THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, FEBRUARY 2, 2016 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the January 19, 2016 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Women’s Commission Interviews

2. Equal Opportunity Committee Interviews

3. Facilities
   a. Resolution Amending the Agreement with Hobbs+Black to Provide Architectural and Engineering (A&E) Services for Health Department Renovations to the Human Services Building
   b. Resolution Amending the Contract Amount with Dietz Janitorial Service to Provide Cleaning Services in Various County Buildings

4. Road Department
   a. Resolution Authorizing Creating and Hiring for One Additional Permanent Mechanic Position for the Road Department
   b. Resolution to Approve Proposed Ingham County Road Projects for Submission to Tri-County Regional Planning Commission to be Considered for Inclusion in the 2017 – 2020 Tri-County Regional Transportation Improvement Plan
   c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

5. Farmland & Open Space Preservation Board
   a. Resolution Approving the Ranking of the 2015 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties
   b. Resolution Approving the Farmland and Open Space Preservation Board’s (FOSP) Recommended Selection Criteria (Scoring System) for the 2016 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a 2016 Application Cycle
6. **Human Resources**
   a. Resolution Approving a Collective **Bargaining Agreement** with the Fraternal Order of Police, Capital City Lodge No. 141 Labor Program, Inc. - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit
   b. Discussion of a **Driver’s License Check Policy** (Draft Policy Attached)
   c. Discussion and Consideration of a Resolution to Adopt a **Criminal Background Check Policy**

7. **Board Referrals**
   a. Letter from Foster Swift Collins & Smith Regarding a Notice of Intent to Establish **Condominium Project**
   b. Letter from the **Native American Arts and Crafts Council** Requesting a $1,000.00 Sponsorship to Help Offset the Cost of Their Riverbank Traditional Pow Wow Event

**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
January 19, 2016
Draft Minutes

Members Present: Celentino, Bahar-Cook, Hope, Koenig, Tsernoglou (Departed at 7:32 p.m.), and Maiville

Members Absent: Nolan

Others Present: Tim Dolehanty, Travis Parsons, Becky Bennett, Doug Stover, Vince Foess, Bonnie Toskey, Sandra Dargatz, Bill Conklin, Henry Rojas, and others

The meeting was called to order by Vice-Chairperson Koenig at 6:00 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the Open and Closed Session Minutes of December 1, 2015

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO APPROVE CLOSED AND OPEN SESSION THE MINUTES OF THE DECEMBER 1, 2015 MEETING.

The open session minutes were amended as follows:

8. Board of Commissioners
   c. Resolution Honoring Keith Kevin Tobe

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

Additions to the Agenda

Substitute -

2. Tri-County Regional Planning Commission - Resolution to Authorize an Agreement with the Tri-County Regional Planning Commission for 2016 Membership Dues

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into an agreement with the Tri-County Regional Planning Commission for the period of January 1, 2016 through December 31, 2016 in an amount not to exceed $113,053 $106,533 for membership dues.

Limited Public Comment

None.
MOVED BY COMM. MAIVILLE TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ACTION ITEMS:

3. **Health Department** - Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center

4. **Facilities** - Resolution Amending the Contract with Len’s Carpet Care & Consultants to Provide Mold Remediation Services at Forest Community Health Center

6. **Potter Park Zoo** - Resolution Authorizing the Acceptance of a $500.00 Risk Avoidance Program (RAP) Grant Award for Training all Staff in Autism Awareness

7. **Road Department**
   a. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to Road Improvement Projects for Barnes Road from Onondaga Road to Aurelius Road, Haslett Road from Williamston Road to M-52, Holt Road from Meridian Road to Zimmer Road
   b. Resolution to Authorize Bridge Beam Fabrication Inspection Services for the Marsh Road Bridge Superstructure Replacement Project
   c. Resolution to Authorize a Bridge Engineering Design Services Contract Extension with DLZ Michigan, Inc. for the Marsh Road Bridge Emergency Repair Project
   d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

8. **Innovation & Technology**
   a. Resolution to Authorize the Relocation of AT&T Trunk at Forest Community Health Center (FCHC)
   b. Resolution to Authorize the Maintenance Renewal of NetMotion for Ingham County Law Enforcement Mobility Officers Network Connectivity

9. **Controller’s Office**
   a. Fair Line Item Transfer Request
   b. Resolution Authorizing an Agreement with the Ingham Conservation District

10. **Board of Commissioners**
    a. Resolution Approving Annual 2016 Compensation for Non-Judicial County-Wide Elected Officials
    b. Resolution Amending the Board Rules to Change the Schedule for Several Board of Commissioners’ Meetings for 2016
    c. Resolution Recognizing Black History/Cultural Diversity Month in Ingham County

11. **Human Resources**
a. Resolution to Approve Generic Service Credit Purchase for County Employee:
   Lora C. Bradley

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

THE MOTION FOR A CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

2. Tri-County Regional Planning Commission - Resolution to Authorize an Agreement with the Tri-County Regional Planning Commission for 2016 Membership Dues

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE TRI-COUNTY REGIONAL PLANNING COMMISSION FOR 2016 MEMBERSHIP DUES.

Commissioner Bahar-Cook asked how the dues amount was calculated.

Commissioner Maiville asked if the cost was typical for annual dues.

Vice-Chairperson Koenig stated that the Controller’s Office would follow up on the questions.

Commissioner Celentino stated that, in the past, it was typically over $100,000.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

5. Equalization - Resolution to Contract for Commercial and Industrial Appraisals for the Ingham County Equalization Department

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO CONTRACT FOR COMMERCIAL AND INDUSTRIAL APPRAISALS FOR THE INGHAM COUNTY EQUALIZATION DEPARTMENT.

Commissioner Maiville stated that since the vendor was located in Williamston, the number of local vendor contacted should be at least one.

Commissioner Celentino stated that he would vote for the resolution, but it needed to be corrected.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

8. Innovation & Technology
   c. Resolution to Approve the Annual Licensing Renewal of SeamlessDocs

MOVED BY COMM. HOPE, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION TO APPROVE THE ANNUAL LICENSING RENEWAL OF SEAMLESSDOCS.
Commissioner Hope asked what kind of return on investment the County would be getting from SeamlessDocs.

Tim Dolehanty, Controller/Administrator, answered that a number of departments used SeamlessDocs for their own purposes including: applications for employment, FOIA documents, and out-of-state travel forms.

Vince Foess, Interim IT Director, answered that the Health Department was a big user of it and other departments were requesting to be brought on board.

Commissioner Hope asked how much the upgrade would cost.

Mr. Foess answered that the next level of service would cost $25,000 and would double the current user base.

Vice-Chairperson Koenig asked how long the County had had SeamlessDocs and how many times it was renewed.

Mr. Foess answered it was the first renewal.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

9. Controller’s Office
   c. Resolution to Negotiate a Tax Sharing Agreement with Delhi Charter Township Downtown Development Authority

A representative from the Delhi Charter Township Downtown Development Authority (DCTDDA) addressed the committee regarding a Tax Sharing Agreement.

Vice-Chairperson Koenig asked the representative to reiterate a statement about increasing taxable value.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO NEGOTIATE A TAX SHARING AGREEMENT WITH DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY.

There was a discussion regarding the annual county revenue capture.

Commissioner Bahar-Cook asked if the Committee would see the agreement again.

Mr. Dolehanty answered that the Township had already outlined everything they wanted, so all that was left to do was to send it through council.

Commissioner Bahar-Cook asked why the DCTDDA was asking to negotiate the agreement if it was not to expire until 2025.
Mr. Dolehanty answered that the amendment would extend the agreement by ten years and they had a number of capital projects planned.

The DCTDDA representative stated that he did not have the document that included the statement about taxable value, but could send it.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

11. Human Resources
   b. Resolution to Adopt a Suspension of County Operations Policy

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO ADOPT A SUSPENSION OF COUNTY OPERATIONS POLICY.

There was a discussion regarding language about disciplinary action in the resolution.

COMMISSIONER CELENTINO MOVED TO AMEND THE RESOLUTION.

The resolution was amended as follows:

   ii. Employees being instructed to return home, who do not follow the instruction and continue to work, shall be compensated at their contractually specified rates for the hours they work, but will be subject to disciplinary action up to and including termination.

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

11. Human Resources
   c. Discussion Regarding Temporary Employee Sick Leave Policy

Mr. Parsons reviewed the Temporary Employee Sick Leave Policy.

Commissioner Bahar-Cook asked if reconfiguring the amount of sick leave earned per pay period affected the total budget line.

Mr. Parsons answered it would slightly reduce the amount.

There was a discussion regarding the use of paid sick leave.

   1. Ingham County Fair Economic Impact Study Presentation
Sandra Dargatz, Executive Director of the Ingham County Fair Board, presented the Ingham County Fair Economic Impact Study.

Commissioner Hope asked if the annual impact included the fair and the fair’s operational, capital expenditures.

Ms. Dargatz answered yes.

There was a discussion regarding how events were turned down due to the lack of free space.

Commissioner Maiville asked what area of the infield the new grandstand would be located at.

Ms. Dargatz answered that it would be away from the flood plains on the south end.

Commissioner Bahar-Cook asked if several upcoming projects would be handled individually or together.

Mr. Dolehanty answered that from a bonding standpoint, he did not know what the rules were, but since the projects would come to a head at the same time, it would be wise to combine them.

There was a discussion regarding the bonding of the projects.

Vice-Chairperson Koenig asked what the bonding capacity was.

Mr. Dolehanty answered just under $800 million.

Vice-Chairperson Koenig asked for the cost of the Fairgrounds addition.

Ms. Dargatz answered that the construction estimate was around $19-$20 million, but they were looking at community partnerships that would knock the cost down $10-$15 million.

There was a discussion regarding the sale of the building’s naming rights.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. BAHAR-COOK, AT 7:01 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSES OF DISCUSSING LABOR-NEGOTIATIONS.

THE MOTION CARRIED UNANIMOUSLY. Yeas: Bahar-Cook, Celentino, Hope, Koenig, Maiville, and Tsernoglou Nays: None Absent: Nolan

The meeting entered closed session.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, AT 7:36 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.
THE MOTION CARRIED UNANIMOUSLY. **Yea**s: Bahar-Cook, Celentino, Hope, Koenig, Maiville **Nay**s: None **Absent**: Nolan and Tsernoglou

The meeting entered open session.

**Announcements**

None.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 7:37 p.m.
ACTION ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Women’s Commission** – Interviews

   Candidates for open seats on the Women’s Commission will be present to participate in interviews.

2. **Equal Opportunity Committee** - Interviews

   Candidates for open seats on the Equal Opportunity Committee will be present to participate in interviews.

3a. **Facilities Department** - Resolution Amending the Agreement with Hobbs and Black to Provide Architectural and Engineering (A&E) Services for Health Department Renovations to the Human Services Building

   This resolution authorizes an amended contract with Hobbs & Black to provide A&E services for the renovations to the Human Services Building. Based upon review of the bids, the Facilities Department and the Health Department made some changes and reductions to the scope of work, which required additional value engineering services. In addition to the previously amended A&E costs of $67,504.90 an additional $6,000.00 is needed to modify the current bid documents and project manual. This brings the new A&E total cost to a not exceed amount of $73,504.90.

3b. **Facilities Department** - Resolution Amending the Contract Amount with Dietz Janitorial Service to Provide Cleaning Services in Various County Buildings

   Resolution #15-274 authorized a one (1) year contract extension with Dietz Janitorial Service to provide cleaning services in various county buildings. It stated that Dietz Janitorial would hold their current pricing while also complying with the Living Wage policy.

