Violation and Cease&Desist Order	100.0%	\$305.00	\$315.00
Econ. Devel.	Application Fee - Brownfield	100.0%	\$1,520.00	\$1,530.00
Equalization	Custom Maps	100.0%	\$0.00	Varies
Equalization	BS&A Export	100.0%	\$0.00	\$500.00
Equalization	Ingham County Plat Book	100.0%	\$0.00	\$10.00
Equalization	Alaiedon Twp	100.0%	\$0.00	\$165.00
Equalization	Aurelius Twp	100.0%	\$0.00	\$205.00
Equalization	Bunker Hill Twp	100.0%	\$0.00	\$150.00
Equalization	Delhi Twp	100.0%	\$0.00	\$1,013.00
Equalization	Ingham Twp	100.0%	\$0.00	\$150.00
Equalization	Lansing Twp	100.0%	\$0.00	\$313.00
Equalization	Leroy Twp	100.0%	\$0.00	\$158.00
Equalization	Leslie Twp	100.0%	\$0.00	\$150.00
Equalization	Locke Twp	100.0%	\$0.00	\$150.00



Location of Service	Fee Description	Target Percent	2019 Fee	2020 Fee
Equalization	Meridian Twp	100.0%	\$0.00	\$1,388.00
Equalization	Onondaga Twp	100.0%	\$0.00	\$150.00
Equalization	Stockbridge Twp	100.0%	\$0.00	\$197.00
Equalization	Vevay Twp	100.0%	\$0.00	\$158.00
Equalization	Wheatfield Twp	100.0%	\$0.00	\$150.00
Equalization	White Oak Twp	100.0%	\$0.00	\$150.00
Equalization	Williamstown Twp	100.0%	\$0.00	\$225.00
Equalization	C-East Lansing	100.0%	\$0.00	\$708.00
Equalization	C-Lansing	100.0%	\$0.00	\$3,996.00
Equalization	C-Leslie	100.0%	\$0.00	\$150.00
Equalization	C-Mason	100.0%	\$0.00	\$321.00
Equalization	C-Williamston	100.0%	\$0.00	\$150.00
Equalization	Digital Photo all local units	100.0%	\$0.00	\$850.00
Zoo	Resident Adult (April - October)	55.0%	\$6.00	\$7.00
Zoo	Non-Resident Adult (April - October)	100.0%	\$12.00	\$13.00
Zoo	All Adults(November-March): Res, Non-Res, or Senior	35.0%	\$3.00	\$4.00
Zoo	Children (age 3-12) (November - March)	35.0%	\$2.00	\$3.00
Zoo	Potter Park Penguin Cove	100.0%	\$115.00	\$120.00
Zoo	Potter Park Eagle Landing	100.0%	\$140.00	\$145.00
Zoo	Potter Park - Tiger Den	100.0%	\$210.00	\$215.00
Treasurer	NSF Checks	100.0%	\$33.00	\$34.00

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPOINTING A  
FAIRGROUNDS EVENTS DIRECTOR SELECTION COMMITTEE**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Fairgrounds Events Director position is vacant; and

WHEREAS, it is necessary to appoint a committee to begin the selection process for a new Director.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints a Fairgrounds Events Director Selection Committee consisting of the following members:

Commissioner Randy Maiville  
Commissioner Thomas Morgan  
Commissioner Robin Naeyaert  
Commissioner Randy Schafer  
Commissioner Ryan Sebolt  
Commissioner Derrell Slaughter  
Commissioner Todd Tennis

BE IT FURTHER RESOLVED, that Commissioner Robin Naeyaert will serve as Chairperson of the Fairgrounds Events Director Selection Committee and Commissioner Ryan Sebolt will serve as Vice-Chairperson.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners shall appoint the Fairgrounds Events Director and this resolution shall supersede all other resolutions and Fair Board By-Laws, including but not limited to Article VI, Section VI, that pertain to the hiring of this position (f/k/a Executive Director).

