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VICE-CHAIRPERSON
CAROL KOENIG

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ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
RYAN SEBOLT, CHAIR
VICTOR CELENTINO
MARK GREBNER
CAROL KOENIG
EMILY STIVERS
RANDY MAIVILLE
ROBIN NAEYAERT

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MARCH 3, 2020 AT 6:30 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [February 18, 2020 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Women's Commission – Interviews
2. Farmland and Open Space Preservation Board
 - a. Resolution to Approve the Ranking of the 2019 Farmland and Open Space Preservation Programs Application Cycle [Ranking and Recommendation](#) to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties
 - b. Resolution to Approve Proceeding to Close Permanent Conservation [Easement Deeds](#) on Vandermeer, Rogers, Launstein and Arend Trust
 - c. Resolution to Authorize a Contract with [Cinnaire Title Services](#)
 - d. Resolution Approving the Farmland and Open Space Preservation Board's Recommended Selection Criteria (Scoring System) for the 2020 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a [2020 Application Cycle](#)
3. Equalization Department
 - a. Resolution to Approve a Revised Ingham County [Remonumentation Plan](#) for Submission to the State of Michigan Office of Land Survey and Remonumentation
 - b. Request for [FMLA](#) Extension
4. Facilities Department
 - a. Resolution to Authorize a Two Year Contract Extension with Capitol Walk Parking LLC. for the [Parking Spaces](#) Located at Lenawee and Chestnut in Lansing
 - b. Resolution to Authorize an Agreement with Trane US Inc to Replace [Roof Top Unit #3](#) at the Forrest Community Health Center
 - c. Resolution to Authorize Amending the Contract with Superior Electric of Lansing Inc. for the Mason Courthouse Uninterrupted [Power Supply System](#)
 - d. Resolution to Authorize a Contract Amendment with Safety Systems, Inc. for Upgrades to Intrusion and Fire Monitoring [Alarm System](#) at the 55th District Court

5. Innovation & Technology Department – Resolution to Approve Purchase of Courtview Training from Equivant
6. Road Department
 - a. Resolution to Retain As-Needed Material Testing and Fabrication Inspection Services
 - b. Resolution to Amend a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Howell Road Bridge over Doan Creek Olds Road Bridge over Perry Creek Olds Road Bridge over Huntoon Lake Extension Drain
7. Board of Commissioners – Resolution in Honor of the 2020 State Arbor Day Celebration

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
February 18, 2020
Draft Minutes

Members Present: Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, and Naeyaert.

Members Absent: None.

Others Present: Russel Church, Becky Bennett, Teri Morton, and Michael Tanis.

The meeting was called to order by Chairperson Sebolt at 6:30 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the February 4, 2020 Open and Closed Session Meeting Minutes

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE FEBRUARY 4, 2020 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Prosecuting Attorney’s Office – Resolution to Accept an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutors Office Under the 2020 STOP Violence Against Women Grant
2. Facilities Department – Resolution to Authorize a Contract Extension with Boynton Fire Safety Services, LLC for Fire Prevention Services at Several County Facilities
3. Public Defenders Office
 - a. Request for Approval of Pay Above Step 2 for Managerial-Confidential Employee
 - b. Resolution to Authorize the Conversion of Clerk Public Defender Position to Full-Time
4. Road Department
 - a. Resolution to Authorize an Engineering Design Services Contract

5. Human Resources
 - a. Resolution to Approve Generic Service Credit Purchase for County Employee: Rene Franco
 - b. Resolution Amending Resolution #19-061 Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals
6. Health Department – Request for Approval of Pay Above Step 2 for a Jail Medical Provider
7. Controller’s Office – Resolution to Authorize Planned Annual Continuing Education Program for MUNIS
8. Board of Commissioners – Resolution Declaring March 31, 2020 as “Cesar E. Chavez Day” in Ingham County

THE MOTION CARRIED UNANIMOUSLY.

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

4. Road Department
 - b. Resolution to Authorize a Letter of Understanding Regarding Weighmaster Uniforms with Office & Professional Employees International Union (OPEIU), Local 512, Technical-Clerical Unit (TCU)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION.

Chairperson Sebolt disclosed that the Office & Professional Employees International Union (OPEIU), Local 512, Technical-Clerical Unit (TCU), was affiliated with his daytime employer, the Michigan American Federation of Labor-Congress of Industrial Organizations (AFL-CIO).

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:33 p.m.

**MARCH 3, 2020 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

- 2a. *Ingham County Farmland and Open Space Preservation Board – Resolution to Approve the Ranking of the 2019 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties*

This resolution will approve the 2019 Farmland and Open Space Application Ranking as attached, and approve the Farmland and Open Space Preservation (FOSP) Board to proceed with negotiations on the top ranked properties. In 2012 the Board of Commissioners established the Purchasing Department as the designated party responsible for negotiating prices with landowners for the purchase of conservation easements. The 2019 ranked applications will go through the Purchasing Department's Bid process to negotiate easement values. Michigan State University RS&GIS evaluates the applications, both new and old, and places them in ascending order according to the "model" score. The "model" is the system developed by MSU that utilizes the FOSP Board's approved selection criteria by assigning numerical values to each criterion.

Costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs, are included in the 2020 budget.

See memo for details.

- 2b. *Ingham County Farmland and Open Space Preservation Board – Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on Vandermeer, Rogers, Launstein and Arend Trust*

This resolution will approve proceeding to close on the Vandermeer, Rogers, Launstein and Arend Trust properties at a price not to exceed the amount listed in the chart below:

<u>Landowner Name</u>	<u>Acreage</u>	<u>Easement Value</u>
Vandermeer	105.2	\$ 160,000.00
Rogers	150.6	\$ 245,000.00
Launstein	86.65	\$105,000.00
Arend Trust	182.8	\$604,000.00*

*(Federal Match \$218,400.00, State Match \$285,600.00)

The Farmland and Open Space Preservation (FOSP) Board received applications for the 2018 cycle from May 1 to July 31, 2018. Resolution #19-013 approved the ranking of the 2018 farmland and open space preservation programs application cycle ranking and recommendation to purchase permanent conservation easement deeds on the top ranked properties. Through the process established in 2002, whereby the Purchasing Department is responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easement, three open space properties (Vandermeer, Rogers and Launstein) and one farmland property (Arend Trust), were recommended for purchase. Funds are budgeted to close on the properties and cover all closing costs.

See memo for details.

2c. *Ingham County Farmland and Open Space Preservation Board – Resolution to Authorize a Contract with Cinnaire Title Services*

This resolution will authorize a five-year contract with Cinnaire Title Services for the purpose of conducting professional services on properties approved for purchase through the Ingham County Farmland and Open Space Preservation (FOSP) Program. The rate will be \$125/parcel tax ID and policy is determined by the rate of filing and the amount of insurance required.

The FOSP Board utilizes the services of many contractors to carry out the due diligence portion of closing Conservation Easement Deeds. The Board must pull preliminary title work on properties that have been selected for purchase through the scoring process. Through the preliminary title commitment process, the FOSP program clears all clouds or encumbrances that may adversely affect the conservation values of the property. And finally, a HUD approved settlement statement is developed, and title insurance is proposed. Through County procurement process, Cinnaire was selected as the Title Company with which to contract.

See memo for details.

2d. *Ingham County Farmland and Open Space Preservation Board – Resolution Approving the Farmland and Open Space Preservation Board's Recommended Selection Criteria (Scoring System) for the 2020 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a 2020 Application Cycle*

This resolution will approve the 2020 Farmland and Open Space Selection Criteria (Scoring System) for ranking landowner applications. The Ingham County Farmland and Open Space Preservation (FOSP) Board recommends the adoption of the attached 2020 Selection Criteria for the Farmland and Open Space Preservation programs and the approval of the FOSP Board to host a 2020 Farmland and Open Space Preservation application cycle. Costs associated with the 2020 Farmland and Open Space Application Cycle will include postage and mailings, newspaper announcement costs and staff time to assist with scoring and ranking applications. Those costs are included in the 2020 budget. Once all Applications, both new and old, are scored and ranked, the FOSP Board will recommend approval of the top ranked applicants by the Board of Commissioners.

See memo for details.

3. *Equalization/Tax Mapping Department – Resolution to Approve a Revised Ingham County Remonumentation Plan for Submission to the State of Michigan Office of Land Survey and Remonumentation*

This resolution will authorize the adoption of the 2020 revised Ingham County Monumentation and Remonumentation Plan, which is attached.

Resolution #92-105 approved an Ingham County Remonumentation Plan, as required by Act 345, P.A. 1990. Ingham County has been advised and directed that the 1992 Plan be revised to be reflective of the current status of the monumentation and/or remonumentation of the original public land survey corners, protracted public land survey corners, and/or property controlling corners, as required by Act 166, P.A. 2014. Other requirements included in the revised plan will address a perpetual monument maintenance plan; include language defining the qualifications and duties of the Peer Review Group; and address the need to establish geodetic coordinates and the incorporation of advanced surveying technologies.

4a. Facilities Department – Resolution to Authorize a Two Year Contract Extension with Capitol Walk Parking, LLC. for the Parking Spaces Located at Lenawee and Chestnut in Lansing

This resolution will authorize a two year contract extension with Capitol Walk Parking LLC. for the 111 parking spaces located at Lenawee and Chestnut in Lansing. These spaces are for county employees working at the Grady Porter Building and Veterans Memorial Courthouse. The current agreement expires on June 30, 2020. This contract extension would be through June of 2022, at the current monthly bill rate of \$6,660.00. Funds for this expense are included in the 2020 budget.

4b. Facilities Department – Resolution to Authorize an Agreement with Trane US Inc. to Replace Roof Top Unit #3 at the Forrest Community Health Center

This resolution will authorize entering into an agreement with Trane US Inc. for the replacement of roof top unit #3 at the Forrest Community Health Center for an amount not to exceed \$90,000.00, which includes a \$1,000.00 contingency. This unit services the dental area, break room and Ryan White Program area. This roof top unit is over 25 years old, is in need of constant repair and has outlived its useful life. The purchasing is being made utilizing the US Communities Contract #15-JLP-023. Funds for this project are available in the capital budget.

4c. Facilities Department – Resolution to Authorize Amending the Contract with Superior Electric of Lansing for the Mason Courthouse Uninterrupted Power Supply System

This resolution will authorize amending the contract with Superior Electric of Lansing Inc. for the change order for the step down transformer and platform to support the Uninterrupted Power Supply system at the Mason Courthouse in the amount of \$12,614.76. The original contract was approved through Resolution 19-333 for an amount not to exceed \$35,050.00, including a contingency of \$3,550.00. Upon installing the new UPS System, it was discovered that the addition of a step down transformer would be necessary to complete the tie in to the new system. In addition to the transformer, there is a safety concern with the structural integrity of the floor to support the new system, and a structural engineer recommended a platform be built. A change order for \$12,614.76 was submitted by Superior Electric for the step down transformer and platform. A line item transfer of \$10,000.00 from the Mason Courthouse Clock Tower repair fund will cover the additional cost and leave a contingency of \$935.24.

See memo for details.

4d. Facilities Department – Resolution to Authorize a Contract Amendment with Safety Systems, Inc. for Upgrades to Intrusion and Fire Monitoring Alarm System at the 55th District Court

This resolution will authorize entering into an agreement with Safety Systems, Inc. for the installation of new equipment for an amount not to exceed \$1,634.00 and monitoring services for \$948.00 per year. Currently, the intrusion and fire monitoring system at the 55th District Court communicates through the County network. This purchase would provide for a back-up wireless system, as exists in other buildings, to ensure the monitoring of the building is maintained in the event that the network is down.