   Section II, D of the Amendment states a compensation amount of $686,784 for the period covering August 1, 2015 to July 31, 2016, the contract extension period. Living Wage was not considered in this amount, the correct amount should be $697,772. The Facilities Department recommends approval of a resolution to reflect the corrected amount. Funding for this change is available in the approved Facilities Department budget.
4a. **Road Department** - Resolution Authorizing Creating and Hiring for One Additional Permanent Mechanic Position for the Road Department

The Road Department seeks approval to add a vehicle/equipment mechanic position. Currently, only five mechanics service the entire fleet of approximately 150 large and small vehicles and self-propelled equipment (not including trailered and smaller pieces). Prior to downsizing in recent years due to declining road funding and increasing costs, the Road Department employed as many as 11 mechanics. An increased need in road maintenance services associated with an aging motor fleet is anticipated, and Department mechanics will struggle to keep up with the workload. An annual personnel cost increase for one new permanent mechanic position is $68,965 to start, and $74,706 after two years. This cost increase would be covered by the anticipated budget increase in 2016 and in future years.

4b. **Road Department** - Resolution to Approve Proposed Ingham County Road Projects for Submission to Tri-County Regional Planning Commission to be Considered for Inclusion in the 2017 – 2020 Tri-County Regional Transportation Improvement Plan

Federal highway funds are used for most major road and bridge reconstruction and rehabilitation projects in Ingham County. Michigan distributes roughly 25% of this state’s federal funds through regional Municipal Planning Organizations (MPO’s) and/or Rural Task Forces (RTF’s) as required by federal regulations by another formula. Ingham County’s MPO/RTF functions are handled by the Tri-County Regional Planning Commission (TCRPC), which includes Clinton, Eaton and Ingham Counties along with all villages and cities within those counties. The Road Department seeks authorization to submit road projects to TCRPC in inclusion in the 2017-2020 Tri County Regional Transportation Improvement Plan.

4c. **Road Department** - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

The Ingham County Board of Commissioners periodically approves special and routine permits submitted by the Road Department.

5a. **Farmland and Open Space Preservation Board** - Resolution Approving the Ranking of the 2015 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties

The Farmland and Open Space Preservation Board seeks approval of the 2015 application cycle ranking which establishes a priority for the top applications. The Purchasing Department is responsible for negotiating prices with landowners for the purchase of conservation easements. Consideration of ranked applications will conform to provisions of the Ingham County Purchasing Policy bid process in negotiation of easement values. Future costs associated with proceeding with negotiations on the top scoring farms include property appraisal, survey, title commitment and insurance costs. Those costs are included in the 2016 budget.
5b. **Farmland and Open Space Preservation Board** - Resolution Approving the Farmland and Open Space Preservation Board’s (FOSP) Recommended Selection Criteria (Scoring System) for the 2016 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a 2016 Application Cycle

This resolution seeks Board approval the 2016 Farmland and Open Space Selection Criteria (Scoring System) for ranking landowner applications. The Ingham County Farmland and Open Space Preservation Board recommended approval of the Selection Criteria for both the Farmland and Open Space Preservation programs.

6a. **Human Resources Department** - Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police, Capital City Lodge No. 141 Labor Program, Inc. - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit

A tentative agreement was reached between representatives of Ingham County and the Fraternal Order of Police, Capital City Lodge No. 141 Labor Program, Inc. - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit. Bargaining unit members have ratified this tentative agreement.

6b. **Human Resources Department** - Discussion of a Driver’s License Check Policy

The Human Resources Director will be present to distribute and discuss a policy proposal to verify driver’s licenses of those assigned to operate vehicles on behalf of Ingham County.

6c. **Human Resources Department** - Discussion and Consideration of a Resolution to Adopt a Criminal Background Check Policy

The Human Resources Director will be present to distribute and discuss a policy proposal governing criminal background checks.
TO: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 19, 2016

SUBJECT: RESOLUTION AMENDING THE AGREEMENT WITH HOBBS+BLACK TO PROVIDE ARCHITECTURAL AND ENGINEERING (A&E) SERVICES FOR HEALTH DEPARTMENT RENOVATIONS TO THE HUMAN SERVICES BUILDING

The scope of work has changed since the amended Resolution #15-124 was approved in April of 2015.

Based upon review of the bids, both the Facilities and Health Department made some changes, and reductions, to the scope of work which required additional value engineering services.

In addition to the previously amended A&E costs of $67,504.90 an additional $6,000.00 is needed to modify the current bid documents and project manual. This brings the new A&E total cost to a not exceed amount of $73,504.90.

Funds for the Hobbs+Black A&E services for this project are available within the approved CIP Line Item 511-61553-976000-02011.

I recommend approval of this resolution.
WHEREAS, the scope of work has changed since the amended Resolution #15-124 was approved in April of 2015; and

WHEREAS, based upon review of the bids both the Facilities and Health Department made some changes and reductions to the scope of work which required additional value engineering services; and

WHEREAS, the additional value engineering services increased the current A&E cost by $6,000.00; and

WHEREAS, in addition to the previously amended A&E costs of $67,504.90 an additional $6,000.00 is needed to modify the current bid documents and project manual bringing the new A&E total cost to a not to exceed amount of $73,504.90; and

WHEREAS, funds for the Hobbs+Black A&E services for this project are available within the approved CIP Line Item 511-61553-976000-02011.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes amending the agreement with Hobbs+Black, 117 East Allegan Street, Lansing, Michigan 48933 to include an additional $6,000.00 for value engineering services to modify the current bid documents and project manual for the Ingham County Health Department renovations to the Human Services Building for a not to exceed A&E cost of $73,504.90.

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

FROM: Richard Terrill, Facilities Director

DATE: January 19, 2016

SUBJECT: RESOLUTION AMENDING THE CONTRACT AMOUNT WITH DIETZ JANITORIAL SERVICE TO PROVIDE CLEANING SERVICES IN VARIOUS COUNTY BUILDINGS

Resolution #15-274 authorized a one (1) year contract extension with Dietz Janitorial Service to provide cleaning services in various county buildings. It stated that Dietz Janitorial would hold their current pricing while also complying with the Living Wage policy.

Section II, D of the Amendment states a compensation amount of $686,784.00 for the period covering August 1, 2015 to July 31, 2016, the contract extension period. Living Wage was not considered in this amount, the correct amount should be $697,772.00.

Funds for said services are located within the appropriate building Contractual Line Items.

I recommend approval of this resolution.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE CONTRACT AMOUNT WITH DIETZ JANITORIAL SERVICE TO PROVIDE CLEANING SERVICES IN VARIOUS COUNTY BUILDINGS

WHEREAS, Resolution #15-274 authorized a one (1) year contract extension with Dietz Janitorial Service to provide cleaning services in various county buildings; and

WHEREAS, it stated that Dietz Janitorial would hold their current pricing while also complying with the Living Wage policy; and

WHEREAS, Section II, D of the Amendment states a compensation amount of $686,784.00 for the period covering August 1, 2015 to July 31, 2016, the contract extension period; and

WHEREAS, Living Wage was not considered in this amount, the correct amount should be $697,772.00; and

WHEREAS, funds for said services are located within the appropriate building Contractual Line Items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes amending the contract amount with Dietz Janitorial Service 6910 Cedar Street, Suite 3, Lansing, Michigan 48911, to state $697,772.00 for the period beginning August 1, 2015 and ending July 31, 2016 to provide janitorial services in various county buildings.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 4a

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: January 19, 2016

RE: Request/Recommendation for One Additional Permanent Mechanic Position
AFSCME Bargaining Unit Road Department Operations Division

The Road Department is seeking approval to create and hire for one new, permanent, AFSCME class 7 (vehicle/equipment mechanic) position. The Road Department currently has only 5 mechanics for its entire fleet of approximately 150 large and small vehicles and self-propelled equipment (not including trailered and smaller pieces). Prior to downsizing in recent years due to declining road funding and increasing costs, the road department had up to 11 mechanics, with 7 in the more recent years prior to 2010.

With the recently passed increase in state road funding, and in anticipation of increased road maintenance services with increasingly older vehicles and equipment, the Road Department’s strategic plan, among other items, includes refilling various key positions which were left unfilled during the downsizing, starting with the requested additional mechanic. Currently with only 5 mechanics, vehicle and equipment down-time due to repair backlog has increased significantly as the 5 current mechanics struggle to keep up, even with their exemplary effort.

Per information received from MDOT, the Road Department anticipates receiving $1,548,618 additional special state allocation revenue in 2016, but not currently budgeted in 2016, which will be recognized in the Road Department’s first quarter 2016 budget adjustment. As the recently passed, increased state road funding starts in 2017, also per information received from MDOT, the Road Department will receive approximately an estimated $3,133,778 in additional Michigan Transportation Fund (MTF—fuel and vehicle tax) revenue above current amounts ($12,899,709 in 2015 as the base year), which will then then gradually increase each year to an estimated $8,970,769 in 2021 and beyond.

Per the attached Personnel Cost Projection provided by the County Budget Office, the annual personnel cost increase of funding one new permanent mechanic position is $68,965 per year to start, and $74,706 per year after two years at step 2 per the AFSCME labor contract. This cost increase would be covered by the anticipated budget increase described above in 2016 and going forward.

Per the attached email, the AFSCME bargaining unit is agreeable to adding an additional mechanic position. This would be one additional position in the existing AFSCME class 7 (equipment/vehicle mechanic) classification per the existing job description for this classification. The additional mechanic position would be posted, filled and administered per the current AFSCME labor agreement.

The attached, proposed resolution is offered for consideration to approve creating and hiring for one additional, permanent AFSCME class 7 (vehicle/equipment mechanic) position as requested and recommended above.
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From: Hull, Todd
To: Conkin, William
Cc: Wifenich, Bryan; Clous, Joan; Parsons, Travis; Benjamin, Jim; Rogers, Curt
Subject: Re: Additional full-time permanent AFSCME Class 7 mechanic

Of course we do not object. We need all the help we can get.

Sent from my iPhone

On Dec 18, 2015, at 6:12 PM, Conkin, William <WConkin@ingham.org> wrote:

Todd, Bryan,
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CREATING AND HIRING FOR ONE ADDITIONAL PERMANENT MECHANIC POSITION FOR THE ROAD DEPARTMENT

WHEREAS, the Road Department currently has only 5 mechanics for its entire fleet of approximately 150 large and small vehicles and self-propelled equipment (not including trailered and smaller pieces); and

WHEREAS, prior to downsizing in recent years due to declining road funding and increasing costs, the Road Department had up to 11 mechanics, with 7 in the more recent years prior to 2010; and

WHEREAS, currently with only 5 mechanics, vehicle and equipment down-time due to repair backlog has increased significantly as the 5 current mechanics struggle to keep up, even with their exemplary effort; and

WHEREAS, with the recently passed increase in state road funding, and in anticipation of increased road maintenance services with increasingly older vehicles and equipment, the Road Department’s strategic plan, among other items, includes refilling various key positions which were left unfilled during the downsizing, starting with the requested additional mechanic; and

WHEREAS, per information received from the Michigan Department of Transportation (MDOT), the Road Department anticipates receiving $1,548,618 additional special state allocation revenue in 2016, but not currently budgeted in 2016, which will be recognized in the Road Department’s first quarter 2016 budget adjustment later in 2016; and

WHEREAS, as the recently passed, increased state road funding starts in 2017, also per information received from MDOT, the Road Department will receive approximately an estimated $3,133,778 in additional Michigan Transportation Fund (MTF—fuel and vehicle tax) revenue above current amounts ($12,899,709 in 2015 as the base year), which will then then gradually increase each year to an estimated $8,970,769 in 2021 and beyond; and

WHEREAS, per the attached Personnel Cost Projection provided by the County Budget Office, the annual personnel cost increase of funding one new permanent mechanic position is $68,965 per year to start, and $74,706 per year after two years at step 2 per the AFSCME labor contract; and

WHEREAS, the above described personnel cost increase would be covered by the anticipated budget increase also described above in 2016 and going forward; and

WHEREAS, per the attached email, the AFSCME bargaining unit is agreeable to adding an additional mechanic position in the existing AFSCME class 7 (equipment/vehicle mechanic) classification per the existing job description for this classification, which position would be posted, filled and administered per the current AFSCME labor agreement.