BE IT FURTHER RESOLVED, that the Fair Board By-Laws shall be amended to change the title of the Executive Director (f/k/a Fair Manager) to Fairgrounds Events Director.

BE IT FURTHER RESOLVED, that the Fair Board shall designate three (3) members to serve on Fairgrounds Events Director Selection Committee as non-voting members.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 05/06/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT A GRANT FROM THE MICHIGAN DEPARTMENT OF  
AGRICULTURE AND RURAL DEVELOPMENT**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Fair Board wishes to accept a grant in the amount of \$40,000 for assistance in upgrading the four (4) newest Horse Barns on the fairgrounds; and

WHEREAS, a significant portion of the Fair's off-season revenue comes from horse shows; and

WHEREAS, enhanced facilities will attract bigger and more prestigious shows; and

WHEREAS, an RFP has been published with an estimated cost of \$190,000; and

WHEREAS, the Grant will help offset the cost of the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the acceptance of the \$40,000 grant from the Michigan Department of Agriculture and Rural Development for the *Horse Complex Improvement Project*.

BE IT FURTHER RESOLVED, that the term for the grant is May 1, 2019 thru February 29, 2020.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert

**Nays:** None **Absent:** None **Approved 05/06/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE MOTHER AND INFANT ORAL HEALTH  
PILOT PROJECT GRANT**

**RESOLUTION # 19 –**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the agreement with University of Detroit (U of D) to extend participation and grant reporting through the Mother and Infant Oral Health (MIOH) Project Grant effective October 1, 2018 through September 30, 2019; and

WHEREAS, through an approval of a no-cost one-year extension granted by the State of Michigan, this extension will allow \$13,850 of unspent funds from the initially awarded \$83,080 (through Resolution #17-461), to be available through the duration of the extended grant period; and

WHEREAS, there is no cost to ICHD; and

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

WHEREAS, the Ingham Community Health Center Board of Directors supports extending the MIOH Project Grant with the U of D allowing \$13,850 of unspent funds from the initially awarded \$83,080 to be available for continued grant reporting effective October 1, 2018 through September 30, 2019; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize extending the Mother and Infant Oral Health (MIOH) Project Grant with the University of Detroit (U of D) allowing \$13,850 of unspent funds from the initially awarded \$83,080 to be available for continued grant reporting effective October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an extension to the Mother and Infant Oral Health (MIOH) Project Grant with the University of Detroit (U of D), allowing \$13,850 of unspent funds from the initially awarded \$83,080 to be available for continued grant reporting effective October 1, 2018 through September 30, 2019.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 05/06/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT FUNDING FROM MICHIGAN STATE UNIVERSITY'S  
COLLEGE OF HUMAN MEDICINE**

**RESOLUTION # 19 –**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept funding from Michigan State University's College of Human Medicine (CHM) for clinical teaching effective December 1, 2018 through February 28, 2019; and

WHEREAS, as part of a new Early Clinical Experience Curriculum (ECE) project, first year CHM students need to complete and present scholarly projects; and

WHEREAS, ICHD has been identified as a teaching site that will allow for ECE to occur; and

WHEREAS, this agreement is for the current academic year and will be terminated February 28, 2019; and

WHEREAS, MSU's CHM will pay \$500 per CHM student which will allow for teaching and project implementation; and

WHEREAS, ICHD will have 12 students on site which will total \$6,000 paid by MSU CHM to ICHD; and

WHEREAS, the Health Officer recommends approval accept funding from Michigan State University's College of Human Medicine (CHM) for clinical teaching effective December 1, 2018 through February 28, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accept funding of \$6,000 from Michigan State University's College of Human Medicine (CHM) for clinical teaching effective December 1, 2018 through February 28, 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 on behalf of the county after approval as to form by the County Attorney.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 05/06/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO MERIDIAN TOWNSHIP'S  
TRAILS AND PARKS MILLAGE AGREEMENTS**