See memo for details.

5. *Innovation and Technology Department – Resolution to Approve Purchase of CourtView Training from Equivant*

This resolution will authorize the purchase of training from Equivant in the amount not to exceed \$7,200.00 to be paid out of the Innovation and Technology's Consulting account. This will provide four days of CourtView training and associated travel expense. Equivant supports the CourtView system in various criminal justice areas including our Courts and Prosecuting Attorneys' office. Due to turnover in staffing, there has been a loss of institutional knowledge of the application. This training will address the associated difficulties. It will also allow IT to bring an additional person up to speed with the various aspects of the system to ensure proper support.

6a. *Road Department – Resolution to Retain As-Needed Material Testing and Fabrication Inspection Services*

This resolution will authorize retaining Soil and Materials Engineers, Inc., Professional Service Industries, Inc., and TUV Rheinland Industrial Solutions, to provide needed material testing and fabrication inspection services. Ingham County Road Department (ICRD) must rely on consultants to supplement staff because many times during the construction season, there is not enough staff, equipment, or expertise to perform all the project related material testing and/or fabrication inspections required for road and/or bridge projects.

The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide the services on an as-needed basis and received four proposals. Based on the full breadth of services, testing and inspection needs, and the wide range of expertise the consultants have, ICRD recommends the three respondents listed above be retained to provide the requested as-needed material testing and/or fabrication inspection services. The cost to hire consultants to perform as-needed material testing and/or fabrication inspection services is included in the 2020 Budget.

See memo for details.

6b. *Road Department – Resolution to Amend a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Howell Road Bridge over Doan Creek, Olds Road Bridge over Perry Creek, and Olds Road Bridge over Huntoon Lake Extension Drain (MDOT Contract #19-5599)*

This resolution will authorize entering into an amended contract (MDOT Contract #19-5599) with the State of Michigan/MDOT to correct an error in the funding distribution described in the executed MDOT Contract #19-5019 for the Howell Road Bridge over Doan Creek, Olds Road Bridge over Perry Creek and the Olds Road Bridge over Huntoon Lake Extension Drain with a total estimated cost of \$1,005,300 consisting of a revised \$797,800 in state Local Bridge Program funding and a revised \$207,500 in Road Department funds. The net result of this change is that the Road Department estimated match for the overall project has increased by \$138,400, which has been accounted for in the 2020 budget.

See memo for details.

7. *Board of Commissioners – Resolution in Honor of the 2020 State Arbor Day Celebration*

A Resolution if offered to endorse Arbor Day and extend congratulations and best wishes to all of those involved in the 2020 State Arbor Day.

OTHER ITEM:

1. *Women's Commission Interviews*

TO: COUNTY SERVICES AND FINANCE COMMITTEES

FROM: STACY BYERS, DIRECTOR, INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD

DATE: February 18, 2020

SUBJECT: APPROVAL OF 2019 APPLICATION CYCLE RANKING

BACKGROUND

- This resolution approves the 2019 application cycle ranking and establishes a priority for the top applications. In 2012 the BOC established the Purchasing Department as the designated party responsible for negotiating prices with landowners for the purchase of conservation easements. The 2019 ranked applications will go through the Purchasing Department's Bid process to negotiate easement values.
- MSU RS&GIS evaluates the applications, both new and old, and places them in ascending order according to the "model" score. The "model" is the system developed by MSU that utilizes the FOSP Board's approved selection criteria by assigning numerical values to each criterion.

FISCAL IMPACT

- There will be future costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs. Those costs are included in the 2020 budget.

STRATEGIC PLANNING IMPACT

- Goal A. Service to residents, strategy 3., a. states that it is the intention of the County to preserve important farmland and open spaces through the purchase of development rights program. Approving the 2019 score and rank helps to further that goal.

RECOMMENDATION

- The FOSP Board recommends approval of the 2019 score and rank and proceeding to negotiate on the top ranked properties.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RANKING OF THE 2019 FARMLAND AND OPEN SPACE
PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION
TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE
TOP RANKED PROPERTIES**

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board Preservation Program), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, on August 5, 2008, the voters of Ingham County approved the levy of 0.14 mills and renewed that millage in 2018 for the purpose of funding the Farmland and Open Space Board; and

WHEREAS, Resolution #10-100 directs the Farmland and Open Space Board to identify agricultural and open space property for inclusion in the program, to rank the applications received according to established criteria approved by the Board of Commissioners, and to select properties for purchase of Conservation Easement Deeds which requires approval by the Board of Commissioners; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase Conservation Easement Deeds on Agricultural and Open Space properties in Ingham County; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all farmland open space applications received for the 2019 cycle and wishes to proceed with negotiations on the top ranked properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the 2019 Farmland and Open Space Application Ranking as attached, and approves the FOSP Board to proceed with negotiations on the top ranked properties.

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.

OBJECTID	Applicant	Riparian	Wetland	Rare Species	Parcel Size	PCA	Road Frontage	Forest Land	Open Land	Aquifer Recharge	Proximity to Urban	Proximity to Other Protected Property	Block Application	Applicant Score
3	Barnett	20	14.9	0	18.2	8	2.0	8.7	1.2	0.0	0	4	0	76.97
12	Davis	20	3.0	5	20.0	8	2.0	2.3	0.0	0.4	0	10	0	70.76
27	Launstein OS3	20	15.5	2	18.4	0	2.0	4.8	4.1	0.0	0	4	0	70.66
2	Balmer	20	0.1	2	18.2	6	2.0	0.9	0.0	0.0	15	0	0	64.24
31	Lyon 2	20	6.5	0	15.8	6	1.6	5.3	0.1	0.0	0	6	1.583	62.81
24	Launstein Boyko	20	2.7	2	20.0	6	2.0	1.6	1.5	0.0	0	6	0	61.82
37	Sheff	20	0.6	2	8.0	8	1.6	3.3	6.5	0.0	0	10	0	59.99
19	Hewitt	20	4.9	2	9.4	8	1.9	3.4	1.8	0.0	0	8	0	59.46
38	Thomas	20	7.6	2	8.2	8	2.0	4.7	5.3	0.0	0	0	0	57.81
9	Boring	20	4.0	2	20.0	6	2.0	2.6	0.3	0.0	0	0	0	56.91
36	Rumohr Trust	20	4.9	0	5.4	0	1.8	8.1	0.0	0.0	5	10	0	55.16
1	Austin	0	3.0	2	9.9	0	1.6	4.6	0.7	1.6	20	10	1.4928	54.89
30	Linn J	20	0.4	2	8.1	6	1.6	0.2	1.2	0.0	15	0	0	54.47
23	Khoury	0	10.5	0	4.6	4	1.0	3.0	7.0	0.0	20	4	0	54.19
1	Austin	0	3.0	2	9.9	0	1.6	4.6	0.7	1.6	20	10	0	53.39
22	Jeffrey	20	2.4	2	16.4	6	1.6	2.4	0.8	0.0	0	0	0	51.60
20	Hill	0	6.2	2	18.6	6	1.4	4.5	0.8	0.0	10	0	1.825	51.30
17	Harris	0	2.6	2	7.9	6	1.0	3.6	2.6	6.3	10	8	0	49.99
16	Gruber	0	1.2	2	8.0	0	2.0	0.1	3.4	6.0	20	6	0	48.77
40	Wild	20	2.9	0	13.1	6	0.0	3.2	1.3	0.0	0	0	0	46.48
25	Launstein OS1	0	17.8	2	7.6	6	2.0	3.2	6.1	0.0	0	0	0	44.66
39	Waldron	0	0.7	0	20.0	6	2.0	1.0	0.0	3.7	0	4	3.5189	40.93
21	Imlay	0	2.2	0	16.2	6	2.0	0.1	7.6	0.0	0	6	0	40.14
32	Lyon 2_1	0	0.0	0	16.7	8	1.2	0.7	0.3	0.5	0	10	0	37.41
8	Bond Family LLC	0	6.4	2	7.6	0	1.3	0.9	2.9	0.0	15	0	0	36.09
14	Every	0	0.1	0	15.0	6	1.6	3.2	0.0	0.0	5	0	1.6775	32.58
7	Bergeon and Osterle	0	3.5	0	7.5	6	0.7	7.7	0.0	0.0	5	0	1.309	31.81
18	Hekler	0	4.1	0	13.9	6	1.1	1.7	0.6	0.0	0	4	0	31.32
26	Launstein OS2	0	4.0	2	8.1	6	2.0	2.1	6.8	0.0	0	0	0	31.02
5	Bergeon	0	2.8	0	15.8	0	2.0	6.2	0.0	0.5	0	0	1.309	28.61
34	Nack	0	7.2	0	7.3	6	0.8	4.6	1.2	0.0	0	0	0	27.08
15	Every 2	0	0.0	0	19.0	0	2.0	0.4	0.0	0.0	5	0	0	26.40
33	McCarthy	0	0.2	2	11.8	6	1.2	4.3	0.0	0.0	0	0	0	25.45
11	Culver	0	3.3	2	2.1	6	0.1	3.5	6.4	0.0	0	0	0	23.42
28	Leonard	0	1.4	2	10.3	0	1.3	1.3	0.0	0.6	0	6	0	22.97
4	Benjamin	0	0.5	0	12.7	0	2.0	0.0	0.0	0.0	0	0	0	15.25
6	Bergeon #2	0	0.0	0	2.9	0	1.3	0.0	0.4	6.5	0	0	0	11.14