THEREFORE BE IT RESOLUTION, the Ingham County Board of Commissioners authorizes the Road Department to create and hire for one new, permanent, AFSCME class 7 (vehicle/equipment mechanic) position per the current AFSCME labor agreement.
TO: County Services and Finance Committees

FROM: William Conklin, Managing Director, Road Department

DATE: January 20, 2016

SUBJECT: Proposed 2017 – 2020 Transportation Improvement Plan
Staff and County Road Advisory Board Recommended Projects

Background Information:

As indicated in the Road Department’s annual budget, federal highway funds are used for most of our major road and bridge reconstruction and rehabilitation projects. (The Road Department’s state funding is used for operation of the department, satisfying local match requirements, local road improvements, and routine road maintenance including winter maintenance.) Federal highway funds, which come from the federal fuel tax (18.3 cents per gallon), are returned to the states by a formula. Michigan distributes roughly 25% of this state’s federal funds through regional Municipal Planning Organizations (MPO’s) and/or Rural Task Forces (RTF’s) as required by federal regulations by another formula. Ingham County’s MPO/RTF functions are handled by the Tri-County Regional Planning Commission (TCRPC), which includes Clinton, Eaton and Ingham Counties along with all villages and cities within those counties. Federal highway funding legislation requires that federally funded projects be agreed upon at the regional level in order to have regionally coordinated transportation plans. The regional plan, known as the Transportation Improvement Plan (TIP) is updated every 3 or 4 years to list projects agreed upon by the region for the following 3 or 4 years and to allow opportunity for public input both during and after TIP development. The TIP cycle time varies based on a variety of factors including current federal highway legislation and related regulations. Starting next month, the tri-county region’s next TIP will be updated for TCRPC Commission approval for fiscal years 2017 through 2020. The last year of the current TIP, 2014-2017, is included as the first year of the next TIP. Thus the next TIP will be for 2017 through 2020.

Federal highway funding is broken into a variety of program categories, some of which include associated state funding, and each with various award or allocation procedures. Upon approval of project funding, projects of all funding program types are listed in the multi-year TIP. Some funding categories such as the Local Bridge Program (which includes a mix of state and federal funds), federal High Risk Rural Roads (HRRR), and Spot Safety Program are awarded annually on a regional or statewide competitive basis by MDOT based on need and proposed project merits. The federal Urban Surface Transportation Program (STP), Rural STP and Small Urban STP programs are allocated annually through the MPO/RTF process, again handled by TCRPC. CMAQ projects (those which address Congestion Mitigation and Air Quality) are prioritized for the region by TCRPC, but are ultimately approved by MDOT and FHWA. Also included in the TIP is a category of state project funding known as Transportation Economic Development Fund (TEDF), sub-categories of which are either awarded annually on a statewide competitive basis or allocated to the regions. TEDF has several sub-categories, A through F, including A—projects supporting jobs creation, and F—projects to improve the urban all-season road network, both of...
which are awarded annually on a statewide competitive basis. TEDF category D funds, for projects to improve and/or preserve the rural all-season road network, are regionally allocated to the various RTF’s, and coupled with, and often used as local match for, federal Rural STP funds also allocated through the RTF’s. (TEDF category B no longer exits; category C is for high population counties in the larger metro areas of southeast Michigan and Grand Rapids, not including our tri-county area; and category E is for northern forest area roads, again not applicable to this area.)

Ingham County’s federal aid road projects are most commonly funded in the Urban STP and Rural STP programs and typically receive roughly $1.0 to 1.2 million per year of Urban STP and an average of $560,000 per year in combined Rural STP and TEDF-D funds. The urban and rural areas are roughly that northwest and southeast respectively of a boundary including McCue, Harper, College, Willoughby, Hagadorn, I-96, Dobie, Jolly, and Meridian Roads, with the urban area including the City of Mason. Small Urban STP funding, typically $375,000 per year, rotates among the several small urban areas within the tri-county region. The Road Department has several miles of eligible road in the Williamston-Webberville Small Urban Area (SUA).

TCRPC has prioritized the CATA Bus Rapid Transit (BRT) project to receive most available CMAQ funding not previously programmed through 2018. The Road Department has previously submitted a proposed CMAQ project to improve daily peak-hour congestion at the Mt Hope - Hagadorn intersection. This project is on the “illustrative” (i.e. “waiting”) list for 2018 or later. As this project is also eligible for a state MDEQ scrap tire market development grant to recycle used vehicle tires in the asphalt, if we cannot secure spare CMAQ funds to complete this project’s funding, we may “advance construct” the project to capture the MDEQ grant and then be reimbursed CMAQ funds in FY 2018, which starts October 1, 2017.

Funding in the statewide competitive programs cannot be expected every year, and varies annually based on need and competition for these limited funding sources.

Development of the new Transportation Improvement Plan document has been initiated by TCRPC staff, as indicated below. Since current road needs far outweigh available federal and state funding, most agencies typically submit several more projects than they expect to be included and funded. The TCRPC member agencies then meet in committees at several levels in the process of deciding which projects will be included in the TIP and thus federally funded. The various meetings are announced and are open to the public to receive public input at each step. The project selection process involves providing a coordinated transportation plan aligned with the region’s adopted goals and objectives.

Road Department staff, along with technical staff of the other TCRPC member agencies, participates in the Capital Area Region Transportation Study (CARTS) committee, which reviews the technical merits of the project applications and prioritizes the submitted projects accordingly. After CARTS review and prioritization of the submitted projects, the resulting proposed TIP is considered by TCRPC’s Transportation Review Committee (TRC-a sub-committee of the full TCRPC Commission) and then, when acceptable, adopted by TCRPC’s full governing Commission. Projects not able to be included within the expected funding constraints are placed on the “illustrative” (i.e. “waiting”) list to show the need for these projects and have them shown for public awareness should funding for them become available.
Current Issues:

TCRPC staff has issued a call for projects that individual member agencies have submitted and proposed for inclusion in the 2017-20 TIP to receive federal funding. As provided in County resolution 12-187, the Ingham County Road Advisory Board (CRAB), consisting of a representative from each of Ingham County’s 16 townships selected by the given township, met, for, among other purposes, to have input on and advise Road Department staff and the Board of Commissioners on projects to be submitted for inclusion in the TIP and federal funding. The purpose of this agenda item is to submit the list of projects recommended by road department staff and CRAB to the Board of Commissioners who then reviews the list for approval to have these projects submitted to TCRPC for possible inclusion in the TIP to be federally funded.

Road Department staff started this process by recommending projects for STP funding consideration based on our road system needs, pavement condition ratings, and traffic volumes. The CRAB discussed and agreed with the staff recommended 2017-2020 STP project list which is attached. Staff and CRAB also discussed and recommend several minor changes to projects in the remaining years of the current, 2014-2017, TIP due to various funding, project cost, and/or other changes as noted in bold on the current TIP list also attached separately.

Staff will seek further input from CRAB on the Rural STP/TEDF-D program in the outlying years to refine into specific projects what is currently shown in the proposed TIP list as Rural Countywide Preservation. The current recommendation is for a broad rural network preservation program with specific projects and treatments to be identified through further analysis and discussion with CRAB as specific road needs are identified in the future outlying years. In the same vein, TCRPC staff is migrating towards General Program Accounts (GPA) to administer the rural program. Proposing a broad rural network preservation program now will facilitate the conversion from the present system to the GPA system.

Spot Safety and HRRR projects are recommended based on program selection criteria that look to correct locations having high and severe accident rates. Local Bridge, Spot Safety, and HRRR projects will be recommended separately when the statewide program calls for these projects are issued.

As the TCRPC timeline for this process is compressed between November 2015 and late February 2016, the staff/CRAB recommended STP project list has been concurrently submitted to TCRPC and has undergone preliminary prioritization by the TCRPC CARTS STP sub-committee. As often occurs with more project submissions than funds available, the submitted project list was prioritized by the CARTS STP sub-committee somewhat differently—projects or their limits, funding year, and/or funding amounts have been changed in some projects from the submission to fit projects within available annual funding constraints in the various programs as shown on the attached list. The CARTS prioritization/proposed TIP will then be presented to the TRC and the TCRPC Commission for final approval on February 10 and 24, 2016 respectively.

Again the purpose of this agenda item is to submit the staff/CRAB recommended Urban and Rural STP project submission list with changes made by CARTS STP sub-committee for Board of Commissioners review, input and approval. Therefore approval of the attached Urban and Rural STP proposed project list is recommended for submission to TCRPC for the 2017-20 TIP per the attached, proposed resolution.
<table>
<thead>
<tr>
<th>Project Name</th>
<th>From</th>
<th>To</th>
<th>Length</th>
<th>Lanes</th>
<th>Traffic Count</th>
<th>Project Scope and Justification</th>
<th>Year</th>
<th>Federal/State Cost</th>
<th>Federal/State Source</th>
<th>Local Match</th>
<th>Local Source</th>
<th>Total Cost</th>
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<td>Lansing Road</td>
<td>Hagadorn Road</td>
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<td>1000' south of Mt Hope Road</td>
<td>Clinton Street</td>
<td>0.4</td>
<td>4</td>
<td>28,537</td>
<td>Remove 2 lane 58 bridge over the Red Cedar River, replace with 4 lane bridge for SB &amp; NB traffic and rebuild approaches.</td>
<td>2019</td>
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<td>STPU</td>
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<td>Harper Road</td>
<td>Nolt Road</td>
<td>1.8</td>
<td>2 &amp; 4</td>
<td>10,633</td>
<td>Reconstrct - convert from 4 to 3 lane with bikeway and signal transition to 2 lane wide/shoulder for south 3.0 mile</td>
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<td>2 &amp; 4</td>
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<td>Olds Road Bridge over Perry Creek</td>
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<td>Resurface - existing all-season route</td>
<td>2018</td>
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<td>STPR, Match, SD</td>
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<td>SD, Urban</td>
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<td>2,199</td>
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<td>Resurface</td>
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<td>Vaughn Road</td>
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<td>Countywide all-season resurfacing projects</td>
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<td>Countywide resurfacing projects</td>
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<td>---</td>
<td>$15,518</td>
<td>ICRD</td>
<td>$15,518</td>
<td>ICRD</td>
<td>$31,036</td>
</tr>
</tbody>
</table>

**Notes:**
- **STPU:** State Transportation Project Unit
- **ICRD:** Institute of Community and Rural Developmen
- **STPR:** State Transportation Project Unit
- **SD:** Statewide
- **Urban:** Urban
- **TBD:** To be determined
- **Total Cost:** Cost for 2018 county wide preservation, individual projects TBD.
WHEREAS, federal funding is necessary for major road reconstruction, rehabilitation and resurfacing projects, and bridge rehabilitation and replacement projects; and

WHEREAS, federal road and bridge project funding requirements include regional coordination of such projects through the Tri-County Regional Planning Commission (TCRPC), which provides regional planning services for Clinton, Eaton and Ingham Counties, and all cities and villages within those counties; and

WHEREAS, the TCRPC project selection process involves review of projects submitted by member local road agencies for regional coordination and alignment with the region’s adopted goals and objectives, and placement of projects selected for federal funding into the region’s Transportation Improvement Plan (TIP); and

WHEREAS, TCRPC has called for projects local road agencies wish to have considered for inclusion and funding in the next, 2017 – 2020 TIP; and

WHEREAS, per Resolution #12-187, the County Road Advisory Board), consisting of a representative from each of Ingham County’s 16 townships selected by the given township, met to, among other purposes, advise the Board of Commissioners on projects to be submitted for federal funding; and

WHEREAS, upon reviewing the county road network needs, pavement condition ratings, traffic volumes and input from the various Townships, Road Department staff and the County Road Advisory Board recommend approval of the attached list of county road and bridge projects for submission to TCRPC to be considered for federal funding and inclusion in the 2017 – 2020 Tri-County Regional TIP; and