**RESOLUTION # 19 –**

WHEREAS, Board of Commissioners Resolution 16-257, 16-328, 17-275, 18-186 and 19-047 authorized entering into contracts with Meridian Township to fund the below projects; and

<b>Contract Title</b>	<b>Project #</b>	<b>Begins</b>	<b>Ends</b>	<b>Resolution</b>
Meridian Township Trail Rehabilitation	TR002	08/29/16	07/30/19	16-257
MT-07-MIP-Dr, East of Okemos Road	TR021	10/18/16	06/18/19	16-328
MT-03-PK-DR, Central Park South	TR022	10/18/16	06/18/19	16-328
MT-05-PK-DR, Nancy L. Moore Community Park	TR023	10/18/16	06/18/19	16-328
MT-04-PK-DR, Nancy L. Moore Community Park	TR024	10/18/16	06/18/19	16-328
MT-02-MIP-DR, West of Okemos Road	TR025	10/18/16	06/18/19	16-328
MT-01-PK-SWL, Hartrick Park	TR026	10/18/16	06/18/19	16-328
MT-06-MIP-DR, W. of Okemos Rd., Meridian Interurban Pathway	TR027	10/18/16	06/18/19	16-328
Okemos Road Pedestrian Boardwalk	TR049	07/24/18	07/24/20	18-186
MSU to Lake Lansing Connector, Phase 2	TR054	TBD	TBD	19-047

WHEREAS, Meridian Township is requesting an amendment to Agreement #TR002, TR021, TR022, TR023, TR024, TR025, TR026, TR027 and TR049 due to cost estimated in the comprehensive report were in excess or falling short depending on the case of the amount originally requested and awarded; and

WHEREAS, based on actual bids, TR002 is over budget by \$85,000, TR021 is over budget by \$6,000. TR023 is over budget by \$18,000, TR022 is under budget by \$50,000, TR024 is under budget by \$42,000, TR025 is under budget by \$53,000, TR026 is under budget by \$111,000 and TR049 is over budget by \$111,000; and

WHEREAS, Meridian Township is requesting the fund balance from TR025 for \$53,000 and TR022 for \$32,000 be reallocated to TR002 for a total amount of \$85,000 to complete this project; and

WHEREAS, Meridian Township is requesting the fund balance from TR027 for \$6,000 be reallocated to TR021 to complete this project; and

WHEREAS, Meridian Township is requesting the fund balance from TR022 for \$18,000 be reallocated to TR023 to complete this project; and

WHEREAS, Meridian Township is requesting the fund balance from TR024 for \$42,000 be reallocated to the MSU to Lake Lansing Connector TR054; and

WHEREAS, Meridian Township is requesting the fund balance from TR026 for \$111,000 be reallocated to TR049 to complete this project; and

WHEREAS, Agreements TR002, TR021, TR022, TR023, TR024, TR025, TR026 and TR027 expire in June or July of 2019 and need to be extended to complete these projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with Meridian Township.

<b>Contract Title</b>	<b>Project #</b>	<b>Begins</b>	<b>Ends</b>	<b>Resolution</b>
Meridian Township Trail Rehabilitation	TR002	08/29/16	07/30/19	16-257
MT-07-MIP-Dr, East of Okemos Road	TR021	10/18/16	06/18/19	16-328
MT-03-PK-DR, Central Park South	TR022	10/18/16	06/18/19	16-328
MT-05-PK-DR, Nancy L. Moore Community Park	TR023	10/18/16	06/18/19	16-328
MT-04-PK-DR, Nancy L. Moore Community Park	TR024	10/18/16	06/18/19	16-328
MT-02-MIP-DR, West of Okemos Road	TR025	10/18/16	06/18/19	16-328
MT-01-PK-SWL, Hartrick Park	TR026	10/18/16	06/18/19	16-328
MT-06-MIP-DR, W. of Okemos Rd., Meridian Interurban Pathway	TR027	10/18/16	06/18/19	16-328
Okemos Road Pedestrian Boardwalk	TR049	07/24/18	07/24/20	18-186
MSU to Lake Lansing Connector, Phase 2	TR054	TBD	TBD	19-047