ID	Applicant_	Agricultural Productivity	Size of Parcels	Additional Ag Income	Proximity to Livestock Farm	Proximity to Water/Sewer	Proximity to Population Centers	Road Frontage	Location to Protected Property	Block Applications	Additional Ag Characteristics	MAEAP	Final Applicant Score
69	Powell	14.0	15.0	15	5	10	25	8	20	8	0	0	120.0
5	Beery	14.2	10.2	15	5	10	25	0	20	0	5	5	109.4
56	Osterle 2	14.8	15.0	15	3	10	2	8	20	0	0	5	92.8
55	Osterle 1	16.2	15.0	15	5	10	10	4	0	8	0	5	88.2
61	Osterle 5	14.4	11.9	15	3	7	10	8	5	8	0	5	87.3
42	Laycock Trust	15.5	15.0	0	5	10	20	8	5	6	0	0	84.5
64	Osterle Trust 2	10.8	15.0	15	5	5	0	4	15	8	0	5	82.8
62	Osterle 6	14.2	15.0	15	0	5	10	4	5	8	0	5	81.2
60	Osterle 4	14.4	8.7	15	3	5	10	6	5	8	0	5	80.1
3	Balmer	14.9	9.2	15	3	5	20	6	0	0	0	5	78.1
41	Launstein FL3	10.8	15.0	15	5	10	8	8	0	5	0	0	76.8
29	Hill	15.0	9.2	15	5	5	15	0	0	5	0	5	74.2
16	Cheney #2	11.1	15.0	0	5	10	10	8	15	0	0	0	74.1
37	Launstein Boyko	11.0	15.0	0	5	10	4	8	10	5	5	0	73.0
50	Minnis D	15.2	11.2	15	5	5	2	4	15	0	0	0	72.3
70	Rogers J	14.8	15.0	15	0	5	0	4	10	8	0	0	71.8
51	Minnis Trust	9.5	15.0	0	5	10	20	0	5	6	0	0	70.5
63	Osterle Trust 1	14.5	7.3	15	0	7	10	6	5	0	0	5	69.8
46	Lyon 3	17.0	12.0	0	5	5	5	4	20	0	0	0	68.0
14	Cavanaugh	7.0	15.0	15	5	5	0	6	10	0	5	0	68.0
59	Osterle 3	14.7	6.8	15	3	10	8	0	5	0	0	5	67.5
58	Osterle 2_2	16.2	9.9	15	5	5	0	8	5	0	0	5	67.1
26	Haynes #4	15.8	8.0	0	5	5	2	6	20	0	5	0	66.8
25	Hackworth Burley	4.0	15.0	15	5	5	0	4	10	8	0	0	66.0
44	Linn J	10.8	10.0	15	5	5	20	0	0	0	0	0	65.8
15	Chamberlain	15.7	13.5	0	0	7	0	4	20	5	0	0	65.2
21	DeForest	11.7	15.0	0	0	10	0	8	15	5	0	0	64.7
36	Kubiak Farms	14.1	15.0	15	5	5	2	8	0	0	0	0	64.1
81	Ware	12.3	7.6	0	5	7	25	0	5	0	0	0	61.9
19	Clark	15.3	5.3	15	0	5	0	0	15	5	0	0	60.6
22	Every 2	14.7	9.3	0	5	10	10	8	0	0	0	0	57.1
27	Hekler	13.9	6.9	0	5	7	10	0	5	8	0	0	55.7
82	Warfle	15.0	4.7	15	5	5	0	4	0	0	5	0	53.7
18	Cheney R	13.4	4.0	0	5	5	2	4	20	0	0	0	53.4
71	Rogers MD	12.2	15.0	0	0	0	0	8	10	8	0	0	53.2
30	HunterBrooke Land LLC	15.8	9.0	0	3	5	15	0	0	5	0	0	52.8
24	Graf	9.6	15.0	15	5	0	0	8	0	0	0	0	52.6
9	Bigg	9.9	10.3	0	0	7	0	0	20	5	0	0	52.2
32	Irwin	14.5	7.4	0	0	10	0	0	20	0	0	0	51.9
31	Imlay	9.3	8.0	0	0	10	8	6	10	0	0	0	51.3
10	Blair	14.5	7.2	0	0	7	10	4	0	8	0	0	50.6
49	Miner	17.2	9.5	0	5	5	0	8	5	0	0	0	49.7
77	Swan	15.3	10.0	0	0	5	2	8	10	0	0	0	48.3
34	Khoum	12.5	0.0	0	0	5	25	0	5	0	0	0	47.5
57	Osterle 2_1	15.0	0.0	15	0	10	2	0	0	0	0	5	47.0
33	Jeffrey	13.7	8.2	15	5	5	0	0	0	0	0	0	46.9
47	Mayer	12.3	0.0	0	0	10	0	4	15	5	0	0	46.3
38	Launstein Boyko_1	14.8	5.1	0	3	10	8	0	5	0	0	0	45.9
54	Nelson Jr.	15.9	0.0	0	3	10	2	0	15	0	0	0	45.9
23	Fitzgerald	12.2	5.6	15	3	5	0	4	0	0	0	0	44.8
76	Stewart	11.2	8.0	0	5	10	10	0	0	0	0	0	44.2
79	Waldron	16.0	13.9	0	5	0	0	4	5	0	0	0	43.9
17	Cheney D	4.7	8.0	0	3	10	8	0	10	0	0	0	43.7
66	Otis, Mullins	11.2	7.8	0	5	10	0	4	5	0	0	0	43.0
6	Bergeon	13.6	7.8	0	3	5	8	4	0	0	0	0	41.4
65	Osterle Trust 3	15.0	0.0	15	0	0	0	0	5	0	0	5	40.0
39	Launstein FL1	14.6	7.2	0	3	5	6	4	0	0	0	0	39.8
20	Collar	15.2	4.0	0	0	5	15	0	0	0	0	0	39.2
28	Henney	6.4	6.4	0	0	5	0	6	15	0	0	0	38.8
4	Baumer	15.0	0.0	0	3	0	0	0	20	0	0	0	38.0
8	Bergeon and Osterle	13.0	0.0	0	5	10	10	0	0	0	0	0	38.0
73	Sheff	8.5	4.1	0	5	0	0	0	20	0	0	0	37.6

13 Brake	15.6	7.5	0	5	5	4	0	0	0	0	0	37.1
11 Bond Family LLC	11.9	0.0	0	0	5	20	0	0	0	0	0	36.9
53 Morehouse	17.0	10.9	0	0	0	0	4	0	0	5	0	36.8
40 Launsten FL2	13.3	4.2	0	0	5	0	4	10	0	0	0	36.5
12 Bonng	7.6	15.0	0	0	0	0	8	0	0	5	0	35.0
80 Wamhoff	14.9	6.7	0	0	0	0	8	5	0	0	0	34.6
75 Steward	11.1	0.0	0	5	10	8	0	0	0	0	0	34.1
67 Pidd Family 1	12.0	11.5	0	5	0	0	4	0	0	0	0	33.3
2 Ball	15.3	0.0	0	5	5	4	0	0	0	0	0	29.3
7 Bergeon #2	15.9	0.0	0	0	5	8	0	0	0	0	0	28.9
74 Smith	16.6	8.2	0	0	0	0	4	0	0	0	0	28.8
45 Livingstone	6.9	15.0	0	0	0	0	4	0	0	0	0	25.9
43 Leonard	3.5	5.0	0	0	5	0	0	10	0	0	0	23.5
1 Andrus	16.9	6.5	0	0	0	0	0	0	0	0	0	23.4
68 Pidd Family 2	4.0	15.0	0	0	0	0	4	0	0	0	0	23.0
48 McCarthy	3.4	5.9	0	0	10	2	0	0	0	0	0	21.3
35 Klicker	17.0	4.1	0	0	0	0	0	0	0	0	0	21.1
84 Zimmerman	12.4	8.2	0	0	0	0	0	0	0	0	0	20.6
83 Wild	3.4	8.5	0	0	0	0	0	0	0	0	0	9.9
78 Thomas	0.5	4.0	0	0	0	0	4	0	0	0	0	8.5

To: Ingham County, County Services and Finance Committees

From: Stacy Byers, Director Ingham County Farmland and Open Space Preservation Board

Date: February 18, 2020

Subject: Resolution authorizing closing conservation easement deeds on the Vandermeer, Rogers, Launstein and Arend Properties.
For the meeting agendas of Tuesday March 3, and Wednesday March 4, 2020

BACKGROUND

- The Farmland and Open Space Preservation Board received applications for the 2018 cycle from May 1 to July 31, 2018. In accordance with the Ordinance, the FOSP Board scored and ranked the applications based on the approved 2018 Open Space selection criteria. The Board of Commissioners approved resolution #19-013 approving the ranking of the 2018 farmland and open space preservation programs application cycle ranking and recommendation to purchase permanent conservation easement deeds on the top ranked properties
- In 2012, the BOC adopted a resolution that established the Ingham County Purchasing Department as its designee responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easement. Through that process, three open space properties, (Vandermeer, Rogers and Launstein) and one farmland property, (Arend Trust), were recommended for purchase by the Purchasing Department.

FINANCIAL IMPACT

- The FOSP Board has money in the budget to close on the open space properties and cover all closing costs.

<u>Landowner Name</u>	<u>Acreage</u>	<u>Easement Value</u>
Vandermeer	105.2	\$ 160,000.00
Rogers	150.6	\$ 245,000.00
Launstein	86.65	\$ 105,000.00
Arend Trust	182.8	\$ 604,000.00 (<i>Federal Match</i>)
		<i>\$218,400.00; State Match \$285,600.00</i>

STRATEGIC PLANNING IMPACT

- Goal A. Service to residents, strategy 3., a. states that it is the intention of the County to preserve important farmland and open spaces through the purchase of development rights program. Purchasing Conservation Easement Deeds on these five properties will further that goal.

RECOMMENDATION

- It is the recommendation of the Farmland and Open Space Preservation Board to approve purchasing Conservation Easement Deeds on the four above listed properties

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE PROCEEDING TO CLOSE PERMANENT CONSERVATION
EASEMENT DEEDS ON VANDERMEER, ROGERS, LAUNSTEIN AND AREND TRUST**

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

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Preservation Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Board of Commissioners established promoting environmental protection, smart growth and conservation as overarching and long term priorities; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2018 cycle and of which, said rankings were approved by Resolution #19-013; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a “Bid” process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on all properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Vandermeer, Rogers, Launstein and Arend Trust properties at a price not to exceed the amount listed in the chart below:

<u>Landowner Name</u>	<u>Acreage</u>	<u>Easement Value</u>
Vandermeer	105.2	\$ 160,000.00
Rogers	150.6	\$ 245,000.00
Launstein	86.65	\$105,000.00
Arend Trust	182.8	\$604,000.00 (<i>Federal Match</i>)
<i>\$218,400.00; State Match \$285,600.00)</i>		

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.

To: Ingham County, County Services and Finance Committees

From: Stacy Byers, Director Ingham County Farmland and Open Space Preservation Board

Date: February 18, 2020

Subject: Resolution authorizing a contract with Cinnaire Title Co.,
For the meeting agendas of Tuesday March 3, and Wednesday March 4, 2020

BACKGROUND

- The FOSP Board utilizes the services of many contractors to carry out the due diligence portion of closing Conservation Easement Deeds. The Board must pull preliminary title work on properties that have been selected for purchase through the scoring process. Through the preliminary title commitment process, the FOSP program clears all clouds or encumbrances that may adversely affect the conservation values of the property. And finally, a HUD approved settlement statement state is developed, and title insurance is purposed. Through County procurement process, Cinnaire was selected as the Title Company to enter into a contract with.
- The Contract shall be a 5-year contract beginning January 1, 2020 and commencing December 31, 2025.
- The FOSP has a long history of working with Cinnaire. They understand conservation easements, their impacts on the chain of title and how to best close easement deeds.

ALTERNATIVES

- The FOSP board must use an accredited Title Company to close their easements, therefore no alternatives exist.
- If the contract is not approved the FOSP Board will not be able to close pending easements.

FINANCIAL IMPACT

- The resolution authorizes a five- year contract with Cinnaire at a rate of \$125/parcel tax ID and policy is determined by the rate of filing and the amount of insurance required.
- The FOSP Board has budgeted for this service and has money to execute a contract with Cinnaire for Title Work Services.

STRATEGIC PLANNING IMPACT

- Goal A. Service to residents, strategy 3., a. states that it is the intention of the County to preserve important farmland and open spaces through the purchase of development rights program. The contract with Cinnaire will further this goal.

RECOMMENDATION

- It is the recommendation of the County Purchasing Department (see memo) and the Farmland and Open Space Preservation Board the a 5-year contract between Cinnaire and Ingham County FOSP Board be authorized.

Agenda Item 2c

TO: Stacy Byers, Director of the
Ingham County Farmland and Open Space Preservation Board (FOSPB)

FROM: James Hudgins, Director of Purchasing

DATE: April 24, 2019

RE: Memorandum of Performance for RFP No. 87-19 Title Searches for the Ingham County
Farmland Open Space Planning Board.

Per your request, the Purchasing Department on behalf of the Ingham County Farmland and Open Space Preservation Board sought proposals from qualified firms or individuals for the annual preparation of up to twelve (12) title searches related to various conservation easements. Title searches will be ordered on an “as needed” basis.