WHEREAS, several minor changes shown in bold on the separately attached list of proposed Ingham County road and bridge projects in the remaining years of the 2014-2017 Tri-County Regional TIP have been found necessary due to various funding, project cost, and/or other changes, and are thus recommended by Road Department staff and the County Road Advisory Board; and

WHEREAS, the Surface Transportation Program (STP) Subcommittee of the Capital Area Region Transportation Study Committee (CARTS- a sub-unit of TCRPC), of which Road Department staff is a member, among other technical staff of the other TCRPC member agencies, has prioritized the recommended Ingham County 2017-20 TIP project list somewhat differently as shown on the attached project list, which changes Road Department staff was part of making and therefore agrees with, to fit the proposed projects within the annual funding constraints of the various funding programs.
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of proposed Ingham County road and bridge projects as prioritized by the CARTS STP Sub-Committee to be considered for federal funding and inclusion in the 2017 – 2020 Tri-County Regional TIP per the TCRPC’s project selection process.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the changes shown in bold on the attached list of proposed Ingham County road and bridge projects in the remaining years of the 2014-2017 Tri-County Regional TIP.
MEMORANDUM

to: William M. Conklin, P.E., Managing Director
from: Robert H. Peterson, P.E., Director of Engineering
subject: 2015 - 2018 Transportation Improvement Program (TIP) and Construction Schedule
date: November 16, 2015

### 2015 Projects:

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Funding</th>
<th>TIP Total</th>
<th>Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lake Lansing Road - I-69BL to Lac Du Mont (reconstruct)</td>
<td>Urban STP</td>
<td>$1,482,100</td>
<td>$214K</td>
</tr>
<tr>
<td>Michigan Avenue - Waverly Road to City Limits (resurface)</td>
<td>2014 MI-RRR</td>
<td>$1,700,000</td>
<td>$0 K</td>
</tr>
<tr>
<td>Kipp Road – US-127 to Dexter Trail (resurface)</td>
<td>TEDF-A &amp; STP</td>
<td>$1,182,200</td>
<td>$0 K</td>
</tr>
<tr>
<td>Holt Road (Ram) Pathway – Eifert Road to Kahres Road</td>
<td>CMAQ</td>
<td>$1,487,000</td>
<td>$0 K</td>
</tr>
<tr>
<td>JNL TEDF office expansion - Okemos Road south of I-96</td>
<td>TEDF-A &amp; JNL</td>
<td>$2,595,650^7</td>
<td>$0 K</td>
</tr>
<tr>
<td>Columbia Road Bridge over Doan Creek (rehabilitation)</td>
<td>Local Bridge</td>
<td>$153,000</td>
<td>$8 K</td>
</tr>
<tr>
<td>Meech Road Bridge over Doan Creek (rehabilitation)</td>
<td>Local Bridge</td>
<td>$125,000</td>
<td>$6 K</td>
</tr>
<tr>
<td>Clark Road Bridge over Deer Creek (rehabilitation)</td>
<td>Local Bridge</td>
<td>$136,000</td>
<td>$7 K</td>
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<tr>
<td>Hull Road Bridge over Sycamore Creek (replacement)</td>
<td>Local Bridge</td>
<td>$335,000</td>
<td>$17 K</td>
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<tr>
<td>Kipp Road - US-127 to Hull Road (pedestrian enhancements)</td>
<td>Safety</td>
<td>$230,200</td>
<td>$0 K</td>
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<tr>
<td>Marsh Road Bridge over CN Railroad (emergency repairs)</td>
<td>Local Bridge</td>
<td>$115,000</td>
<td>$10 K</td>
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</table>

### 2016 Projects:

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Funding</th>
<th>TIP Total</th>
<th>Match</th>
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<tbody>
<tr>
<td>Marsh Road Bridge over CN Railroad (replace)</td>
<td>Local Bridge</td>
<td>$1,500,000</td>
<td>$75 K</td>
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<tr>
<td>JNL TEDF office expansion grant - Okemos Road @ Jolly Road</td>
<td>TEDF-A &amp; NHPP</td>
<td>$1,435,000^5</td>
<td>$0 K</td>
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<tr>
<td>Holt Road - Grovenburg Road to Aurelius Road (resurface)</td>
<td>Urban STP</td>
<td>$1,609,500</td>
<td>$355 K</td>
</tr>
<tr>
<td>Park Lake Road – M-43 to Merritt Road (resurface)</td>
<td>Urban STP</td>
<td>$609,000^6</td>
<td>$111 K</td>
</tr>
<tr>
<td>Barnes Road – Onondaga Road to Aurelius Road (resurface)</td>
<td>Rural STP &amp; D</td>
<td>$90,000^2</td>
<td>$26 K</td>
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<tr>
<td>Haslett Road – Shaftsburg Road to Horstman Road</td>
<td>Rural STP &amp; D</td>
<td>$180,000^2</td>
<td>$104 K</td>
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<tr>
<td>Holt Road – Meridian Road to Zimmer Road</td>
<td>Rural STP &amp; D</td>
<td>$250,000^2</td>
<td>$75 K</td>
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<tr>
<td>Aurelius / Byrum / Kinneville Roads (resurface)</td>
<td>Rural STP &amp; D</td>
<td>$1,035,335</td>
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<tr>
<td>Mt Hope Road &amp; Hagadorn Road intersection (Improvements)</td>
<td>CMAQ</td>
<td>$250,000</td>
<td>$60 K</td>
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### 2017 Projects:

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<tr>
<th>Project Description</th>
<th>Funding</th>
<th>TIP Total</th>
<th>Match</th>
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<tbody>
<tr>
<td>Cedar Street – Keller Road to Willoughby Road (resurface)</td>
<td>Urban STP</td>
<td>$665,500^4</td>
<td>$103K</td>
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<tr>
<td>Jolly Road - Dobie Road to Meridian Road (resurface)</td>
<td>Urban STP</td>
<td>$1,044,000</td>
<td>$190K</td>
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<tr>
<td>Cedar Street – College Road to Legion Drive (reconstruct)</td>
<td>TEDF-A</td>
<td>$2,187,500^6</td>
<td>$0 K</td>
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<tr>
<td>Elm Road – Grand River Avenue to I-96 overpass (resurface)</td>
<td>Small Urban</td>
<td>$499,000^3</td>
<td>$94 K</td>
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<tr>
<td>Delhi Iwp RAMP Trail II – Eifert &amp; Holt to Veteran’s Park</td>
<td>CMAQ</td>
<td>$696,440^0</td>
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<tr>
<td>Columbia Road Bridge over the Grand River (replacement)</td>
<td>Local Bridge</td>
<td>$1,600,000</td>
<td>$80 K</td>
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<tr>
<td>Zimmer Road Bridge over Deer Creek (replacement)</td>
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<td>$450,200</td>
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<tr>
<td>Rural Countywide Chip Seal (ICRD force account work)</td>
<td>Rural STP</td>
<td>$705,924</td>
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### 2018 Projects:

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<th>Project Description</th>
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<tbody>
<tr>
<td>Olds Road Bridge over Perry Creek (rehabilitation)</td>
<td>Local Bridge</td>
<td>$210,000</td>
<td>$11 K</td>
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<tr>
<td>Olds Road Bridge over Huntoon Creek (rehabilitation)</td>
<td>Local Bridge</td>
<td>$210,000</td>
<td>$11 K</td>
</tr>
<tr>
<td>Howell Road Bridge over Doan Creek (rehabilitation)</td>
<td>Local Bridge</td>
<td>$305,000</td>
<td>$15 K</td>
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</table>

(The federal TIP for 2018 has not been developed yet. The 2018 projects shown above were selected for funding using State of Michigan, Local Bridge Program funding. Said funding was granted in late October, 2015.)
Funding applications deferred to the Illustrative List due to funding constraints:

- Central Park Drive – Okemos Road to M-43 (resurface) Urban STP $915,500 $166K
- Lake Lansing Road - Hagadorn Road to I-69BL (resurface) Urban STP $750,000 $136K
- Meridian Road - Jolly Road to M-43 (resurface) Urban STP $950,000 $173K

NOTES:

1. The Office of Economic Development awarded 2014 TEDF-A funds to improve Kipp Road from US-127 to the Gestamp manufacturing plant. We programmed 2015 Urban STP funds to complete Kipp Road from the Gestamp plant, east to Dexter Trail. We requested and received approval that TEDF-A funds be moved to FY 2015. The Urban STP funds are federal funds and the TEFD-A funds are state funds. As such, the federal funds can be used to satisfy state’s TEDF-A program match requirements, and the state funds can be used to satisfy the Urban STP program match requirements. Therefore, no ICDTR match is planned at this time.

2. The TIP entry was changed in late 2014 after scoping and budget revisions. The funding split is as follows:

<table>
<thead>
<tr>
<th>Project</th>
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<th>State D</th>
<th>ICRD</th>
<th>Total</th>
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<tbody>
<tr>
<td>Barnes Road – Onondaga to Aurelius</td>
<td>$55,000</td>
<td>$9,000</td>
<td>$26,000</td>
<td>$90,000</td>
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<tr>
<td>Haslett Road – Shaftsburg to Horstman</td>
<td>$55,000</td>
<td>$21,000</td>
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<td>$180,000</td>
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<tr>
<td>Holt Road – Meridian to Zimmer</td>
<td>$142,357</td>
<td>$33,090</td>
<td>$74,553</td>
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<tr>
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<td>$252,357</td>
<td>$63,090</td>
<td>$204,553</td>
<td>$520,000</td>
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</table>

Due to lack of MAP-21 funding during March – May, 2015 (held back 1/3 of region's funds) implementation of the HMA patch and chip seal project was delayed from 2015 to 2016 during the May 2015 CARTS meeting.

3. The Elm Road, Small Urban STP project was voted to be 3rd priority on the Williamston-Webberville Small Urban Area illustrative list, which corresponds to receiving funding in FY 2016 or 2017. Correspondence received in October 2014 indicates that Elm Road was not selected for funding FY 2015 - 2017. Due to a programming error, MDOT didn’t include Elm Road as funded in its FY 2015 – 2017 funded list. ICRD is working toward its funding.

4. During discussions with Delhi Township staff, we incorporated the funding scheduled for the proposed 2017 Cedar Street project into the 2015 Holt Road project and lengthened the Holt Road project from Washington Road to Eifert Road to Grovenburg Road to Aurelius Road. The proposed work involves converting Holt Road from Grovenburg to Onondaga and Eifert to Aurelius from 4-lanes to 3-lanes, resurfacing most of the project limits, and new signalization to fit the 3-lane section.

5. NHPP is a new National Highway System funding category that was created as part of the federal MAP-21 transportation bill. City of Lansing is using 2013, 2014 and 2015 NHPP funding to help constrain the 2013-14 TIP and utilize the 2015 funds that ICRD was not able to use. ICRD is scheduled to use the 2016-17 NHPP funding. ICRD proposes to use the funding 2016 = $267,908 and 2017 = $273,266 (advanced construct) for a total of $541,174 to be the match for the Okemos & Jolly JNL / TEDF-A project.

6. We propose changing the limits of the proposed 2015 Park Lake Road project to address current pavement conditions and to maximize the value provided by the federal dollars. The limits were also lengthened to give ICRD more flexibility without having to amend the TIP when the new federal transportation bill is realized.

7. MDOT has a 2015 project that proposes work on the interchange of US-127 and I-96. There work will involve closing some of the interchanges ramps. A detour for their work may take traffic eastbound on I-96 to Okemos Road to westbound I-96. Said detoured traffic will interact with traffic flowing through the JNL Okemos Road construction traffic.