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the fund balance transfer from TR025 for \$53,000 and TR022 for \$32,000 be reallocated to TR002 to complete this project.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the fund balance transfer from TR027 for \$6,000 be reallocated to TR021 to complete this project.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the fund balance transfer from TR022 for \$18,000 be reallocated to TR023 to complete this project.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the fund balance transfer from TR024 for \$42,000 be reallocated to the MSU to Lake Lansing Connector TR054.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the fund balance transfer from TR026 for \$111,000 be reallocated to TR049 to complete this project.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the extension for Agreements TR002, TR021, TR022, TR023, TR024, TR025, TR026 and TR027 until December 31, 2019.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$53,000 from line item 228-62800-967000-TR025 into line item #228-62800-967000-TR002.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$32,000 from line item 228-62800-967000-TR022 into line item #228-62800-967000-TR002.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$6,000 from line item 228-62800-967000-TR027 into line item #228-62800-967000-TR021.



BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$18,000 from line item 228-62800-967000-TR022 into line item #228-62800-967000-TR023.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$42,000 from line item 228-62800-967000-TR024 into line item #228-62800-967000-TR054.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$111,000 from line item 228-62800-967000-TR026 into line item #228-62800-967000-TR049.

BE IT FURTHER RESOLVED, that all other terms and conditions of the Agreement #TR002, TR021, TR022, TR023, TR024, TR025, TR026, TR027, TR049 and TR054 shall remain unchanged.

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 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.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 05/06/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CITY OF LANSING AND THE  
VILLAGE OF STOCKBRIDGE TRAILS AND PARKS MILLAGE AGREEMENTS**

**RESOLUTION # 19 –**

WHEREAS, Board of Commissioners Resolution 17-109 authorized entering into a contract with the City of Lansing for Agreement TR029 Grand River North Section - Bank Stabilization; and

WHEREAS, Board of Commissioners Resolution 18-110 authorized entering into a contract with the Village of Stockbridge for Agreement TR048 Lakelands Trail Resurfacing; and

WHEREAS, the City of Lansing is requesting an amendment to Agreement TR029 to change the scope of the project to use the \$100,000 for steps instead of rip rap; and

WHEREAS, Agreement TR029 expires on May 1, 2019 and needs to be extended to complete the project; and

WHEREAS, the Village of Stockbridge is requesting an amendment to Agreement TR048 to narrow the scope of the project so that the entire \$809,980 be allocated to the trail project east of M-52.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of Lansing and the Village of Stockbridge:

Contract Title	Project #
City of Lansing - Grand River North Section - Bank Stabilization	TR029
Stockbridge - Lakelands Trail Resurfacing	TR048

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Agreement TR029 to change the scope of the project to use the \$100,000 for steps instead of rip rap.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an extension for Agreement TR029 to December 31, 2019.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an amendment to Agreement TR048 to narrow the scope of the project so that the entire \$809,980 be allocated to the trail project east of M-52.

BE IT FURTHER RESOLVED, that all other terms and conditions Agreement TR029 and TR048 shall remain unchanged.

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 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.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 05/06/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH L. J. TRUMBLE BUILDERS, LLC.**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Hawk Island, Burchfield Park, Lake Lansing North, and Lake Lansing South; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced roofing contractors to enter into a contract for the purpose of supplying and installing standing seam metal roofs on six buildings at Ingham County Parks; and

WHEREAS, L. J. Trumble Builders, LLC., a registered-local vendor, has agreed to reduce its proposal cost to meet the lowest responsive bid by a non-local vendor in compliance with the Ingham County local purchasing preference policy; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to L. J. Trumble Builders, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with L. J. Trumble Builders, LLC. for the base bid in the amount of \$112,100 for supplying and installing standing seam metal roofs on six buildings at Ingham County Parks, and a contingency not to exceed 5% or \$5,605 to include replacing OSB Sheathing, if needed at a cost of \$5.50 per square foot for a total amount not to exceed of \$117,705.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through November 22, 2019.