The scope of work includes, but is not limited to, title searches up to a 40-year search and reporting of their findings that is to include a copy of the last recorded deed of the property and any recorded interest(s) affecting the property; which, includes any transfer of property outside the chain of title.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	45	14
Vendors responding	2	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Preliminary Commitment for each farm application per tax parcel number for search fees.		
Cinnaire Title Services, LLC	Yes, Lansing, MI	\$125.00		
Vendor Name	Local Pref	Title Search Only	Title Property Profile	Informational commitment/No
eTitle Services Inc.	No,Troy, MI	\$500.00	\$600.00	\$600.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH CINNAIRE TITLE SERVICES

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

WHEREAS, appraisals, title searches, baseline reports, and surveys are required due diligence to close conservation easements; and

WHEREAS, the Purchasing Department sought proposals from experienced contractors, and after review and evaluation, the Evaluation Team is recommending that a five year contract be issued with Cinnaire Title Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a five-year contract with Cinnaire Title Services for the purpose of conducting professional services on properties approved for purchase through the Ingham County Farmland and Open Space Preservation Program.

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.

Date: February 18, 2020

To: County Services Committee

From: Stacy Byers, Director FOSP Board

RE: RESOLUTION APPROVING THE FARMLAND AND OPEN SPACE PRESERVATION BOARD'S RECOMMENDED SELECTION CRITERIA (SCORING SYSTEM) FOR THE 2020 FARMLAND AND OPEN SPACE APPLICATION CYCLES AND APPROVE THE FOSP BOARD TO HOST A 2020 APPLICATION CYCLE.

Summary of Proposed Action:

This resolution approves the 2020 Farmland and Open Space Selection Criteria (Scoring System) for ranking landowner applications. The Ingham County Farmland and Open Space Preservation Board recommends the County Board of Commissioners adopt the 2020 Selection Criteria for both the Farmland and Open Space Preservation programs and approve the FOSP Board to host a 2020 Farmland and Open Space Preservation application cycle.

Financial Implications:

There will be future costs associated with a 2020 Farmland and Open Space Application Cycle, including, but not limited to, postage and mailings, newspaper announcement costs and staff time to assist with scoring and ranking applications. Once all Applications, both new and old, are scored and ranked the FOSP Board will recommend approval of the top ranked applicants by the Board of Commissioners. Those costs are included in the 2020 budget.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS:

**RESOLUTION APPROVING THE FARMLAND AND OPEN SPACE PRESERVATION
BOARD'S RECOMMENDED SELECTION CRITERIA (SCORING SYSTEM) FOR
THE 2020 FARMLAND AND OPEN SPACE APPLICATION CYCLES AND APPROVE
THE FOSP BOARD TO HOST A 2020 APPLICATION CYCLE**

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 (Resolution #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 mils in 2008 and renewed that millage 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 be approved by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached 2020 Farmland and Open Space Selection Criteria 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 Ingham County Board of Commissioners approves The Ingham County Farmland and Open Space Preservation Board hosting a 2020 farmland and open space preservation application cycle.

Selection Criteria for Farmland Preservation Program 2020 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 150 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: $150 \times 0.1 = 15$

Example: Parcel is 85 acres: $85 \times 0.1 = 8.5$

Example: Parcel is 350 acres: $350 \times 0.1 = 35$; 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

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>25</i>	<i>Distance to Mason and Williamston,</i>	<i>max points</i>	<i>10</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

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

Selection Criteria for **Open Space** Land Preservation Program 2020 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>	<i>158 points</i>

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.*

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

Example: Property is located 1.5 miles from Lansing Designated Population Center Total points = 15

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 between 1/2 mile and 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.

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 – 158

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”.

TO: County Services Committee
Ingham County Board of Commissioners

FROM: William E. Fowler, Director
Equalization/Tax Mapping Department

RE: **RESOLUTION TO APPROVE A REVISED INGHAM COUNTY
REMONUMENTATION PLAN FOR SUBMISSION TO THE
STATE OF MICHIGAN OFFICE OF LAND SURVEY AND
REMONUMENTATION**

Attached please find the resolution for the 2020 Revision of the Ingham County Monumentation and Remonumentation Plan.

Also attached please find the 2020 Revision of the Ingham County Monumentation and Remonumentation Plan.

Respectfully,

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A REVISED INGHAM COUNTY
REMONUMENTATION PLAN FOR SUBMISSION TO THE STATE OF MICHIGAN
OFFICE OF LAND SURVEY AND REMONUMENTATION**

WHEREAS, by Resolution #92-105 the Ingham County Board of Commissioners by formal action taken on May 26, 1992, approved and adopted an Ingham County Remonumentation Plan, as required by Act 345, P.A. 1990; and

WHEREAS, the Ingham County Remonumentation Grant Administrator has been advised and directed that the Ingham County Remonumentation Plan of 1992 be revised to be reflective of the current status of the monumentation and/or remonumentation of the original public land survey corners, protracted public land survey corners, and/or property controlling corners, as required by Act 166, P.A. 2014; and

WHEREAS, pursuant to MCL 54.268(1) of Act 166, P.A. 2014 that the revised Ingham County Remonumentation Plan include language to address a perpetual monument maintenance plan; and

WHEREAS, pursuant to MCL 54.268(e) of Act 166, P.A. 2014, that the revised Ingham County Remonumentation Plan include language defining the qualifications and duties of the Peer Review Group; and

WHEREAS, pursuant to MCL 54.268(2)(a)(iii) that the revised Ingham County Remonumentation Plan addresses the need to establish geodetic coordinates and the incorporation of advanced surveying technologies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the adoption of the 2020 revised Ingham County Monumentation and Remonumentation Plan.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the adopted 2020 revised Ingham County Monumentation and Remonumentation Plan, after approval as to form by the County Attorney.

**2020 (REVISION) MONUMENTATION AND
REMONUMENTATION PLAN**

FOR

INGHAM COUNTY, MICHIGAN

**Prepared for the Implementation of Act 345 of 1990
MCL 54.261 - MCL 54.279**

**Revised and Approved
by
Ingham County Board of Commissioners**

Bryan L. Crenshaw, Chairperson

Date

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I. INTRODUCTION – THE REASON FOR THE ORIGINAL PLAN (Approved June 24, 1992)

The adoption by the Ingham County Board of Commissioners of a “County Monumentation and Remonumentation Plan” was a requirement of Act 345 of the Public Acts of 1990. When the State Legislature was considering the adoption of Senate Bill 380 (which became Public Act 345 of 1990), the following “supporting argument” was presented by the nonpartisan Senate staff for use by the Senate in its deliberations:

Implementing the county monumentation program would mark the first time in 175 years that a concerted effort was made to do this critically needed job. Since the 1850’s there has been no statewide effort to validate corners, even though surveyors’ tools have advanced from a 33-foot chain and a compass to a technological arsenal that includes a device that gives automatic measurements of angles between corners, and instruments that bounce a signal off a satellite to determine the exact longitude and latitude of a given point. Orderly, consistent remonumentation with standardized markers would assist in the documentation and planning of roads and utilities, the (location) of public and private property, the settlement of ownership claims and disputes, and the provision of a central data base containing information on counties and townships throughout the State. Completion of the remonumentation system in a county would enable the county to implement a computerized mapping system that would include the precise location of roads, utilities, and property lines; the corners would serve as the foundation for such a map. Further, the remonumentation on a county-wide basis would be more economical than contracting out a few corners at a time, and individual surveys would be less expensive if surveyors could rely on monumented corners.

Ingham County was required to adopt a County Plan to be approved by the State Survey and Remonumentation Commission in order to be eligible for state grants for monumentation and remonumentation. The grants are made available from monies collected and forwarded to the State Treasurer as provided for in Act 346 of the Public Acts of 1990, effective January 1, 1991.

II. REASON AND JUSTIFICATION FOR THE REVISION OF THE INGHAM COUNTY MONUMENTATION AND REMONUMENTATION PLAN

The State Survey and Remonumentation Act, 1990 PA 345, was revised/amended on June 12, 2014 by 2014 PA 166. This revision/amendment, among other things, reinstates the State Survey and Remonumentation Commission and required the Commission pursuant Section 8 to promulgate the rules and the counties to formalize a REVISED COUNTY PLAN. Issues identified in the law and by the Commission to be specifically addressed are:

- A. A plan to remonument all of the original Public Land Survey corners, property controlling corners and protracted corners. The plan must, also, list other corners to be included or excluded. MCL 54.268 (2)(a) & (c). If an explicit plan is included in a previous Plan, the an outline of any modifications that may have occurred since the last update must be identified.
- B. A perpetual monument maintenance plan. MCL 54.268(d). The Land Corner Recordation Act, 1970 PA 74, outlines when a Land Corner Recordation Certificate (LCRC) must be filed. In order to formalize the local practice, the county must define “as described.”
- C. A peer group MCL 54.268(e)
 - a.i Qualification for peer review group membership must be defined
 - a.ii Safeguards can be defined to avoid one-company rule.
 - a.iii Allowance of walk-in corner review must be identified.
- D. Geodetic coordinates to be collected. MCL 54.268(2)(a)(iii).
 - a.i Geodetic coordinates are not defined by law. Some counties want to use State Plane Coordinates a defined in 1964 PA 9, and others want to use latitude and longitude. The county can decide which to use, but it must be consistent and documented.
 - a.ii The storage of coordinate values must be addressed at the county level.

It is the intent of the Revision to review the Remonumentation Plan, assess its validity and modify for recent technologies. As shown in the outline, decisions must be made and formalized in the revised County Plan to assure local control and consistency. Additions to this Revision can be made if a county would like to modify a section.

In accordance with Section8(1) the deadline to file the Revised County Plan is March 1, 2020.

DEFINITIONS

The following word or phrases as used in this plan are either contained in Act 345 of the Public Acts of 1990, or are necessary for its administration:

Act – means Act 345 of the Public Acts of 1990, the State Survey and Remonumentation Act, being Sections 54.261 to 54.279 of the Michigan Compiled Laws.

Commission – means the State Survey and Remonumentation Commission created under Act 345 of the Public Acts of 1990.

Corner – means an original public land survey corner, a protracted public land survey corner, or a property controlling corner.

County Grant Administrator – mean a person appointed by the County Board of Commissioners as the individual responsible for the completing and submitting the annual Application for a Survey and Monumentation Grant to the State of Michigan, and the administering of the approved annual grant. The County Grant Administrator's duties are set forth herein.

County Representative – means: 1) the County Surveyor, whether elected or appointed, pursuant to Section 95 of Chapter 14 of the Revised Statutes of 1846, being Section 54.95 of the Michigan Compiled Laws; or 2) the licensed surveyor appointed by the County Board of Commissioners if the county does not have a County Surveyor. The County Representative shall perform any duties assigned by law and other duties described herein.

Department – means the Department of Licensing and Regulatory Affairs per MCL 54.262.

Locate – means to recover the existing corner that conforms to the minimum standards specified herein.

Marker – means the physical object that occupies the corner location.

Monument – means to install a marker that meets or exceeds minimum standards as specified herein.

Monumentation Surveyor – means the surveyor who is awarded a contract to perform research for and monument or remonument markers.

III. PLAN OBJECTIVES

- A. Provide for the location, monumentation and/or remonumentation of corners on a planned timetable.
- B. Create and maintain a repository for all records pertaining to Public Land Surveys.
- C. Coordinate with adjoining counties for the remonumentation of all county line corners.
- D. Annually determine remonumentation requirements for which a grant application will be submitted for state approval.

IV. GRANT ADMINISTRATION

For the purpose of implementation of this Act, the County Board of Commissioners must appoint a County Grant Administrator. The county shall also appoint a County Representative.*

The County Grant Administrator's duties include:

- A. Annually submitting a grant application and supporting documents to the Department by December 31st.
- B. Selecting Monumentation Surveyors in compliance with Qualification-Based Selection (QBS) as set forth in House Concurrent Resolution 206 (June, 1987).
- C. Submitting proposed County Representative and Monumentation Surveyor Contracts to the County Board of Commissioners for its approval and its authorization for execution.
- D. Recommending payment to the Monumentation Surveyor, as provided by the contract.
- E. Submitting other documentation as requested/required by the Department or the Commissioners.