8. At its 03-26-14 meeting, the County Road Advisory Board passed a motion to endorse transfer of the programmed 2017 CMAQ funding from the Cedar Street & Aurelius Road roundabout project to the Delhi Township RAM II trail project. A CMAQ application for the RAM II trail project was resubmitted in 2015. A CMAQ application was also submitted for an ICRD project to improve the Hagadorn Road and Mt. Hope Road intersection. Funding for the two projects was approved by CARTS at its April 2015 meeting. The TCRPC scuttled the ICRD project, but approved the RAM II project, based on its application cost. Remaining 2017 CMAQ funds were allocated to the BRT.

9. Includes $1,750,000 for construction; $437,500 in soft & hard match. Consultant design with Dart providing match.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list
of Special and Routine Permits dated January 19, 2016 as submitted.
## INGHAM COUNTY ROAD DEPARTMENT

**DATE:** January 19, 2016

**LIST OF CURRENT PERMITS ISSUED**

<table>
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<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT / CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
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<td>ACD.NET</td>
<td>CABLE</td>
<td>MARSH RD &amp; PIKE ST</td>
<td>MERIDIAN</td>
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<td>CABLE / OH</td>
<td>HARPER RD &amp; GROVENBURG RD</td>
<td>DELHI</td>
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<td>MERIDIAN TOWNSHIP</td>
<td>WATERMAIN</td>
<td>BAYSHORE DR &amp; HALLENDALE RD</td>
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<td>GARY CALTRIDER</td>
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<td>CABLE / UG</td>
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<td>COUNTRY DR &amp; NEWMAN RD</td>
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<td>2016-012</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
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<td>DELHI</td>
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<td>ANNUAL PERMIT</td>
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</table>
TO: COUNTY SERVICES AND FINANCE COMMITTEES

DATE: January 19, 2016

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

SUBJECT: APPROVAL OF 2015 APPLICATION CYCLE RANKING

This resolution approves the 2015 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 2015 ranked applications will go through the Purchasing Departments’ Bid process to negotiate easement values.

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 2016 budget.

It is critical to note that an applicant in the 2015 application is a family member of the Director of the Ingham County Farmland and Open Space Preservation Board. The Board has consulted with the Deputy Controller, Jared Cypher, to ensure proper protocol is followed and full disclosure is made. The Director has, and will continue to recuse herself from all discussion regarding the applicant, and will leave the room for any vote pertaining to the application. The Board Chair, Paul Kindel, with the help of Jared Cypher, Deputy Controller, will handle all due diligence, in the event the application is selected for closing.
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 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 2015 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 2015 Farmland and Open Space Application ranking as attached, and approves the FOSP Board proceeding 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.
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<thead>
<tr>
<th>Rank</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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Date: January 19, 2016

To: County Services Committee

From: Stacy Byers, Director FOSP Board


Summary of Proposed Action:
This resolution approves the 2016 Farmland and Open Space Selection Criteria’s (Scoring System) for ranking landowner applications. The Ingham County Farmland and Open Space Preservation Board recommends the County Board of Commissioners adopt the 2016 Selection Criteria’s for both the Farmland and Open Space Preservation programs and approve the FOSP Board to host a 2016 Farmland and Open Space Preservation application cycle.

Financial Implications:
There will be future costs associated with a 2016 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 2016 budget.
WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and natural land in Ingham County from the pressure of increasing residential and commercial development; and

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached 2016 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 2016 farmland and open space preservation application cycle.
Selection Criteria for Farmland Preservation Program
2016 Application Cycle

**Tier I Criteria**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Agricultural Characteristics</td>
<td>55</td>
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<tr>
<td>Development Pressure</td>
<td>48</td>
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<tr>
<td>Additional Ag Protection Efforts</td>
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</tr>
<tr>
<td>Other Criteria</td>
<td>10</td>
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<tr>
<td><strong>Total Tier I Points</strong></td>
<td><strong>148</strong></td>
</tr>
</tbody>
</table>

**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: 20**
  - Points for parcels between 15 and 200 acres are calculated by multiplying 0.1 times the parcel size. Any parcel above 200 acres receives 20 points. Parcels between 15 and 39.99 acres must be in specialty crop production. Parcels that are 0-14.99 acres receive 0 points. Parcels less than 40 acres will receive a zero for Size of Parcel, unless there is Additional Agricultural Income, in which case parcels 15 acres or more receive points.

  *Example: Parcel size is 150 acres: 150 x 0.1 = 15
  Example: Parcel is 85 acres: 85 x 0.1 = 8.5
  Example: Parcel is 350 acres: 350 x 0.1 = 35; 20 points, the maximum possible
  Example: Parcel is 13 acres: (0 points for parcel less than 14.99 acres)*

3) **Additional Agricultural Income**

- **Maximum Points: 10**
  - 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 $10,000.00 annually.

  *Example: Parcel is integral to farm operation that produces a specialty crop, which grosses over $15,000 annually. Total points = 5 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.*
DEVELOPMENT PRESSURE (48 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

Maximum Points: 30

Farm boundary is 1 mile from, or within the population center: 30 points
Farm boundary is within 1 to 2 miles from population center: 28 points
Farm boundary is within 2 to 3 miles from population center: 26 points
Farm boundary is within 3 to 4 miles from population center: 24 points
Farm boundary is within 4 to 5 miles from population center: 22 points
Farm boundary is more than 5 miles from population center: 0 points

Example: Farm is located 2 miles from “designated population center”. Total points = 28 points

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 ½ mile): 4 points
- Road frontage less than ¼ mile: 0 point

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

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

9) Block Applications

Maximum Points: 15

Emphasis is placed on applications which consist of one or more landowners who create a 50-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.

One or more landowners apply together to create 1000 or more contiguous acres: 15 points
One or more landowners apply together to create 750 to 999 contiguous acres  10 points
One or more landowners apply together to create 500 to 749 contiguous acres  8 points
One or more landowners apply together to create 300 to 499 contiguous acres  6 points
Contiguous acreage of 299 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.

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 148
**ECOLOGICAL, SCENIC AND GEOLOGICAL CRITERIA (Maximum 56 POINTS)**

### A. Potential Conservation Area(s) (from the Greening Mid-Michigan Project)  
**Maximum points: 10**

1. **High Potential**  
   10 points  
   
2. **Medium Potential**  
   8 points  
   
3. **Low Potential**  
   6 points  

Example: parcel fall within a Medium Potential Conservation Area = 8 points

### B. Water quality values

#### 1. Riparian land  
**Maximum points: 5**

Property with a water frontage of 200 linear feet or greater receives 5 points. Points for a property with water frontage of less than 200 linear feet are:  \( 5 \times \) linear feet of water frontage/200 = points.

Example: parcel has 75 feet of water frontage on the Red Cedar River:  \( 5 \times 75 = 375/200 = 1.875 \) points

#### 2. Land in the 100-year flood plain  
**Maximum points: 8**

Property that is 100% in the flood plain receives 8 points. Points for a property with less than 100% in the flood plain are:  \( 8 \times \) percent in flood plain = points.

Example: 20 acres of an 80 acre parcel is in the 100-year flood plain:  \( 8 \times 25/100 \) (20/80 = 0.25) = 200/100 = 2 points

#### 3. Wetlands, including buffer area  
**Maximum points: 4**

Property that is 100% wetland receives 4 points. Points for a property with less than 100% wetland are:  \( 4 \times \) percent in wetland = points.

Example: 5 acres of an 40 acre parcel is wetland:  \( 4 \times 12.5/100 \) (5/40= 0.125) = 50/100 =0.5 points

#### 4. Aquifer recharge land  
**Maximum points: 8**

Property that is qualified by the MSU RS&GIS model as aquifer recharge land will receive points based on the following formula;  Eight x percent aquifer recharge land = points.

Example: 10 acres of a 20 acre parcel is aquifer recharge land:  \( 8 \times 50/100 \) (10/20= 0.50) = 400/100 = 4 points

### C. Habitats

#### 1. Forestland  
**Maximum points: 5**

Property that is 100% forest land receives 5 points. Points for a property with less than 100% forest land are:  \( 5 \times \) percent in forest land = points.

Example: 15 acres of a 20 acres parcel is wooded:  \( 5 \times 75/100 \) (15/20 = 0.75) = 375/100 = 3.75 points

#### 2. Others – grassland, shrub land, etc.  
**Maximum points: 3**

Property that is 100% in other types of natural habitat receives 3 points. Points for a property with less than 100% in other types of habitat are:  \( 3 \times \) percent in other types of habitat = points.

Example: 10 acres of a 15 acre parcel is grassland:  \( 3 \times 66/100 \) (10/15= 0.66) = 198/100 = 1.98 points

### D. 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 rarity category; the higher the rarity category the more points given.

Example: Parcel has a Copperbelly water snake on the property: =10 points

### E. Physically (geologically) significant features  
**Maximum points: 3**

Up to 3 points may be given. Example: property has a terminal marine.
PROPERTY SIZE and LOCATION CRITERIA (Maximum 70 points)

F. Parcel size

Parcels of 100 acres or greater receive 25 points. Points for a property of less than 100 acres are: 25 \times \frac{\text{acreage of parcel}}{100} = \text{points}.

Example: Parcel is 40 acres in size: 25 \times 40 = 1000/100 = 10 points

G. Proximity to Designated Population Center in Ingham County (As Defined in “Regional Growth: Choices For Our Future”, Summary Report, Tri-County Regional Planning Commission, Sept. 2005)

<table>
<thead>
<tr>
<th>Distance from Population Center</th>
<th>Points</th>
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<tr>
<td>Farm boundary is 1 mile from, or within the population center</td>
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<tr>
<td>Farm boundary is within 1 to 2 miles from population center</td>
<td>25 points</td>
</tr>
<tr>
<td>Farm boundary is within 2 to 3 miles from population center</td>
<td>20 points</td>
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<tr>
<td>Farm boundary is within 3 to 4 miles from population center</td>
<td>15 points</td>
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<td>Farm boundary is within 4 to 5 miles from population center</td>
<td>10 points</td>
</tr>
<tr>
<td>Farm boundary is more than 5 miles from population center</td>
<td>0 points</td>
</tr>
</tbody>
</table>

Example: Parcel is located 2 miles from “designated population center”. Total points = 25 points

H. Location with respect to other protected property

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.

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Points</th>
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<tbody>
<tr>
<td>Property is adjacent to protected land</td>
<td>10 points</td>
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<tr>
<td>Property is not adjacent but within 1/2 mile of protected land</td>
<td>8 points</td>
</tr>
<tr>
<td>Property is not adjacent but within 1 mile of protected land</td>
<td>6 points</td>
</tr>
<tr>
<td>Property is not adjacent but within 2 miles of protected land</td>
<td>4 points</td>
</tr>
</tbody>
</table>

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

I. Road frontage (paved or gravel)

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 \frac{\text{feet of road frontage}}{1320} = \text{points}.

Example: Parcel has 500 feet of road frontage: 2 \times 500 = 1000/1320 = 0.76 points

J. Block applications

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 \frac{\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 – 126

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”.

On Friday, January 15, 2016, we were advised that the FOP Capital City Lodge No. 141 – Animal Control Unit voted to ratify the Employer’s last offer in mediation. Highlights of the agreement include the following:

- **Contract Duration:** January 1, 2016 through December 31, 2017 (2 years)

- **Rates of Pay (Article 16):**
  - 2016 – 1% wage increase to the current 2015 step wage scales, effective the first full pay period following ratification by both parties.
  - 2017 – 1% wage increase to the 2016 wage scale effective the first full pay period following January 1, 2017. In addition, on or after August 1, 2016, either party may choose one issue for a re-opener, to take effect on or after January 1, 2017, by giving notice to the other party no later than December 1, 2016. If the issue for a re-opener is not presented in time the opportunity for a re-opener shall be waived and the contract will continue in full force and effect until December 31, 2017.
  - A one-time lump sum payment of $250.00 (not on the wage scale and less applicable payroll withholdings) paid by separate run in January 2016 to those employees who are employed at the time this agreement is ratified by both parties and remain employed on the date payment is processed.