BE IT FURTHER RESOLVED, that there are funds available in the approved CIP line items as detailed below:

<b>Roof</b>	<b>Line Item</b>	<b>Price</b>	<b>Contingency if Needed</b>		<b>CIP Approved</b>
			<b>OSB</b>	<b>Total</b>	
Peregrine Shelter (Hawk)	208-75200-976000-9P07	\$19,400	\$970	\$20,370	\$40,000
Kestrel Shelter (Hawk)	208-75200-976000-9P08	\$12,900	\$645	\$13,545	\$25,000
Sandhill Shelter (LLN)	208-75200-976000-9P09	\$11,200	\$560	\$11,760	\$30,000
Winter Sports Bldg. (BUR)	228-75999-976000-9P20	\$41,300	\$2,065	\$43,365	\$30,000
Boat House Rentals (Hawk)	228-75999-978000-9P22	\$11,500	\$575	\$12,075	\$20,000
Boat House Rentals (LLS)	228-75999-978000-9P23	\$15,800	\$790	\$16,590	\$15,000

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 Controller/Administrator is authorized to transfer \$7,925 from 228-75999-978000-9P22 into line item #228-75999-976000-9P20 to cover the cost for the Winter Sports Building roof.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$5,440 from 208-75200-976000-9P07 into line item #228-75999-976000-9P20 to cover the remaining cost for the Winter Sports Building roof.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$1,590 from 208-75200-976000-9P07 into line item #228-75999-978000-9P23 to cover the remaining cost for the Lake Lansing South Boat House Rentals roof.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the remaining \$12,600 from 208-75200-976000-9P07 into line item # 228-75999-978000-9P21 for a future project for the Red Tail Shelter roof at Hawk Island that is being bid out separately.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the remaining \$11,455 from 208-75200-976000-9P08 into line item # 228-75999-978000-9P21 for a future project for the Red Tail Shelter roof at Hawk Island that is being bid out separately.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the remaining \$18,240 from 208-75200-976000-9P09 into line item # 228-75999-978000-9P21 for a future project for the Red Tail Shelter roof at Hawk Island that is being bid out separately, providing a total balance of \$62,295 for the roof for the Red Tail Shelter.

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.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert

**Nays:** None **Absent:** None **Approved 05/06/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**

Introduced by the Law & Courts, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CREATING CLERK AND TECHNICAL SUPPORT POSITION  
FOR THE PUBLIC DEFENDERS OFFICE**

**RESOLUTION # 19 –**

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

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

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

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

WHEREAS, the MIDC Compliance plan authorized the creation of a total of 36.5 full-time equivalent positions; and

WHEREAS, the position of Clerk and Technical Support has been classified by the Human Resources Department as UAW/H (salary range \$41,625.46 to \$49,653.67); and

WHEREAS, the UAW union supports the job description and classification; and

WHEREAS, the budget for this position is included in the grant budget authorized by Resolution #18-476.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of the Clerk and Technical Support position.

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

**LAW & COURTS: Yeas:** Slaughter, Celentino, Polsdofer, Trubac  
**Nays:** None **Absent:** Koenig, Crenshaw, Schafer **Approved 05/02/2019**

**COUNTY SERVICES: Yeas:** Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Celentino, Koenig **Approved 05/07/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**

Introduced by the Law & Courts, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO LJ TRUMBLE GROUP FOR THE  
HAND RAILS IN THE 30<sup>TH</sup> CIRCUIT COURT ROOM AT THE MASON COURTHOUSE**

**RESOLUTION # 19 –**

WHEREAS, hand rails are needed to provide safety from falls in the 30<sup>th</sup> Circuit Court Room at the Mason Courthouse; and

WHEREAS, it is the recommendation of both the Facilities Department and 30<sup>th</sup> Circuit Court to enter into an agreement with LJ Trumble Group, a registered local vendor who submitted the lowest proposal of \$9,700.00, to furnish and install hand rails; and

WHEREAS, the Facilities Department would like to ask for a \$250.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, funds for this project are available from the Public Improvement Fund (245).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a purchase order to LJ Trumble Group, 6850 Aurelius Road, Lansing, Michigan, 48911, to furnish and install the hand rails in the 30<sup>th</sup> Circuit Court Room at the Mason Courthouse for an amount not to exceed \$9,950.00 which includes a \$250.00 contingency.