* If the surveyor acting as the County Representative is not a monumentation surveyor, that person may also serve as the County Grant Administrator.

V. PLAN EXECUTION

In addition to any duties assigned by law, the County Representative shall establish requirements and procedures to implement the following:

- A. Field verify whether corners are “existent,” “lost,” or “obliterated.”
- B. Set a marker at all corners, if necessary, following the Peer Group’s ratification. The location of said corners shall be established in accordance with the procedures set forth in the “Manual of Instructions for the Survey of Public Lands of the United States,” 2009, prepared by the Bureau of Land Management of the United States Department of Interior (Technical Bulletin 6, or subsequent editions).

Manual available at:

https://www.blm.gov/sites/blm.gov/files/Manual_Of_Surveying_Instructions_2009.pdf

The County Representative shall also be responsible for:

- A. Establishing, scheduling meetings of, and chairing a Peer Group, which will meet and act as advisors for ratification of corner locations. These meetings shall be in compliance with the open Meetings Act.
- B. Creating and maintaining a filing system for each corner, which contains all survey information compiled.
- C. Submitting documentation to the County Grant Administrator as required for the annual Application for Monumentation Grant which includes, but is not limited to the following:

For the current-year projects, a description of the work area completed, the work area projected to be completed by December 31st, and the work area remaining to be completed.

A general work-progress report for all previously-awarded contracts.

The Work Program for the following year. The Work Program will indicate 1) the area where the Public Land Survey corners and Property-controlling corners are proposed to be monumented and/or remonumented within the next contract year; 2) the area where the Public Land Survey corners and Property-controlling corners are to be researched in the next contract year.

VI. WORK PROGRAM

To meet the objectives of the Act, all work shall be performed in the following manner:

Research: A minimum number of corner locations shall be researched each year so as to complete the monumentation program. Copies of all research information shall be available to the public. The County may charge a reasonable fee for such copies.

No marker shall be considered a part of the plan until the research for its location has been performed and the location has been ratified by the Peer Group.

Monumentation: Annually locate and monument or remonument a minimum number of corners so as to complete the program.

The corners proposed to be monumented shall be specified as part of the annual grant application. An annual grant may include some unspecified corners in danger of becoming "lost" or "obliterated."

For corners monumented under the Act, the Monumentation Surveyor shall furnish the County Representative two copies of a completed and recorded Land Corner Recordation Certificate, as required by Act 74 of the Public Acts of 1970, as amended, being Sections 54.201 to 54.214 of the Michigan Compiled Laws. The County Representative shall forward one copy to the County Grant Administrator to be forwarded to the Commission with the work progress report, as required by the Commission.

Any surveyor may submit a corner location to the County Representative for Peer Group review.

When filed with the County Representative, all information is considered filed with and available to the Commission. The county agrees to maintain these records and to provide copies of any records requested by the Commission at no charge.

VII. PERPETUAL MONUMENT MAINTENANCE PROGRAM

When all corners have been monumented as specified under this act, a "Perpetual Monument Maintenance Program" shall begin. Each year thereafter, the first priority of the maintenance review of the historic/recorded corners shall be based upon the chronological date the corner was recorded. The authorized County Representative shall determine which historic/recorded corners shall be checked and, if necessary remonumented. The specific corners or specific region to be checked shall be a part of the annual grant application.

VIII. AMENDING THE PLAN

This plan may be amended subject to:

- A. Approval by the Ingham County Board of Commissioners
- B. Approval by the Department.

IX. SEVERABILITY

If any section or provision of this plan for any reason conflicts with present or future legislative acts or administrative rules, that section shall be invalid, but such invalidation shall not affect the remaining provisions of this plan.

X. ANNUAL FUNDING AVAILABILITY

Work programs specified in Section VI and Section VII shall be adjusted depending upon the actual annual grant and other funds available.

APPENDICES

APPENDIX A – ITEMS ELIGIBLE FOR GRANT FUNDS

1. Corner research expenses
2. Time spent in developing corner-location documentation, including time spent to research existing records, summarize the evidence found, prepare drawings when necessary, and prepare a final report. Information to be shown on the above noted drawings may include traverse information and useful physical features (e.g. lines of occupation, roadways, fences).
3. Time spent in presenting corner locations to the Peer Group for ratification.
4. Field time spent to set and witness markers, including field-traversing time, if necessary.
5. Such other items as may be specified in the grant application and approved by the Commission.

APPENDIX B – PROCEDURE FOR RATIFICATION OF A CORNER POSITION

When a Monumentation Surveyor desires the ratification of a corner position, he/she shall make a written request for same to the County Representative, accompanied by the corner position documentation. Not later than 28 calendar days after receipt of said request, the County Representative shall call and chair a meeting, noticed in compliance with the Open Meetings Act, of a Peer Group to review the corner position documentation furnished.

At least ten days prior to the meeting, the County Representative shall give notice of the meeting to the Peer group, each Monumentation Surveyor whose corner position documentation will be reviewed and any surveyor who has set a corner different from the position being considered. All corner position documentation will be reviewed by the Peer Group. Minutes shall be taken, which shall become the official record when approved by the Peer Group.

After the Peer Group's ratification, the Monumentation Surveyor shall install the appropriate corner marker and cap and shall file a Land Corner Recordation Certificate (LCRC) as required by Act 74 of the Public Acts of 1970, as amended, being Sections 54.201 to 54.214 of the Michigan Compiled Laws. Two copies of said Certificate shall be furnished to the County Representative.

APPENDIX C – MINIMUM STANDARDS FOR MONUMENTATION

The permanent marker set at the location of the corner shall be set in conformance with Act 74 of the Public Acts of 1970, as amended, being Sections 54.201 to 54.214 of the Michigan Compiled Laws.

The county shall adopt standardized markers and/or caps for use by each Monumentation Surveyor when remonumentation is necessary.

APPENDIX D – MINIMUM STANDARDS FOR CORNER WITNESSING

All corners shall be witnessed in accordance with Act 74 of the Public Acts of 1970, as amended.

APPENDIX E – RESEARCH

RESEARCH SOURCES:

- A. General Land Office (GLO) Survey: including original, dependent, independent, or omitted lands (e.g., notes, plats, and special instructions).

If these records are not available in the county offices, they may be obtained from the Michigan Department of Natural Resources, the National or State Archives, or the Eastern Regional Office of the Bureau of Land Management.

- B. County Records: The sources and types of information available appear below:

County Surveyor – Land Corner Recordation Certificates (LCRC), public and private land surveys and notes.

County Register of Deeds – Land Corner Recordation Certificates (LCRC), land surveys, subdivision plats, plat books of ownership (Index to County Atlases & Plats), condominium subdivisions and other records.

County Road Commission or Department of Public Works – Highway location surveys, GLO corner ties, highway easements, township road orders and other records.

County Drain Commissioner or Department of Public Works – County and township drain records, unrecorded maps, and other records.

APPENDIX E – RESEARCH (Continued)

RESEARCH SOURCES (Continued):

- B. County Records: The sources and types of information available appear below (Continued):

Clerk of Court – Court records

Local Assessor – Conveyances, survey maps, tax maps, and legal descriptions

Adjoining County Offices or Local Departments of Public Works – County line records, county line roads

- C. Municipal Records: Board meeting minutes, cemetery records, township road and drain descriptions and maps may be obtained from engineers, clerks, zoning administrators, and utility and public works department employees.

- D. Other Sources:

State of Michigan Departments/Agencies:

Department of Technology and Management and Budget

Department of Transportation

Department of Natural Resources

Michigan Colleges and Universities

State of Michigan Archives

State of Michigan Historical Library

Federal (U.S.) Departments/Agencies:

Bureau of Land Management

Fish and Wildlife Services

Soil Conservation Services

U.S. Corps of Engineers

Civilian Conservation Corps

U.S. Coast Guard

National Parks Service

U.S. Forest Services

Federal Aviation Administration

Federal Communications Commission

National Geodetic Survey

APPENDIX E – RESEARCH (Continued)

RESEARCH SOURCES (Continued):

D. Other Sources (Continued):

Federal (U.S.) Departments/Agencies (Continued):

National Geodetic Survey

U.S. Geological Survey

Bureau of Indian Affairs

International Great Lakes Survey

Defense Mapping Agency

- E. Aerial photos may be obtained from the U.S. Soil Conservation Service, U.S. Agriculture Stabilization and Conservation Service, Department of Natural Resources, Michigan Department of Transportation, aerial mapping companies, and/or other agencies previously listed.

F. Addresses for Research Sources:

American Congress on Surveying and Mapping
6 Montgomery Village Avenue, Suite #403
Gaithersburg, MD 20879

American Association for Geodetic Surveying
5119 Pegasus Court, Suite Q
Fredrick, MD 21704
www.aagsmo.org

National Society of Professional Surveyors, Inc.
5119 Pegasus Court, Suite Q
Fredrick, MD 21704
www.nspsmo.org

Cartography and Geographic Information Society
932 Harrison Circle
Alexandria, VA 22034
www.cartogis.org

Addresses for Research Sources (Continued):

Geographic and Land Information Society
6315 Ocean Drive
Corpus Christi, TX 78412
www.glismo.org

Cadastral Survey
Bureau of Land Management
Eastern States Office
20 M Street SE, Suite 950
Washington, DC 20003

Federal Communications Commission
445 12th Street SW
Washington, DC 20554

Interstate Commerce Commission
Room 3130
12th Street & Constitution Avenue NW
Washington, DC 20423

Michigan Department of Technology and Management & Budget
Lewis Cass Building, 2nd Floor
320 S. Walnut Street
PO Box 30026
Lansing MI 48909

Michigan Department of Licensing and Regulatory Affairs
Ottawa Building
611 W. Ottawa
P.O. Box 30004
Lansing, MI 48909

Office of Land Survey and Remonumentation
Bureau of Construction Codes
Department of Licensing and Regulatory Affairs
P.O. Box 30254
Lansing, MI 48909

Addresses for Research Sources (Continued):

Michigan Department of Natural Resources
Region 7 Customer Service Center
4166 Legacy Parkway
Lansing, MI 48911

Michigan Department of Transportation
State Transportation Building
425 W. Ottawa Street
P.O. Box 30050
Lansing, MI 48909

Michigan History Center
702 W. Kalamazoo Street
Lansing, MI 48915

Michigan Department of Environment, Great Lakes, and Energy
Constitution Hall
525 W. Allegan Street
P.O. Box 30473
Lansing, MI 48909

U.S. Department of Agriculture
Natural Resources Conservation Service
Soils
3001 Coolidge Road, Suite 250
East Lansing, MI 48823

U.S. Department of Agriculture Service Center(s)
Mason Service Center
521 Okemos
Mason, MI 48854

Mason Rural Development Area Office
525 Okemos, Suite B
Mason, MI 48854

Addresses for Research Sources (Continued):

U.S. Fish and Wildlife Services
2651 Coolidge Road
#101
East Lansing, MI 48823

U.S. Geological Survey
5840 Enterprise Drive
Lansing, MI 48911

U.S. Geological Survey
12201 Sunrise Valley Drive
Reston, VA 20192

U.S. Forestry Department
1407 S. Harrison Road
East Lansing, MI 48823

National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

National Oceanic and Atmospheric Administration (NOAA)
1401 Constitution Avenue NW
Room 5128
Washington, DC 20230

U.S. Army Corps of Engineers
441 G Street, NW
Washington, DC 20314-1000

U.S. National Park Service
1849 C Street, NW
Washington, DC 20240

U.S. National Ocean Service
SSMC4, Room 13317
1305 East West Highway
Silver Spring, MD 20910

Addresses for Research Sources (Continued):

U.S. Department of the Interior
1849 C Street, NW
Washington, DC 20240

U.S. Department of Commerce
1401 Constitution Avenue, NW
Washington, DC 20230

U.S. Bureau of Indian Affairs
MS-4606-MIB
1849 C Street, NW
Washington, DC 20240

U.S. Fish and Wildlife Services
1849 C Street, NW
Washington, DC 20240

U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

U.S. Federal Highway Administration
1200 New Jersey Avenue, SE
Washington, DC 20590

U.S. Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591

G. Property owners or residents may be interviewed for their personal knowledge.

APPENDIX F – RECONNAISSANCE

- A. All record data related to established monuments, accessories, and calls to natural features shall be reviewed to locate and define the area of search. Thereafter, a reconnaissance of the area, using the record research data or Public Land Survey (PLS) methods will be necessary to narrow the area of search and to explore the area for evidence. Then a survey can be made to locate existing monuments, occupation lines, possible corner locations, and natural feature calls from PLS field notes.
- B. An experienced surveyor shall make the field search or valuable evidence may be overlooked or destroyed.
- C. The field search shall be made at a time of year when conditions are most suitable for uncovering evidence. This may depend on terrain, vegetation, or seasonal ground cover.
- D. The record of evidence of the monument to be located will indicate or suggest the type of search equipment to be utilized during the field search. The following list should be considered when preparing for the search:
 - 1. Metal locator – for recovery of metallic monuments
 - 2. Hand tools (picks, shovel, etc.) – where monumentation is expected within a small area or near the surface.
 - 3. Mechanical equipment (backhoe or jackhammer) – for excavation in large, deep, or difficult search areas.