- **Hospitalization – Medical Coverage (Article 22):**
  Incorporate the changes from the Health Care Cost Containment Committee for 2016 into this article, as approved by County Board.

- **Vacation (Article 27):**
  Vacation Bonus shall be earned on a pro-rata basis. Employees who do not remain employed for 12 months for of any year shall have any vacation bonus paid, deducted from their last paycheck pro-rata, based upon the total number of months worked; excluding retirees who retire and are immediately eligible for benefits.

- **Parking And Travel (Article 19):**
  Section 5. Conference Cost recovery. For any employee who requests to attend an out of State conference, training or workshop, etc., and voluntarily resigns within six (6) months of attending such conference, training or workshop, etc., the employee shall repay the County the costs attributed to the conference, training or workshop, etc., by payroll deduction.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE FRATERNAL ORDER OF POLICE, CAPITAL CITY LODGE NO. 141 LABOR PROGRAM INC. - ANIMAL CONTROL OFFICERS, LICENSE ENFORCEMENT OFFICERS, ANIMAL SHELTER OPERATORS AND FIELD SUPERVISORY OFFICER UNIT

WHEREAS, an agreement has been reached between representatives of Ingham County and the FOP Capitol City Lodge No. 141 Labor Program Inc. for the period January 1, 2016 through December 31, 2017; and

WHEREAS, the agreement has been ratified by the employees within the bargaining unit; and

WHEREAS, the provisions of the Amendment Agreement have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and the FOP Capitol City Lodge No. 141 Labor Program Inc. – Animal Control Unit for the period January 1, 2016 through December 31, 2017.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
A. Purpose and Applicability

It is the policy of Ingham County that driving records be maintained for all interns or volunteers who transport others on the County’s behalf or conduct County business in their personally-owned vehicle.

B. Authority and Responsibility

The Human Resources Department shall maintain driving records for all interns and volunteers. An intern or volunteer shall not operate a County-owned vehicle. Interns and Volunteers may not transport others in their personally-owned vehicle on the County’s behalf or conduct County business in their personally-owned vehicle without express written authorization from both the Department Head and Human Resources Director.

C. Procedure

Volunteers or interns assigned to driving duties (“Drivers”) must at all times meet the following criteria:

1. Drivers must have a current, valid driver’s license for the state in which the Driver performs his or her driving duties; and

2. Drivers must maintain a responsible driving record and, at a minimum, must maintain insurability under a liability insurance policy. The County has sole discretion to determine whether a record is or is not responsible; and

3. Drivers must provide the County proof of insurance on a personally-owned vehicle used to transport others on the County’s behalf or used to conduct County business; and

4. Driver should be at least 18 years of age; and

5. No Driver may have been convicted or have a pending charge for driving under the influence or reckless or negligent driving.

Drivers must complete and sign the appropriate disclosure, release and authorization form for a driving background check to be conducted. A Driver’s failure or refusal to complete, sign and submit the disclosure, release and authorization form will automatically revoke any authority or permission for the Driver to operate a personal vehicle to transport others on the County’s behalf or to conduct County business in their personally owned vehicle. In addition, such refusal may require termination of the individual’s participation as a County volunteer or intern. A copy of the disclosure, release and authorization is attached as Exhibit A. The County will participate in a program with the Michigan Department of State that allows governmental agencies to receive a driving record any time one of its employees/volunteers is convicted of a traffic violation. The County will be notified when the department takes action (or the courts) affecting driving privileges. Initial reports will be for the 5 years preceding the date of the inquiry.
Drivers shall immediately report any restrictions, suspensions or revocations of their driver’s license or any violation points attached to the driver’s license to the Human Resources Department.

A Driver must immediately report any accident in a personal vehicle operated for County business to the Driver’s Department Director or Elected Official. An accident is defined as any incident in which a vehicle comes in contact with any vehicle, object, or person regardless of whether or not damage and injury resulted from the contact; or, any incident inside the vehicle involving injury or possible injury to a passenger.

All driving records will be maintained by the Human Resources Department for at least three (3) years.

**Rules of Operation:**

An intern or volunteer shall not operate a County-owned vehicle. An intern or volunteer shall not transport others in their personally-owned vehicle on the County’s behalf or conduct County business in their personally-owned vehicle without express written authorization from both the Department Head and Human Resources Director. Such authorization is solely within the discretion of the County, and may be withdrawn at any time. Such authorization will require full adherence with the record and Rules provisions of this Policy.

A volunteer or intern driving their personally-owned vehicle on County business must adhere to all safety, traffic, and criminal laws of Michigan (including, but not limited to, the use of seatbelts for the Driver and all occupants). No Driver may consume alcohol or drugs while in their personally-owned vehicle on County business, while in a County-owned vehicle or prior to a Driver’s shift if such consumption would result in a detectable amount of alcohol or drugs present in the employee’s system while on duty. No Driver may consume or use any substance, regardless of legality or prescription, which impairs the Driver’s ability to safely operate a motor vehicle. No Driver may pick up or transport non-employees while on County business, unless there is a County-related purpose and such transport has been expressly authorized by the County in advance. Any illegal, reckless, or dangerous conduct while driving that could place the lives or property of others at risk is prohibited.

Drivers should be familiar with state laws and local ordinances that may apply to cell phone use within a moving vehicle. No Driver shall use a cell/mobile phone or other device to engage in any form of text messaging, internet use, reading, or sending e-mails while operating a motor vehicle. No Driver shall use a cell phone to make or receive phone calls in moving vehicle unless the cell phone is operated hands-free.

Every Driver is expected to exercise good judgment and avoid distractions while driving a motor vehicle or other equipment to prevent possible injury and potential liability.

Any Driver who violates any part of this Policy, or who becomes uninsurable as a Driver, will be subject to revocation of driving authorization and/or cessation of volunteer/intern assignment/status at the discretion of the County.
VOLUNTEER/INTERN DISCLOSURE, RELEASE AND AUTHORIZATION TO CONSENT TO PROCUREMENT OF DRIVING RECORDS

I understand that, as a condition of my consideration for volunteer or intern status with Ingham County, or as a condition of my continued volunteer/intern status with Ingham County, Ingham County may obtain reports about my driving record. I hereby authorize and consent to Ingham County's procurement of such reports. I understand that if the report is an investigative report under the Federal Fair Credit Reporting Act, Ingham County will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with Ingham County.

I understand that the County may rely on this authorization to order additional driving reports without asking me for my authorization again as allowed by law. I also authorize State and Federal entities and all other private and public sector repositories of information to disclose to the County and its agents all motor vehicle records relating to me.

I also agree that a copy of this form is valid like the signed original. I certify that all of my personal information on this form is true and correct and understand that dishonesty will disqualify me from consideration for continued status with the County as an intern or volunteer.

Last Name __________________________________ First _____________________ Middle _________
Maiden/Other Names _____________________________________________ Years Used ____________
Social Security Number ____________________________________________________________________________
Driver’s License Number __________________________________State _________________________
FOR IDENTIFICATION PURPOSES ONLY: Date of Birth ____/____/____ (Month/Day/Year)
Addresses within the Past Seven Years (use a separate sheet as needed)

Present Street Address
_________________________________________________________________________________________________
City/State/ZIP _____________________________________________________________________________________

Prior Street Address
_________________________________________________________________________________________________
From _____/_______/______ (Month/Day/Year) To _____/_______/______ (Month/Day/Year)
City/State/ZIP _____________________________________________________________________________________

_______________________________________       ___________
Signature of Applicant or Volunteer/Intern                                        Date

________________________________________
Printed Name of Applicant or Volunteer/Intern
RESOLUTION TO ADOPT A CRIMINAL BACKGROUND CHECK POLICY

WHEREAS, the Ingham County Board of Commissioners passed resolution #15-159 in support of the Ban The Box initiative; and

WHEREAS, in accordance with that resolution Ingham County has removed inquiries into prior criminal history from the face of applications, where appropriate; and

WHEREAS, this change reiterated the Board of Commissioners commitment to maximize employment opportunities to all citizens of Ingham County; and

WHEREAS, the removal of inquiries into prior criminal history from the face of an application for employment does not preclude subsequent consideration of an applicant’s relevant criminal history when appropriate; and

WHEREAS, this policy and procedure establishes a practice of criminal background checks subsequent to the application and referral process; and

WHEREAS, this policy assures that applicants that have been in prison or convicted of criminal activity are not excluded from equal opportunity to obtain County employment unless based on individualized assessment, is job related or consistent with business necessity, or otherwise required by law.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Criminal Background Check Policy.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs that all departments and agencies under the jurisdiction of the Board of Commissioners shall be bound by this personnel policy and work to further the achievement of the stated goals.

BE IT FURTHER RESOLVED, that this resolution shall not apply to positions under the authority of County elected officials unless the elected official assents to application of this resolution to such positions.

BE IT FURTHER RESOLVED, that this policy nor resolution are not intended to nor does it create a private civil right of action.
A. Purpose
To establish a County policy for conducting criminal background checks on potential new hires, volunteers and interns, as defined herein. This Policy sets forth the requirement and use of criminal background checks in the employment and volunteer process and normal procedures for conducting those background checks.

B. Applicability
Except as set forth below, this Policy applies to:

a. All individuals to whom an offer of part-time, full-time, special part-time, temporary, casual or seasonal employment is made on or after _[date of approval by the Board of Commissioners]_, 2016. This includes former employees rehired by the County after a separation from County service of more than ninety calendar days.

b. All interns (whether paid or unpaid).

c. All volunteers. (Collectively referred to as “Covered Applicants”)

Individuals applying for positions in, working in, or providing volunteer services to the offices of the County Treasurer, County Clerk, Register of Deeds, Drain Commissioner, Prosecuting Attorney, Sheriff and the Courts are subject to this Policy if the appropriate elected official or Chief Judge has agreed in writing, in whole or in part, to this Policy.

C. Policy
A criminal background check is required for all Covered Applicants.

The criminal background check will, at a minimum, include the following:

a. Verification of Social Security Number
b. Examination of county, state, and federal criminal records
c. Examination of sex offender registry (nationwide)
d. Examination of federal debarment lists

The County or elected officials may require additional criminal background based upon the nature or level of responsibility of the position, or the sensitivity of the position. Such decision is within the sole discretion of the County or applicable elected official.