BE IT FURTHER RESOLVED, that 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.

**LAW & COURTS: Yeas:** Slaughter, Celentino, Polsdofer, Trubac  
**Nays:** None **Absent:** Koenig, Crenshaw, Schafer **Approved 05/02/2019**

**COUNTY SERVICES: Yeas:** Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Celentino, Koenig **Approved 05/07/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR ATTORNEY SERVICES  
FOR THE JUVENILE DIVISION**

**RESOLUTION # 19 –**

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide Lawyer/Guardian Ad Litem representation for children in neglect and abuse cases; and

WHEREAS, the Circuit Court Juvenile Division, in order to reduce costs for attorney fees and provide consistent and efficient legal services for children, has contracted with specific attorneys to provide Lawyer/Guardian Ad Litem representation; and

WHEREAS, the 2019 budget approved by the Board of Commissioners, authorized funds to contract with specific attorneys to provide Lawyer/Guardian Ad Litem representation; and

WHEREAS, the current Lawyer/Guardian Ad Litem providing this representation for Judge Lawless has accepted a position in the Public Defender's Office, thus resigning his position as a Lawyer/Guardian Ad Litem; and

WHEREAS, the Circuit Court Juvenile Division recommends offering a contract to Attorney Annette Skinner to provide Lawyer/Guardian Ad Litem representation for children in neglect and abuse cases, effective April 15, 2019 through December 31, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Attorney Annette Skinner to provide Lawyer/Guardian Ad Litem representation for children at a rate of \$4,040.00 a month, not to exceed \$34,340.00, effective 04-15-2019 through 12-31-2019.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioner is authorized to sign any necessary contractual documents consistent with this Resolution and approved to form by the County Attorney.

**LAW & COURTS: Yeas:** Slaughter, Celentino, Polsdofer, Trubac  
**Nays:** None **Absent:** Koenig, Crenshaw, Schafer **Approved 05/02/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE FUNDS TO PURCHASE A NEW TRANSPORT VEHICLE  
FOR THE INGHAM COUNTY FAMILY CENTER**

**RESOLUTION # 19 –**

WHEREAS, the Juvenile Division has a fleet of ten vehicles used to transport juveniles to and from the Ingham Academy as well as the Pride Evening Reporting Program; and

WHEREAS, one of the ten vehicles is in need of replacement as it was purchased in 2010 and has over 173,000 miles; and

WHEREAS, the Juvenile Division's budget includes a line item for van replacement; and

WHEREAS, the funds deposited in this reserve come from the Child Care Fund's reimbursement for each van's usage, transporting youth to and from community programs; and

WHEREAS, the year end fund balance for this account in 2018 was roughly \$71,000; and

WHEREAS, a request is made to purchase a new 2019 Ford Transit XLT Passenger Wagon at a cost not to exceed \$30,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of a new 2019 Ford Transit XLT Passenger Wagon at a cost not to exceed \$30,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary budget transfers from the van replacement reserve in the 2019 Juvenile Division budget.