The surveyor's judgment will control the depth and extent of the excavation. For reference purposes (for future surveys) provide an excavation report describing the extent and the location of the excavation. This may eliminate duplicate excavation efforts.

- E. In areas where the only information available is the original General Land Office survey data or where it is difficult to narrow down a corner search area, it may be advantageous to perform a corner search after a random traverse line has been surveyed along the section lines between known corners. The original line calls and corner locations can be calculated and field located from the random traverse, thus narrowing down the search area and maximizing the effort spent on the actual field search for original survey evidence and/or subsequent survey corner evidence.

APPENDIX G – CORNER MONUMENTATION

FIELD MONUMENTATION

A. Type of Marker

A durable and easily identifiable ferrous marker shall be placed at the position of each remonumented corner, if possible. Ingham County will standardize the markers placed within its boundaries. Each marker will be stamped or engraved for identification, have a centering mark to define the exact location of the corner, and be stamped with the license number of the surveyor responsible for its placement.

B. In-place Markers

An existing in-place, non-ferrous marker shall be replaced with a standard county marker.

SETTING A MARKER

The marker shall be placed carefully to minimize any future movement of the marker. Reference markers should be placed where corner positions are in unstable or inaccessible locations. It is always necessary to consider what future uses may be made of the marker location.

NUMBER OF WITNESSES

Each marker shall have a minimum of four (4) witnesses to substantial objects.

LAND CORNER RECORDATION CERTIFICATE (LCRC)

A Land Corner Recordation Certificate (LCRC) shall be prepared and filed for each corner monumented or remonumented. The certificate shall be a complete document relating to the location, monumentation, perpetuation and history of a corner in accordance with PA74 of 1970, as amended.

APPENDIX H – HORIZONTAL CONTROL

The ultimate goal of the remonumentation program is the remonumentation of every corner in the State of Michigan, which may include the determination of North American Datum of 1983 (NAD 83) three-dimensional coordinates on these remonumented corners. The task of the remonumentation will frequently involve horizontal traverse work between corners to enable the restoration of lost and/or obliterated corners. In order to maximize the remonumentation efforts, this traverse work shall be performed to the minimum accuracy standard allowable to meet the requirements of PA 9 of 1964, as amended by PA154 of 1988 being Sections 54.231 to 54.239 of the Michigan Compiled Laws, i.e., FGCC, Third Order Class I for Horizontal Control.

It should be stressed that the recommended survey control system does not propose to promote the State Plane Coordinated system at the expense of adequate monumentation, perpetuation and recordation of corners. Instead, the system seeks to remonument the corners and to erect new accessories to these corners in accordance with sound land surveying procedures while at the same time applying all the advantages of the State Plane Coordinate system. In counties where extensive traverse work will be required, it will be advantageous to be on the State Plane Coordinate system from the beginning of the remonumentation project.

There are several publications that can be obtained from the National Geodetic Survey that can assist in understanding State Plane Coordinates:

1. Understanding State Plane Coordinate Systems
2. Fundamentals of State Plane Coordinate Systems
3. FGCC, Standards and Specifications of Geodetic Control Systems
4. FGCC, Geometric Geodetic Accuracy Standards and Specifications for Using GPS Relative Positioning Techniques

These publications, along with the horizontal and vertical geodetic control data for the county can be obtained from:

NGS Information Center
N/CG 174, Room 26
Rockwall Building
Rockville, Maryland 20852
(301) 443-8631

APPENDIX I – HISTORY OF INGHAM COUNTY REMONUMENTATION

Ingham County may have had an advantage over other counties in Michigan, because the county implemented a remonumentation project in September of 1977. The project utilized federal funding made available through the Comprehensive Employment and Training Act (CETA). This remonumentation project was in place from September of 1977 through August of 1980 and as a result much progress was made in the county.

The CETA program was a labor-intensive project. The main purpose was to provide training for long-term, unemployed personnel in a project beneficial to the community. The field staff was trained to perform rudimentary measuring to assist in determining old section corner locations. They also performed excavation in the public roadways to uncover old section corner monumentation lost due to road construction and road maintenance.

Office staff learned to prepare composite maps from information obtained from field staff efforts and also to prepare a dossier for every section corner in Ingham County. These dossiers contained all available information found in the public record on the history of the particular corner.

The long-term plans of the CETA project were the same as the present proposed project of remonumenting the county's corners and locating the monuments utilizing a high order survey network so each location could be mathematically reproduced in the event of future loss. Unfortunately, funding for the CETA program was eliminated before completion of this effort. The results of the CETA project are impressive. Ninety-five percent of all road excavations were completed and 481 section corners were located or established and placed on the public record, with a dossier for each section corner. Various maps were prepared and are still available to private or government surveyors involved in the unfinished retracement work.

The CETA program provided an excellent foundation for the current program, but much still remains to be accomplished. Of the sixteen (16) townships in Ingham County, approximately 213 corners still have no modern record available pertaining to their location or monumentation. A majority of these are in off-road locations in rural areas that the CETA participants were unable to investigate. All the corner dossiers need to be updated and at the mandate of the State Remonumentation Commission have all of the data contained in private practitioners files inserted. Many of the existing recorded corners will need updating as the ravage of time, construction, and farm operations affect them. The new monumentation act offers the opportunity to continue the important work of restoring all of the government corners in the county.

APPENDIX AA – SPECIFIC REMONUMENTATION PLAN SCOPE OF WORK

Included are two sets of township maps that reflect the scope of work.

The first set identifies all the GLO corners and protracted corners to be established in the Ingham County plan. The effective date indicated on each sheet is 01/01/2020.

The second set identifies the corners that have been completed, recorded and filed with the state. The effective date on each sheet is 12/31/2019. This set of township maps will be revised each year and the effective date will change at the end of each grant year. The County Representative shall update these maps on a yearly basis.

Further, GLO corners may be added or deleted by the County Representative, as necessary. Physical/location considerations, including but not limited to railroad right-of-ways, limited access roadways, rivers, etc., determined by on-site inspection may assist the County Representative in the decision process.

Also indicated on both sets of maps are the meander corners that have been researched, monumented, recorded and filed as sections were completed in the course of the project.

Further, meander corners will be individually evaluated for their effectiveness, value and necessity in the project. This evaluation will be performed by the County Representative, County Grant Administrator and Peer Review Group members. This function may occur at any time monumentation is in progress or may be delayed until the Maintenance portion of the project has been implemented.

INSERT A

Appendix AA GLO corners and protracted corners to be established in the Ingham County plan.

The effective date (indicated on each sheet) is
01/01/2020.

Pages A-1 through A-16

INSERT B

Appendix AA GLO corners that have been completed,
recorded and filed with the state.

The effective date (indicated on each sheet) is
12/31/2019.

Pages B-1 through B-16

APPENDIX BB – PERPETUAL MONUMENT MAINTENANCE PLAN

Upon entering the maintenance status, corners will be revisited based upon the recommendation of the County Representative. The County Representative shall recommend corners to be revisited taking into consideration the following factors:

1. Available funding
2. Chronological order of the original restoration of the corners.
3. Professed need by a municipality due to planned development, road maintenance, improvement or construction.
4. Existence or lack of geodetic coordinates from original restoration of a corner.

Due to the time that has elapsed since the start of the Remonumentation program, modern farming practices and disease loss of many trees, a land corner certificate will be filed for all corners included in the maintenance program

Peer review will also be performed on all corners that have or will be through the maintenance portion of the program.

APPENDIX CC- PEER REVIEW GROUP

The Ingham County Peer Review Group shall consist of a minimum of three (3) surveyors licensed in the State of Michigan; including the County Representative. The County Representative shall serve as the chairperson of the peer review group. All members of the peer review group must hold a current and valid Professional Land Surveyor's license issued by the State of Michigan. Peer review group members will be selected by the County Representative and approved by the Ingham County Board of Commissioners to serve for the grant year. Each licensed surveyor serving on the peer review group serves at the behest of the Ingham County Board of Commissioners, which may add or remove members as it deems fit. If a member of the peer review group wishes to resign his/her position from the peer review group for any reason, a written notice of resignation must be sent to the County Grant Administrator to be presented to the Ingham County Board of Commissioners for approval.

No more than one (1) surveyor from the same firm may serve on the peer review group. If a firm has multiple land surveyors, the individual on the peer review group may request one or more licensed land surveyors to fill in his/her position as an alternate. Alternate status must be approved by the Ingham County Board of Commissioners. An alternate licensed professional surveyor can attend a meeting for a member of the peer review group as a proxy vote for the grant year.

Peer review group meetings will be scheduled by the County Representative for the grant year.

A contract surveyor is not required to be a member of the peer review group. Licensed professional surveyors submitting contract corners will be notified of the meeting schedule, and will be required to attend the meeting or have a designee attend the meeting at which those corners will be presented to the peer review group for approval. If a surveyor who prepared the LCRC cannot present the corner to the peer review group, the presentation can be delegated to the crew chief or other professional land surveyor who actively participated in preparing the document(s). Surveyors who are members of the peer review group cannot vote on corners they present.

If the County Representative is also the County Grant Administrator, that individual and the individual's organization shall not enter into any remonumentation surveyor contract within the borders established by the County Plan.

Walk-in corners from any licensed professional land surveyor in the State of Michigan are acceptable. No fee will be paid for walk-in corners, but enough material and information to complete the remonumentation of the corner can be shared with the licensed professional surveyor once the corner position accepted. Licensed professional surveyors submitting walk-in corners will be notified of the peer review group's meeting schedule.

A corner will be considered "approved" by the peer review group if a majority of the peer review group approves the corner position.

APPENDIX DD – GEODETIC COORDINATES

The following requirements apply to the reporting of geodetic coordinates per MCL 54.268(2)(a)(iii):

All geodetic coordinates shall be based on values published by the National Geodetic Survey (NGS) or successor agency and referenced to NAD83(2011) with an epoch date of 2010.00. Any future reference network as published by NGS may be utilized as long as there is a direct correlation to the NAD82(2011) 2010.00 datum. The metadata for the geodetic coordinate reference must be reported with the coordinate value. The metadata must include the datum realization ((NAD83(2011)) and the epoch date of the realization adjustment (2010.00).