All background checks will be conducted in compliance with applicable Federal and State statutes. It is not currently anticipated that standard background checks will require or be by means of a consumer report, as defined by the Fair Credit Reporting Act (“FCRA”). However, the County reserves the right to require, with consent, an investigative consumer report. If a consumer report is required, the County will adhere to requirements of the FCRA and the portions of the Policy addressing the FCRA.
D. Procedure

a. Covered Applicants must complete and sign the appropriate disclosure, release and authorization form for a criminal background check to be conducted (Exhibit 1). If a consumer report will be required, the Covered Applicant must also complete, sign and submit the FCRA disclosure and consent (Exhibit 2). A Covered Applicant’s failure or refusal to complete, sign and submit the forms will constitute a withdrawal from the applicant pool and a withdrawal of employment offer from Ingham County.

b. Only a conditional offer may be made to a finalist for the position/appointment/internship (the “Candidate”). The Candidate must be informed that a criminal background check is a prerequisite to any staff/volunteer appointment at Ingham County. Written offers of employment extended to staff must clearly state that the offer is contingent on satisfactory criminal background check results.

c. Prior to commencement of work/services by the Candidate, Human Resources must be notified to undertake a criminal background check and be informed whether the nature/responsibility/sensitivity of the Candidate’s position requires additional screening. The criminal background check will be initiated by the Human Resources Department once a contingent offer of employment has been issued and an appropriate disclosure, release and authorization form is completed.

d. The results of the criminal background check (“meets standards” or “pending review”) will be sent to an authorized individual in the Human Resources Department. If questionable results are obtained (“pending review”), Human Resources will receive a detailed report. Prior criminal convictions do not automatically preclude employment.

e. In consultation with the relevant department director(s) or elected official, the Human Resources Department will evaluate the relevancy of the Candidate’s criminal history to the position the Candidate is seeking. The Human Resources Department may also seek advice and guidance from the Ingham County Sheriff’s Office, County Counsel, the Prosecuting Attorney, and/or Administrator/Controller’s Office, etc. The background check must be completed and results verified before any employee begins work or volunteer/intern commences services.

f. In determining a Candidate’s suitability for employment, internship or volunteer appointment where the applicant has criminal convictions or felony charges on his/her record, consideration will be given to the specific duties of the position; the type, nature and gravity of the offense(s); number of offenses and circumstances of each, the length of time since the charges or conviction(s) and the accuracy of the explanation on the application. The County reserves the right to conduct and in depth review of any criminal charges or conviction. Certain positions within Ingham County are subject to State and/or Federal statutory and/or regulatory requirements that may prohibit or limit individuals with certain criminal records from holding particular positions or engaging in certain functions. Nothing set forth in the Policy shall in anyway restrict full compliance with State and Federal laws and regulations.

g. Ingham County may decline to hire or appoint any Candidate whose criminal history the County deems incompatible, in its’ sole discretion, with the position the Candidate is seeking. Ingham County reserves the right to make the sole determination concerning information or any employment/appointment decision arising out of the background check.
h. If a background check of a Candidate is returned with a criminal history incompatible with the position, the Human Resources Department will notify the affected Department. The Human Resources Department will contact the Candidate to inform him/her that Ingham County is rescinding its conditional offer of employment. The County will give the Candidate the opportunity to review a copy of the report, and if the report is subject to the Fair Credit Reporting Act, inform the former Candidate of his/her rights to dispute inaccurate information. If a Candidate disputes the accuracy of any information obtained in a background check (including criminal records) he/she should be referred to the agency that provided the information. Such dispute will not necessarily impact the hiring/appointment process. A Candidate disputing the accuracy of information may be provided, in the discretion of Human Resources, no more than five (5) business days to conclusively demonstrate to the satisfaction of the County an inaccuracy of the information obtained in a background check, after which time an employment/appointment decision may be made.

For background checks subject to the FCRA, if an consumer report is returned a history incompatible with the position and used by the County as the basis to possibly revoke the contingent offer, Human Resources will sent a letter (see sample letter – Exhibit 3) through the email, if available, and the US Postal Service, to the Candidate along with a copy of the report and their rights under the FCRA. The Candidate will have five business (5) days (if no email is available, then the response time will be adjusted) to respond to Human Resources with regard to the information. If it is determined that the Candidate’s contingent offer will be revoked (or if the Candidate does not respond on a timely basis) Human Resources will mail a final letter to the Candidate (See, FCRA compliant sample Exhibit 4).

i. In order to provide certain protection for Candidate’s privacy, all records related to criminal background checks will be maintained in a secure location separate from employee personnel records. Criminal background check records will be maintained on a need to know basis to the extent allowed by law. If criminal background check records are destroyed they will be shredded.

j. Any Candidate who provides incomplete, false or misleading information in the Candidates application or disclosures will be eliminated from further consideration and/or will have any conditional offer revoked. If false or misleading information is discovered after an individual has been appointed in the position, the individual’s employment shall be terminated pursuant to the appropriate dismissal procedures, if any.

Nothing in this Policy negates the possibility that a criminal background check may be required for existing employees, volunteers or interns who: (1) are legally required to have a background check, (2) are required to have a criminal background check pursuant to the Conducting Youth Programs: Minimum Operational Requirements, (3) work in facilities that require a criminal background check, or (4) are assigned new duties that involve significant safety or security considerations or financial responsibilities.
EXHIBIT 1-- NON-FCRA

BACKGROUND CHECK DISCLOSURE NOTICE – AUTHORIZATION FORM
(Completed Form to be Forwarded to Human Resources for Final Candidate)

THE FOLLOWING SECTION IS TO BE COMPLETED BY APPLICANT

Name: ________________________________________________________________________

(Last Name)    (First Name)    (Middle Name)

Other name(s) used in any and all other records of birth or records of residences:

______________________________________________________________________________

(Last Name)     (First Name)    (Middle Name)

DRIVERS LICENSE: ___________  _____________________________

State           Number

SOCIAL SECURITY: ________________________________

Number

DATE AND PLACE OF BIRTH: _____________ ______________________________

Date      City  &  State

SEX:  ____Male   ____Female

CURRENT ADDRESS: _________________________________________________________

Street Address: Apt. #    City     State   Zip

LIST ALL CITIES, COUNTIES AND STATES OF RESIDENCE SINCE HIGH SCHOOL
GRADUATION OR AGE 18.   (Attach extra page if needed.)

City: County: State:

City: County: State:

City: County: State:

City: County: State:
IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS, ATTACH DETAILS ON A SEPARATE SHEET OF PAPER TO INCLUDE THE STATE, COUNTY, DATE OF OFFENSE, AND DETAILS OF THE CONVICTION.)

1. Have you ever been convicted or plead nolo contendere or guilty before a court for any Federal or State felony or misdemeanor? Yes ______ No ______ (If yes, attach an extra page with the details including state, county, date of offense and details of the conviction.)

2. Have you been convicted of any criminal offense in a country outside the jurisdiction of the United States? Yes ______ No ______
   (If yes, attach an extra page with the details including state, county, date of offense and details of the conviction.)

3. As of the date of this consent form, do you have any pending felony charges against you? Yes ______ No ______
   (If yes, attach an extra page with the details including state, county, date of arrest and details of the arrest.)

In connection with my application for employment, my continued employment, or in connection with my desire to engage in volunteer activities, I have been advised and I hereby consent and authorize either the County and its agent, at any time during my application process and/or employment, to obtain or undertake criminal record checks using information systems which are publicly reported by the State of Michigan or any Federal, State or local criminal justice agency in Michigan (including, but not limited to OTIS/iCHAT). The results of this search process will be used to determine employment eligibility.

I have read and understand this disclosure, release and consent, and I authorize this background verification. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that a copy of this document is as valid as the original. I do hereby agree to forever release and discharge the County of Ingham, its Board of Commissioners, elected or appointed officials, officers and/or employees from any claims, damages losses and expenses or another charge or complaint filed with any agency arising from the retrieving and reporting of information and acknowledge notice of the right to receive a copy upon written request.

I agree that any action or suit against the County of Ingham, its Board of Commissioners, elected or appointed officials, officers and/or employees arising out of my application for employment, employment, or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary.
I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS BACKGROUND CHECK DISCLOSURE NOTICE AND AUTHORIZATION FORM IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT INCORRECT OR INCOMPLETE INFORMATION MAY BE GROUNDS FOR TERMINATION OF CURRENT EMPLOYMENT OR REVOCATION OF ANY AND ALL OFFERS OF EMPLOYMENT AT THE DISCRETION OF THE COUNTY.

I UNDERSTAND APPLICANTS ARE REQUIRED TO REPORT FELONY ARRESTS MADE BETWEEN THE APPLICATION FOR EMPLOYMENT AND THE COMMENCEMENT OF EMPLOY.

____________________________________________________
SIGNATURE OF APPLICANT    DATE

CONTACT INFORMATION:

(Address) ____________________________________________

(Email Address)_______________________________________

(Phone Number)______________________________________
EXHIBIT 2- FCRA

FAIR CREDIT REPORTING ACT
DISCLOSURE AND AUTHORIZATION TO RELEASE INFORMATION
NOTE: PLEASE READ CAREFULLY BEFORE SIGNING BELOW

DISCLOSURE

As an applicant for employment or a current employee of the Ingham County ("Employer"), you are a consumer with rights under the Fair Credit Reporting Act. As part of the employment process, including for determinations related to initial employment, reassignment, promotion, or other employment-related actions, the Employer may obtain, or has decided to obtain, from a consumer reporting agency, a consumer report and/or investigative consumer report on you as defined by the Fair Credit Reporting Act.

A “consumer reporting agency” is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, including employers such as the County.

A “consumer report” means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, and credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment.

An “investigative consumer report” means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews by an entity or person that is a consumer reporting agency with your neighbors, friends, or associates or with others with whom you are acquainted or who may have knowledge concerning any such items of information. In connection with an investigative consumer report, you may request, in writing and within a reasonable time, additional disclosures regarding the nature and scope of the investigation as well as a written summary of your rights under the Fair Credit Reporting Act.

The information sought may include but not be limited to a number of sources, such as: criminal conviction records; public court records; and when applicable, Department of Motor Vehicle records; credit reports; and verification of highest degree; and, if applicable, current professional license or certification earned, including information regarding your credit, standing, capacity and history or similar characteristics; character; general reputation; personal characteristics; or mode of living. The information requested may also include employment verification and social security verification.

AUTHORIZATION TO RELEASE INFORMATION

I have read and understand the above Disclosure. During the application process as an applicant for employment and at any time during the tenure of my employment/service with the Employer, I hereby authorize the Employer to procure one or more consumer reports and/or investigative consumer reports on me for employment purposes, as described in the above Disclosure. I understand the consumer report(s) and/or consumer investigative report(s) may include information regarding my credit worthiness, standing and capacity if applicable, criminal conviction records, public court records, Department of Motor Vehicle records, credit reports; and verification of highest degree; and, if applicable, current professional license or certification earned, including information regarding your credit, standing, capacity and history or similar characteristics; character; general reputation; personal characteristics; or mode of living. This report(s) may be compiled with information from credit bureaus, court records repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I have rights under the Fair Credit Reporting Act, including that I
may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living obtained through personal interviews by an entity or person that is a consumer reporting agency, as well as a written summary of my rights under the Fair Credit Reporting Act.

I understand that the Employer requires my social security number, date of birth, race and sex information, as required by the Immigration and Control Act of 1986-8 USC 1324, for use in the proper identification and background screening of employees. I understand that this information will not be used to discriminate against me in violation of any law.

I acknowledge that I have read this Authorization to Release Information, fully understand it, and freely and voluntarily agree to its provisions.

All fields below are required to be completed by the candidate.

Printed Name: _________________________________________________________________

First     Middle     Last

Social Security Number: ____________________    Date of Birth: ____________________

Driver’s License Number: _________________________________ State: ____________

(Put ‘N/A’ if not applicable)

Current Address:

Street/P.O. Box    City    State    Zip Code

Previous Address:

Street/P.O. Box    City    State    Zip Code

Applicant’s Signature ____________________________________    Date Signed ____________
EXHIBIT 3—

December __, 201_

Jane Doe
123 Main Street
Lansing, MI  49009

RE: PERSONAL AND CONFIDENTIAL VIA EMAIL (janedoe@gmail.com) 
AND FIRST CLASS MAIL

Dear Ms. Doe:

In response to your inquiry, Ingham County is hereby providing you an additional seven days to provide you an opportunity to dispute and correct the results of the credit or criminal portion of your investigative consumer background check. The results of the credit/criminal/reputational/educational portion of the background check, unless corrected, will likely result in the revocation by the County of your conditional job offer for the __________ position.

Attached hereto is:

1. A copy of the consumer credit report which was provided to the County; and,

Within seven (7) calendar days from the date of this letter, you may submit to the County and the consumer credit reporting company listed above supplementary documentation correcting or explaining the results. If the supplementary documentation satisfactorily corrects or explains the results to the satisfaction of the company and County, the County will notify you regarding commencing employ. If you do not submit supplementary information within the required period, or timely submitted information does not satisfactorily correct or explain the background check result to the satisfaction of the County, you will not be eligible for the position. After review of any supplemental information submitted, or after expiration of the seven (7) day time period set forth herein, the County will provide you with notice of the decision of the County. If you have any questions, feel free to contact me.