**LAW & COURTS: Yeas:** Slaughter, Celentino, Polsdofer, Trubac

**Nays:** None **Absent:** Koenig, Crenshaw, Schafer **Approved 05/02/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT BISSELL PET FOUNDATION EMPTY THE SHELTERS  
FREE ADOPTION GRANTS ON AN ONGOING BASIS**

**RESOLUTION # 19 –**

WHEREAS, Ingham County Animal Control and Shelter, as well as a majority of other Michigan Animal Shelters, have participated in the BISSELL Pet Foundation Empty the Shelters program about two times a year (spring/ fall) for several years; and

WHEREAS, this BISSELL program allows shelters to offer FREE or reduced cost adoptions to the public with Bissell Pet Foundation reimbursing the shelter for the adoption cost via a follow up check after the event; and

WHEREAS, the amount of each reimbursement check is always determined by the number of adoptions that occurred but generally does not exceed \$5,000 per event; and

WHEREAS, these grants have been routinely approved by the Board of Commissioners on a recurring basis; and

WHEREAS, Ingham County Animal Control and Shelter seeks Board of Commissioners authorization to accept these grants on an ongoing basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants the Ingham County Animal Control and Shelter ongoing authorization to participate in and receive grant funds from the BISSELL Pet Foundation Empty the Shelters Program events, with the grant amounts to be received determined by the number of adoptions that occur on the date of each event with no matching funds requirements.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs that all funds received from BISSELL Pet Foundation be placed into the appropriate account and that the Controller/Administrator make the necessary budget adjustments to the Ingham County Animal Control and Shelter budget.

**LAW & COURTS: Yeas:** Slaughter, Celentino, Polsdofer, Trubac  
**Nays:** None    **Absent:** Koenig, Crenshaw, Schafer    **Approved 05/02/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None    **Absent:** Morgan, Tennis    **Approved 05/08/2019**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER  
TO PURCHASE THE SOLACOM PRODUCT GUARDIAN, EQUIPMENT, SYSTEM SUPPORT,  
TRAINING, AND OPTIONAL EQUIPMENT**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the majority of the call delivery is utilized by wireless and Voice over Internet Protocol (VoIP), the current 9-1-1 infrastructure is being taxed; and

WHEREAS, to improve our level of service and to address the strain being placed on the current system, moving to a NG911 (Next Generation 9-1-1) communication system is recommended; and

WHEREAS, it has been determined a NG911 communication system is more reliable, redundant, resilient, and has the capacity and capability to send more data with the voice call to the appropriate 9-1-1 Center, as well as enhanced location capabilities; and

WHEREAS, our current communication/phone system is not capable of supporting these enhancements to service, an RFP seeking a replacement was issued and a team of dispatchers, dispatch supervisor, IT, and executive team members from the 9-1-1 Center evaluated the proposals and demonstrations; and

WHEREAS, the Ingham County Central Dispatch Management team with the evaluation team are unanimously recommending that the Ingham County Board of Commissioners authorize the purchase of Solacom's Guardian product, training, equipment, and support services to replace its current communication/phone system; and

WHEREAS, funds for this project are available within the fund balance of the 9-1-1 Emergency Telephone fund; and

WHEREAS, the Ingham County Central Dispatch Management team will continue to pursue a federal E911 grant through the State of Michigan to mitigate the expense of this system, equipment, training, and any other allowable expenses within the grant parameters.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Solacom Technologies for the purchase of the Guardian product, equipment necessary to support the geo-diverse system design, training, and customer support.

BE IT FURTHER RESOLVED, that optional items are to be negotiated with the company for enhancement of Ingham County Central Dispatch's service.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a total purchase amount not to exceed \$1,041,504.69.

BE IT FURTHER RESOLVED, that incidental costs of up to \$5,000 will be covered from within the 9-1-1 Central Dispatch Center operating budget.

BE IT FURTHER RESOLVED, that the 9-1-1 Director is authorized to sign change orders with Solacom Technologies, provided that the change orders do not increase the total cost of the project as approved by this resolution.

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 Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary contract/purchase order documents that are consistent with this resolution and approved as to form by the County Attorney.

**LAW & COURTS: Yeas:** Slaughter, Celentino, Polsdofer, Trubac  
**Nays:** None **Absent:** Koenig, Crenshaw, Schafer **Approved 05/02/2019**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan, Tennis **Approved 05/08/2019**