All geodetic coordinate values must be reported in degrees, minutes, and seconds to at least the nearest 0.01 second of Latitude and Longitude. The values may be established based on a properly adjusted traverse referencing at least two monumented NGS control points with published horizontal location values referenced to the national control network or Global Positioning System (GPS) observations referencing the NGS control network by means of static observation, post process kinematic, or real-time measurements. The resulting relative positional value must not exceed 1.5 feet horizontally as compared to the nearest published NGS position at the 95% confidence level (2-sigma).

The County Representative must maintain a database of the reported Latitude and Longitude coordinates of the Public Land Survey corner or the protracted Public Land Survey corner within the county.

Corner Code, Latitude, Longitude, NGS Realization, Realization Epoch Date

The reported coordinate value for the monument is for reference only and must not be used as an accessory to re-establish the corner monument. If at any time the county requires a higher level of accuracy for the reported position of the geodetic coordinates of the monument, it may do so on an annual basis prior to proceeding with the grant year contract work

APPENDIX EE – AGREEMENTS FOR ACTIVE GEODETIC CONTROL SITES

The county has never entered into any agreements regarding CORS stations in any part of the county area.

APPENDIX FF – MAINTENANCE OF RECORDS

Upon completion of all work for the grant year, electronic scanning of all records generated during the course of the year shall be performed. This shall include all research compiled for all corners addressed and also copies of all prepared and approved Land Corner Recordation Certificates (LCRC) as recorded and filed.

This scanned information/documentation shall be integrated into previous information and made available to each future contract surveyor, municipality, etc. upon request. This distribution shall be by means of a DVD Disc or other appropriate electronic storage device. This procedure will ensure that future contractors will have all compiled research data in hand for future adjacent assignments. It will also ensure that the compiled paper records will have electronic duplicates so that records may not be lost or destroyed.

Agenda Item 3b

TO: County Services Committee
Ingham County Board of Commissioners

FROM: William E. Fowler, Director
Equalization/Tax Mapping Department

DATE: February 21, 2020

RE: James MacKinnon
FMLA Extension

On behalf of James MacKinnon, the Ingham County Equalization/Tax Mapping Department respectfully requests a 90 day extension of time allowable under his Collective Bargaining Agreement (CBA) entitlement. Mr. MacKinnon needs the extension of CBA leave for medical issues.

Mr. MacKinnon has been a member of the Equalization/Tax Mapping Department staff for the past 43 years. Mr. MacKinnon has proven to be a positive and most valued contributor for services provided to the residents of Ingham County and the local municipalities within Ingham County.

FMLA leave and prior periods of special leave have been exhausted. The authorization and the granting of the leave extension is supported the Equalization/Tax Mapping Department and the Human Resources Department.

Respectfully,

Agenda Item 4a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 18, 2020

RE: Resolution Authorizing a Two Year Contract Extension with Capitol Walk Parking, LLC. for the Parking Spaces Located at Lenawee and Chestnut in Lansing

For the meeting agendas of: March 3 & 4

BACKGROUND

We currently lease 111 parking spaces at the corner of Lenawee and Chestnut in Lansing for Ingham County employees who work at the Grady Porter Building and Veterans Memorial Courthouse. The current agreement expires on June 30, 2020. The Facilities Department would like to extend the contract with Capitol Walk Parking thru June of 2022. They have agreed to hold their current monthly bill rate of \$6,660.00 for the two year agreement.

ALTERNATIVES

The alternative would be to pay for spaces at the south parking ramp at a cost of \$115 per space per month versus \$60 per space per month.

FINANCIAL IMPACT

Funds are available in the appropriate 861001 parking lot line items.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of for this agreement.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a two year contract extension with Capitol Walk Parking LLC for the 111 parking spaces located at Lenawee and Chestnut in Lansing.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A TWO YEAR CONTRACT EXTENSION WITH
CAPITOL WALK PARKING LLC. FOR THE PARKING SPACES LOCATED
AT LENAWEE AND CHESTNUT IN LANSING**

WHEREAS, Ingham County currently leases 111 parking spaces located at the corner of Lenawee and Chestnut in Lansing; and

WHEREAS, parking spaces are needed for Ingham County employees who work at the Grady Porter Building and Veterans Memorial Courthouse; and

WHEREAS, the Facilities Department would like to exercise a two year contract extension with Capitol Walk Parking LLC, through June of 2022; and

WHEREAS, Capitol Walk Parking LLC, has agreed to hold their current monthly bill rate of \$6,660.00; and

WHEREAS, funds are available in the appropriate 861001 parking lot line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a two year contract extension with Capitol Walk Parking LLC., 2152 Commons Parkway, Okemos, Michigan 48864 for the 111 parking spaces located at Lenawee and Chestnut in Lansing.

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.

Agenda Item 4b

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 18, 2020

RE: Resolution for an agreement with Trane US Inc. to Replace Roof Top Unit #3 at the Forrest Community Health Center.

For the meeting agendas of: March 3 & 4

BACKGROUND

Roof top unit #3 at Forrest Community Health Center that services the dental area, break room and Ryan White Program area. This roof top unit is over 25 years old, is in need of constant repair and has outlived its useful life.

ALTERNATIVES

The alternative would be to postpone the replacement.

FINANCIAL IMPACT

We are utilizing the US Communities Contract #15-JLP-023 so three quotes were not required per the County's purchasing requirements. Trane US Inc. submitted a quote of \$89,000.00. We are requesting a contingency of \$1,000.00 for any uncovered conditions. Funds for this project are available through CIP # 245-60199-978000-20F19 which has a balance of \$90,000.00.

OTHER CONSIDERATIONS

We are not aware of any other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Trane US Inc. for the replacement of roof top unit #1 at Forrest Community Health Center for a total cost of \$90,000.00 which includes a \$1,000.00 contingency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANE US INC TO REPLACE
ROOF TOP UNIT #3 AT THE FORREST COMMUNITY HEALTH CENTER**

WHEREAS, roof top unit #3 at the Forrest Community Health Center is in need of replacement; and

WHEREAS, it is the recommendation of the Facilities Departments to enter into an agreement with Trane US Inc., a registered vendor who submitted the quote of \$89,000.00, to replace roof top unit #3; and

WHEREAS, the Facilities Department would like to ask for a \$1,000.00 contingency for any uncovered conditions that may arise with this type of project; and

WHEREAS, funds for this project are available within the approved CIP Line Item 245-60199-978000-20F19 which has an available balance of \$90,000.00 for a new roof top unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Trane US Inc., 5335 Hill 23 Dr., Flint, Michigan, 48657, for the replacement of roof top unit #3 at the Forrest Community Health Center for an amount not to exceed \$90,000.00 which includes a \$1,000.00 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.

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 18, 2020

RE: Resolution Authorizing Amending the Contract with Superior Electric of Lansing for the Mason Courthouse Uninterrupted Power Supply System

For the meeting agendas of: March 3 & 4

BACKGROUND

The contract with Superior Electric of Lansing for the Mason Courthouse Uninterrupted Power Supply (UPS) System was approved through Resolution 19-333 for an amount not to exceed \$35,050.00 which includes a contingency of \$3,550.00. Upon installing the new UPS System, it was discovered that the addition of a step down transformer would be necessary to complete the tie in to the new system. In addition to the transformer, there is a safety concern with the structural integrity of the floor to support the new system, a structural engineer recommended a platform be built. A change order for \$12,614.76 was submitted by Superior Electric for the step down transformer and platform, we are requesting a line item transfer of \$10,000.00 from the Mason Courthouse Clock Tower repair fund to cover the costs leaving a contingency of \$935.24.

ALTERNATIVES

The alternatives for this project would be to cancel the current contract and rebid the project.

FINANCIAL IMPACT

\$10,000.00 to be transferred from line item # 245-90212-976000-8F02 to 664-23303-976000-9F06.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends the approval of the attached resolution to amend the contract with Superior Electric of Lansing for the Mason Courthouse Uninterrupted Power Supply System for the change order and transfer of funds.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDING THE CONTRACT WITH
SUPERIOR ELECTRIC OF LANSING INC. FOR THE MASON COURTHOUSE
UNINTERRUPTED POWER SUPPLY SYSTEM**

WHEREAS, the Uninterrupted Power Supply system that provides backup power for the life safety systems in the event of an emergency was approved in Resolution 19-333; and

WHEREAS, the Uninterrupted Power Supply System needs an additional step down transformer and platform built to support the new system; and

WHEREAS, it is the recommendation of the Facilities Department to amend the contract with Superior Electric of Lansing Inc. who submitted a change order for \$12,614.76 for the step down transformer and platform to support the Uninterrupted Power Supply System at the Mason Courthouse; and

WHEREAS, the Facilities Department is requesting a line item transfer of \$10,000.00 from line item number 245-90212-976000-8F02 to line item number 664-23303-976000-9F06; and

WHEREAS, the fund transfer of \$10,000.00 plus the approved contingency of \$3,550.00 will be used to cover the costs of the change order, leaving \$935.24 for a contingency balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the contract with Superior Electric of Lansing Inc., 212 West Sheridan Road, Lansing, Michigan 48906 for the change order for the step down transformer and platform to support the Uninterrupted Power Supply system at the Mason Courthouse in the amount of \$12,614.76.

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.

Agenda Item 4d

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

FROM: Rick Terrill, Facilities Director

DATE: February 18, 2020

RE: Resolution Authorizing a Contract Amendment with Safety Systems, Inc. for Upgrades to Intrusion and Fire Monitoring Alarm System at the 55th District Court

For the meeting agendas of: February 27, March 3 & 4

BACKGROUND

The intrusion and fire monitoring system at the 55th District Court currently communicates through the County network. The Facilities Department would like to install a back-up wireless system as we have done in other buildings, to ensure the monitoring of the building is maintained in the event that the network is down. Safety Systems submitted a proposal of \$1,634.00 for the new equipment and \$948.00 per year for the monitoring services, which is an increase of \$180.00 per year.

ALTERNATIVES

The alternative would be to put this out for bid which would require the replacement of all end devices which would include; door contacts, alarm panels, etc.

FINANCIAL IMPACT

Funds for this project and monitoring are available through the 101-23303-931100 maintenance contractual line item number.

OTHER CONSIDERATIONS

To leave the system as it is.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract amendment with Safety Systems Inc., for the upgrades to the intrusion and fire monitoring system at the 55th District Court.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT AMENDMENT WITH SAFETY SYSTEMS, INC.
FOR UPGRADES TO INTRUSION AND FIRE MONITORING ALARM SYSTEM AT THE
55TH DISTRICT COURT**

WHEREAS, the intrusion and fire monitoring system currently only communicates through the County's network; and

WHEREAS, in the event the County's network is down the wireless back-up would provide continuous monitoring of the building; and

WHEREAS, it is the recommendation of the Facilities Department to amend the current contract with Safety Systems, Inc. for \$1,634.00 for the new equipment and \$948.00 per year for the intrusion and fire monitoring services at the 55th District Court; and

WHEREAS, funds for this project and monitoring are available through the 101-23303-931100 maintenance contractual line item number.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Safety Systems, Inc., 2075 Glenn St., Lansing, Michigan 48906, for the installation of new equipment for an amount not to exceed \$1,634.00 and monitoring services for \$948.00 per year.

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.