Sincerely,

Travis Parsons
Human Resources Director
Dear Ms. Doe:

In reference to your conditional offer of employment, we regret to inform you that Ingham County is hereby revoking your offer for employment for the _________ position.

The decision was based in whole or in part on information contained in the consumer report provided by (name of company). A copy of the report and a Summary of Your Rights under the Fair Credit Reporting Act were previously provided to you. (Name of Company) did not make the decision and is not able to explain why the decision was made.

In accordance with the Fair Credit Reporting Act, you have the right to dispute with (name of company—NOT county) the accuracy and completeness of your consumer report. Under Section 612 of that Act, you have the right to obtain a free copy of the report within 60 days of receiving this letter by sending a written request to (Name of Company) at the address listed below.

(Name, address and email of company providing the consumer report).

Thank you for your interest in employment with Ingham County.

Sincerely,

Travis Parsons
Human Resources Director
December 11, 2015

Ingham County Board of Commissioners
P.O. Box 319
Mason, MI 48854

Dear Sir/Madam:

Re: East Lansing Athletic Club and Health Science Pavilion Condominium
Meridian Township
Ingham County, Michigan

Enclosed please find a Notice of Intent to Establish Condominium Project as required by Section 71 of the Michigan Condominium Act.

If you have any questions about this Notice or the project, please let me know.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC

Benjamin J. Price
BJP:ss
Enclosure

c: Sparrow Development

08704-00049-2478831-1 fosterswift.com
NOTICE OF INTENT TO ESTABLISH CONDOMINIUM PROJECT UNDER 
SECTION 71 OF THE MICHIGAN CONDOMINIUM ACT

TO: Meridian Township
    Ingham County Board of Commissioners
    Ingham County Road Commission
    Ingham County Drain Commission
    Michigan Department of Environmental Quality
    Michigan Department of Transportation

Please take notice that Sparrow Development, Inc., a Michigan Corporation, of 1215 E. Michigan Avenue, Lansing, Michigan 48912, intends to establish a condominium project in Meridian Township Township, Ingham County, Michigan, on the property described in Exhibit A attached hereto. This condominium project may include up to two condominium units. Sparrow Development, Inc. intends to record a Master Deed for said condominium project. The name of this condominium project will be East Lansing Athletic Club and Health Science Pavilion.

Dated this 11th day of December, 2015

SPARROW DEVELOPMENT, INC., a Michigan Corporation

By: Mark Brett

Its: President
Property located in the Township of Meridian, Ingham County, Michigan, and more particularly described as:

That part of the West 1/2 of Section 20, Town 4 North, Range 1 West, Meridian Township, Ingham County, Michigan, commencing at the West 1/4 corner thereof; thence North 00 degrees 24 minutes 40 seconds East 23.75 feet along the West Section line; thence South 89 degrees 59 minutes 30 seconds East 826.38 feet to the point of beginning; thence North 00 degrees 00 minutes 30 seconds East 752.26 feet to the South right of way line of the Grand Trunk Western Railroad, being 100 feet wide; thence North 85 degrees 00 minutes 00 seconds East 973.56 feet; thence Northeasterly 119.72 feet along the arc of a 2746.33 foot radius curve to the left whose chord bears North 83 degrees 45 minutes 04 seconds East 119.71 feet; thence South 00 degrees 00 minutes 30 seconds West 850.30 feet; thence North 89 degrees 59 minutes 30 seconds West 1088.84 feet to the point of beginning.
January 19, 2016

Kara Hope, Chairperson
Ingham County Board of Commissioners
Ingham County Courthouse
P.O. Box 319
Mason, MI 48854

Dear Ms. Hope,

On behalf of the Native American Arts and Crafts Council, please accept our funding proposal request to your organization. This year marks the 14th year we have planned and executed this program. We would like to request your assistance with a $1000.00 sponsorship from the Ingham County Board of Commissioners to help offset the costs of our event.

The Riverbank Traditional Pow Wow is an opportunity for the community to learn more about Native Americans through song, dance, arts, crafts, and food. This program has grown over the years to bring a feeling of homecoming to many of the Native American families in the greater Lansing area. In addition to those families, this is a free family friendly event. Many of our non-Native community members come to learn more about the rich heritage of the Native people in the Lansing area.

This year we are adding an additional day of activity to include a Cultural Education Day program for students of the Lansing Public Schools. Students will be bused to the Pow Wow grounds and will experience a number of Native American activities to broaden their knowledge of the Native American Lifestyle here in Michigan. This will be a free program for the students. We have been working with the Lansing School District and are planning on accommodating at least 500 students during the day’s activities.

A copy of our project proposal and budget information is included for your consideration. If you have any additional questions, or wish me to attend an upcoming meeting to describe our project in person, I would be happy to do so.

Thank you for your time.

Sincerely,

Robin L. Menefee

Robin L. Menefee
Executive Director

517-388-1453 cell
Robin_Menefee@yahoo.com
Project Proposal

The Native American Arts and Crafts Council is planning the 14th Annual Riverbank Traditional Pow Wow. The Pow Wow is a celebration of Native American Culture through song, dance, food, and crafts. It will be held June 3 and 4, 2016 at Louis Adado Riverfront Park, with free admission for all spectators. Set up will be on Thursday, June 1. On Friday, June 2, we will be having a Native American Cultural Experience Day. This event will bring 500 students from the Lansing School District and local Home School Program to the Pow Wow grounds for a series of activities exploring Native American Culture. On Saturday and Sunday, the Grand Entries which are the focal point for the Pow Wow (as the dancers enter the dance arena), will take place at 1:00, 7:00, and 12:00 respectively. Vendors will be open for business Saturday/Sunday at 11:00 am. The Sunday program will end with the give-away at 4:30 pm.

The 2015 Pow Wow at Riverfront Park drew nearly the 4,000 in attendance. While the weekend weather was uncooperative (rainy and cold), we felt that this program was a success. We knew that because we haven’t had our program for 3 years, this would be a building year. In 2016, we are expecting even more attendees. We anticipate 300 participants in the form of dancers, drummers, singers, vendors and their families.

1. Community Impact

The Pow Wow is being planned and developed in partnership between the Native American Arts and Crafts Council, and various other community groups, including; City of Lansing, Lansing School District, and Lansing Community College. Other groups who are being asked to provide support (either monetary or in-kind) include Michigan State University’s Native American Institute, Nokomis Learning Center, and various other local businesses. Currently we are undergoing a sponsorship drive, to include a number of area businesses and individuals, which will provide additional support for our project. We will ask all of the Michigan Tribes to help us with funding of this event as well, in forms of monetary donations or contributions to our Auction. Many of the local Native Americans come from tribes in the state, we hope they will partner with us for this event.

The Native American Arts and Crafts Council has no paid staff, therefore, a volunteer committee does all planning, fundraising, and execution. We will continue to solicit other community members to help as a volunteer staff on the actual weekend. Our volunteers have been primarily from the Native community, however this year we will be asking for additional community volunteers from other organizations including the Downtown Neighborhood Association and the Certified Tourism Ambassador Program here in Lansing.

The Pow Wow is usually one of many activities taking place in Downtown Lansing on this weekend. In 2016, we can be one of the stops in the Be a Tourist in your Own Town program, which takes place in Downtown Lansing during this same weekend. This will be publicized in a number of publications; such are the Greater Lansing Convention and Visitor Bureau Guide, Lansing Community Newspaper, AAA event publications, Local Public Service Announcement for radio and television, postcards will be distributed at the Michigan Welcome Centers, as well as, electronic activity lists generated by local agencies. Flyers and posters will be distributed to all elementary schools and school children in the Lansing School District by our
Native American education specialist who works in the schools. This event will also be publicized on several Pow Wow lists available on the Internet.

We estimate over 8,000 people will be in attendance throughout the weekend. In addition to the public, there will be 35 vendor booths selling arts and craft items, 3 food vendor booths selling Native American cuisine, 5 drum groups which include 6-8 singers each, and 200+ dancers. The committee has planned to make this a barrier free event. We encourage all families to attend and enjoy this cultural exchange. Children will be able to learn about Native American life through song and dance. They will also be able to take something away that they made in the children's activity area. The craft activities available for the children are free. This year we will be adding additional activities for our visitors including a Storyteller, an Indian Village, and more demonstrations of old more traditional dances.

There will be approximately 400 participants who will have economic impact in the Lansing area hospitality industry. While some of the participants stay with local families, we estimate that over 100 rooms at local hotels will be used. This will bring as much as $10,000.00 in lodging alone. The Pow Wow historically has used local companies to provide all of the services required for the event, over ¾ of our budget is spent with these companies ($11,000.00). This event is just another reason for people to come to downtown Lansing on the weekend. During the break we have between sessions, the local restaurants benefit as visitors have the opportunity to leave the grounds and return to the event for free.

Funding for this project will have a great effect on the community, both Native and non-native alike. This program is a cultural exchange for the community at large to learn more about Native Americans and for Native Americans to showcase their culture through arts, crafts, song, dance, and food. All who attend will leave knowing a little more about the culture of the first Americans.

2. Implementation

The committee had begun planning for this event beginning immediately after the previous event in June 2015. The space for the event has been secured, the head participants are beginning to be invited, and the vendor applications will be sent in February. A member of our committee has taken over the social media marketing of our event. A Facebook, Twitter, and Instagram accounts are being set up to be used before and during the event. We are preparing to shoot a Public Service Announcement that will be aired on local television.

The event will be set up on Thursday, June 2, 2016. Tents, porta-potties, and other items will be delivered early on that day. Vendors will be allowed to arrive on Thursday afternoon to begin setting up their booths. By nightfall, the Pow Wow grounds will be set up and prepared for the Native American Cultural Educational Day Event that begins on Friday morning.

The Native American Cultural Educational Day Event is working with a team from the Lansing School District to give 500 students the opportunity to learn about Native American culture through a variety of activities on Friday. These include a visit to the Indian Village, a workshop on Native American foods, making a craft, learning about Native American plants and medicines, and trying a dance in the dance arena.

Saturday’s activities begin with the vendors opening at 11:00. They will be open from 11 am – 9 pm. Dancing and singing will begin with the Grand Entry at 1 pm. We will break for a participant dinner at 5 pm. During the break, 5-7, we will host Jody Gaskin to perform for our visitors. Another Grand Entry will begin at 7 pm. Sunday will begin with an all-you-can eat
Pancake Breakfast fundraiser at 8 am. We will have an Auction that begins at 10 am. Grand Entry for Sunday begins at 12 pm. Our final activity for the weekend will be our Give-Away at 4 followed by the removal of the flags which signify the closing of the event. Our event will close Sunday evening and all vendors will pack up and depart then. All tents and other rented equipment will be picked up either Sunday evening or Monday morning.

The payment for all the participants' occurs at the end of the event. All participants who need accommodations will have those provided by the Committee for Saturday night. A meal will be provided on Saturday evening and the will be encouraged to participate in our breakfast fundraiser. The amount of their stipend for the weekend is based on the usual payment as at other traditional pow wows. This has been seen as a fair amount. Because this is a traditional pow wow, we also try to provide all of the dancers with a small token of our appreciation for participation. This is not a common occurrence at other events, but we know it costs to bring a family to an event like ours, so we like to help families in a small way.

3. Project Evaluation

This project will be evaluated by estimated attendance figures, surveys taken, and number of free program pamphlets distributed, by using these counts we will be able to get an idea of attendance. A written evaluation will be available for spectators, vendors, dancers, and drum groups. We will have volunteer evaluators walking amongst the crowd with a short evaluation form. As we have done in previous years, to get more evaluations completed, we will offer a gift to people who turn in completed forms. We will also have a bucket brigade who will circulate are the event with buckets and stickers to give to those who donate (asking where they are from). Data from this will be collected to add to the final report. After the event a wrap-up dinner meeting will be held with all planners and volunteers to solicit additional feedback and improvements for next year.