Agenda Item 5

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

FROM: Deb Fett, CIO

DATE: 02/20/2020

SUBJECT: Courtview Training
For the meeting agendas of March 3rd, 2020 and March 4th, 2020

BACKGROUND

Equivant is the company that supports the CourtView system in our various criminal justice areas including our Courts and Prosecuting Attorneys' office. As staffing has changed in various areas there has been loss of institutional knowledge of the application causing difficulties which this training should help rectify. This will also allow the Innovation and Technology department (ITD) to bring an additional person up to speed with the various aspects of the system to ensure proper support. This request is for 4 days of Courtview training and associated travel expense.

ALTERNATIVES

As this training is particular to a specific software in use there are no alternative vendors. Although we could rely on our users to train each other or to forego training, this has proven to be ineffective in the past.

FINANCIAL IMPACT

The funding for the \$7,200.00 total will come from the County's Innovation and Technology Department's Consulting Fund #636-95800-802000.

STRATEGIC PLANNING IMPACT

This authorization supports Goal D – Information Technology, specifically Strategy 1 – Support well-trained IT managers and staff current with emerging trends and best practices.

OTHER CONSIDERATIONS

In order to ensure our users can utilize the application effectively, it is important to continue to train them as the system evolves.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Equivant for CourtView training in the amount of \$7,200.00.

Agenda Item 5

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF COURTVIEW TRAINING FROM EQUIVANT

WHEREAS, Equivant is the company that supports the CourtView system in our various criminal justice areas;
and

WHEREAS, well trained users and support staff are required to effectively and efficiently utilize said system;
and

WHEREAS, the funds are available in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Equivant in the amount not to exceed \$7,200.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Consulting Fund #63695800-802000.

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

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

TO: Board of Commissioners, County Services and Finance Committees

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: February 18, 2020

SUBJECT: Resolution to Retain As-Needed Material Testing and Fabrication Inspection Services

For the meeting agendas of March 3 and 4

BACKGROUND

Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have the staff, the equipment, or the expertise to perform all the project related material testing and/or fabrication inspections required for road and/or bridge projects. As a result, we must rely on consultants to supplement ICRD staff.

The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide the services on an as-needed basis and received four (4) proposals. The four proposals included one proposal from a firm that only provides fabrication inspection services and three proposals from firms that provide both material testing and fabrication services. ICRD staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, experience, expertise, and overall value to the county. Based on the full breadth of services, our testing and inspection needs, and the wide range of expertise the consultants have, ICRD recommends the following respondents be retained to provide the requested as-needed material testing and/or fabrication inspection services:

Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan
Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan
TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan

ALTERNATIVES

None, unless staffing levels are increased in the future.

FINANCIAL IMPACT

The cost to hire consultants to perform as-needed material testing and/or fabrication inspection services are included in the Road Fund Budget. When retaining the required services, ICRD staff will strive to retain the lowest cost consultant whenever possible.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution and acceptance of the unit price service proposals from the listed consultants.

Agenda Item 6a

TO: Kelly Jones, Director of Engineering/County Highway Engineer

FROM: James Hudgins, Director of Purchasing

DATE: February 13, 2020

RE: Memorandum of Performance for RFP No. 14-20: 2020-2021 As-Needed Material Testing and/or Fabrication Inspection Services.

Per your request, the Purchasing Department sought proposals from qualified and experienced engineering firms for the purpose of entering into a contract to provide 2020 and 2021 as-needed material testing and/or fabrication inspection services.

The scope of work includes, but is not limited to; material testing and/or fabrication inspection services for Ingham County Road Department federal-aid road and/or bridge construction projects within the public road rights-of-way in Ingham County, Michigan. Staffing will be on-site in the field or in-plant on an as-needed; full-time or part-time basis.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	45	11
Vendors responding	4	3

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

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

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

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

SUMMARY OF VENDOR'S COST

Vendor Name	SME	PSI	TUV Rheinland	MTC
Local	Yes, Eaton Rapids MI	Yes, Lansing MI	No Caledonia	Yes, Holt MI
Density Tech & Concrete Technician	70.00/hr	N/A	N/A	65.00/hr
HMA Plant & Aggregate Sampling Technician	90.00/hr	56.00/hr	N/A	\$65.00/hr
Certified Welding Inspector, Level II NDT Tech.	95.00/hr	N/A	N/A	\$90.00/hr
NACE CIP-1 or 2 Coatings Specialist	95.00/hr	N/A	N/A	N/A
Field/Project Assistant	75.00/hr	N/A	N/A	48.00/hr
Non-Pressed Precast Fabrication Inspector/Visual Inspection	85.00/hr	72.00/hr	75.00/hr	N/A
Pressed Precast Fabrication Shop Inspector/In-plant Inspection	85.00/hr	72.00/hr	72.00/hr	75.00/hr
Certified Welding Inspector	110.00/hr	N/A	N/A	N/A
Project Consultant	1,140.00/hr	105.00/hr	98.00/hr	120.00/hr
Project Management/Reports	15% of each invoice	N/A	N/A	N/A
Overtime Rates	Standard Rate 1.5%	Standard Rate 1.5%	105.00/hr & 108.00/hr	Standard Rate 1.3%
Concrete Compressive Strength Cylinders	19.00/each	21.00/each	N/A	16.00/each
Washed Gradations	190.00/each	N/A	N/A	N/A
HMA Extraction/Gradation	295.00/each	185.00/each	N/A	300.00/each
Crushed Content	85.00/each	N/A	N/A	\$40.00/each
Sieve Analysis	N/A	80.00/each	N/A	145.00/each

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RETAIN AS-NEEDED
MATERIAL TESTING AND FABRICATION INSPECTION SERVICES**

WHEREAS, Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have the staff, the equipment, or the expertise to perform all the project related material testing and/or fabrication inspections required for road and/or bridge projects; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide services on an as-needed basis and received four (4) proposals; and

WHEREAS, the Road Department staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, experience, expertise, and overall value to the county; and

WHEREAS, when retaining as-needed testing services, ICRD staff would strive to retain the lowest cost consultant whenever possible; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain the following respondents to provide the requested as-needed material testing and fabrication inspection services:

Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan
Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan
TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan; Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan; and TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan to provide the needed material testing and fabrication inspection services.

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.

TO: Board of Commissioners, County Services and Finance Committees

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: February 18, 2020

SUBJECT: Resolution to Amend a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Howell Road Bridge over Doan Creek, Olds Road Bridge over Perry Creek, and Olds Road Bridge over Huntoon Lake Extension Drain (MDOT Contract #19-5599)

For the meeting agendas of March 3 and 4

BACKGROUND

The Ingham County Road Department received Local Bridge Program funding to perform bridge rehabilitation work on the Howell Road Bridge over Doan Creek and bridge replacements for the Olds Road Bridge over Perry Creek and the Olds Road Bridge over Huntoon Lake Extension Drain. These three projects were packaged together as a single construction contract in 2019. A second party agreement between MDOT and Ingham County was executed on March 14, 2019, which defined the Road Department's administration and financial responsibilities for the bridge projects. The Board of Commissioners adopted Resolution #19-059 on February 26, 2019 authorizing the execution of the above referenced MDOT contract (Contract 19-5019).

Recently MDOT discovered an error in the executed Contract 19-5019 related to the funding distribution amount for the Olds Road Bridges and has requested a new contract be executed (Contract 19-5599). Contract 19-5019 incorrectly stated the funding participation ratio was to be applied at 95% of the eligible construction costs, without being capped. The amended contract (Contract 19-5599) states the funding will be applied to eligible construction costs at a participation ratio of 95% up to an amount equal to \$478,800 and any remaining costs exceeding the \$478,800 shall be the responsibility of the Road Department.

Per Exhibit 1 of the associated MDOT contracts, the estimated costs for the projects are as follows:

	Contract 19-5019	Contract 19-5599	Difference
State Local Bridge Funding:	\$ 936,200	\$ 797,800	(\$ 138,400)
Road Department Match:	<u>\$ 69,100</u>	<u>\$ 207,500</u>	<u>\$ 138,400</u>
Total Estimated Cost:	\$1,005,300	\$1,005,300	\$ -

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department estimated match for the overall project has increased by \$138,400 and has been accounted for in the Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to amend the MDOT Contract for this project as described in Contract 19-5599.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND A SECOND PARTY AGREEMENT BETWEEN THE
MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE
INGHAM COUNTY ROAD DEPARTMENT
IN RELATION TO STATE FUNDED BRIDGE PROJECTS LOCATED AT
HOWELL ROAD BRIDGE OVER DOAN CREEK
OLDS ROAD BRIDGE OVER PERRY CREEK
OLDS ROAD BRIDGE OVER HUNTOON LAKE EXTENSION DRAIN**

MDOT CONTRACT NO. 19-5599

WHEREAS, the Road Department received Local Bridge Program funding to perform bridge rehabilitation work on the Howell Road Bridge over Doan Creek and bridge replacements for the Olds Road Bridge over Perry Creek and the Olds Road Bridge over Huntoon Lake Extension Drain; and

WHEREAS, the PROJECT was 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, entered into a second party agreement (MDOT Contract #19-5019) with the State of Michigan/MDOT on March 14, 2019, consistent with the requirement for state funding requirements; and

WHEREAS, the Board of Commissioners adopted Resolution #19-059 on February 26, 2019 authorizing the execution of MDOT Contract #19-5019; and

WHEREAS, the MDOT discovered an error in the executed MDOT Contract #19-5019 related to the funding distribution for the Olds Road Bridges and has requested a new contract be executed (MDOT Contract #19-5599) to amend the funding distribution; and

WHEREAS, the amended MDOT Contract #19-5599 states the funding will be applied to eligible construction costs at a participation ratio of 95% up to an amount equal to \$478,800, with any remaining costs exceeding the \$478,800 being the responsibility of the Road Department; and

WHEREAS, per Exhibit 1 of the associated MDOT contracts, the estimated costs for the projects are as follows:

	Contract 19-5019	Contract 19-5599	Difference
State Local Bridge Funding:	\$ 936,200	\$ 797,800	(\$ 138,400)
Road Department Match:	<u>\$ 69,100</u>	<u>\$ 207,500</u>	<u>\$ 138,400</u>
Total Estimated Cost:	\$1,005,300	\$1,005,300	\$ -

WHEREAS, the Road Department match is included in the 2020 Road Department budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an amended contract (MDOT Contract #19-5599) with the State of Michigan/MDOT to correct an error in the funding distribution described in the executed MDOT Contract #19-5019 for the Howell Road Bridge over Doan Creek, Olds Road Bridge over Perry Creek and the Olds Road Bridge over Huntoon Lake Extension Drain with a total estimated cost of \$1,005,300 consisting of a revised \$797,800 in state Local Bridge Program funding and a revised \$207,500 in Road Department 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.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION IN HONOR OF THE 2020 STATE ARBOR DAY CELEBRATION

WHEREAS, Arbor Day was first celebrated in 1872 to promote conservation efforts and has become a cherished and respected tradition in Michigan; and

WHEREAS, Arbor Day is a time to celebrate trees and their importance in our lives and represents an opportunity to emphasize that tree planting is an important personal demonstration of stewardship; and

WHEREAS, Arbor Day helps remind Ingham County residents that healthy natural resources are vital and that each of us can play a role in ensuring the quality of life in our community; and

WHEREAS, the Board of Commissioners wishes to recognize the outstanding efforts of all involved with the success of Arbor Day including the Michigan Arbor Day Alliance, Michigan Forestry and Park Association, the Michigan Department of Natural Resources Forest, Mineral and Fire Management Division, and City of Lansing's Parks & Recreation and Forestry Division; and

WHEREAS, the 2020 State Arbor Day Celebration will take place Friday, April 24, 2020 at Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby endorses Arbor Day and extends their congratulations and best wishes to all of those involved in the 2020 State Arbor Day.