THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MARCH 15, 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 March 3, 2016 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Board of Commissioners
   a. Resolution Authorizing Ingham County to Enter into a Memorandum of Understanding (MOU) with Clinton and Eaton Counties in Order to Foster Collaboration Between the Parties that will Support Regional Economic Development and Growth
   b. Mannick & Smith Letter (Board Referral)

2. Ingham County Clerk - Resolution to Modify the County Clerk’s 2016 Budget to Include an Additional Deputy County Clerk Position Number 15-212 UAW E

3. Facilities Department
   b. Space Utilization Report Discussion

4. Financial Services - Resolution to Authorize the Purchase of the Contracts Module for the Munis Accounting Software System

5. Parks Department
   a. Resolution Continuing an Agreement with the City of Lansing for the Maintenance and Operation of Soldan Dog Park and the Non-Motorized Pathway through Scott Woods Park
   b. Resolution to Rescind Resolution #14-426 Accepting a Grant of Easement Over Property Owned by the City of Lansing and Located in the City of Lansing
   c. Resolution Authorizing a License Agreement for the Property Owned by the City of Lansing and Located in the City of Lansing
   d. Resolution to Amend the Ingham County Parks and Recreation 2012-2016 Master Plan
   e. Resolution Authorizing Ingham County Parks Department to Apply for a Recreation Passport Program Grant for Accessibility Upgrades at Overlook Picnic Area at Burchfield County Park
f. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Recreation Passport Program Grant

g. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Department of Natural Resources Land and Water Conservation Fund Federal Grant

h. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Natural Resources Trust Fund Grant

i. Resolution Adopting the Ingham County Trails and Parks Comprehensive Report and Calling for Applications for Funding

6. Road Department
   a. Resolution to Approve and Certify the Ingham County 2015 Public Road Mileage Report
   b. Resolution to Approve Proposed 2016 Ingham County Bridge Funding Applications for Submission to the Local Bridge Program Manager
   c. Resolution Authorizing the Purchase of 2016 Seasonal Requirement of Bituminous Surface Mixture for the Ingham County Road Department
   d. Resolution Authorizing the Purchase of 2016 Seasonal Requirement of 29A Aggregate for the Ingham County Road Department
   e. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

7. Human Resources
   a. Resolution to Adopt a Title VI Non-Discrimination Policy, Plan and Complaint Procedure
   b. Resolution to Adopt a Limited English Proficiency (LEP) Plan
   c. Resolution to Adopt a Criminal Background Check Policy
   d. Resolution to Adopt a Volunteer Driving Policy (Materials associated with the proposed Volunteer Driving Policy will be available at the meeting)

8. Controller’s Office - Purchasing Procedures Policy Discussion

9. Board of Commissioners
   a. Resolution Congratulating the Citizens Research Council of Michigan on the Event of its 100\textsuperscript{th} Anniversary
   b. Resolution Honoring the Rotary Club of Lansing on the Event of Their 100\textsuperscript{th} Anniversary
   c. Closed Session to Discuss Attorney Letter

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
March 3, 2016
Draft Minutes

Members Present: Celentino, Hope, Koenig (Arrived at 6:07 p.m.), Maiville, Nolan, and Tsernoglou

Members Absent: Bahar-Cook

Others Present: Tim Dolehanty, Travis Parsons, Becky Bennett, Vince Foess, Sandra Dargatz, Brian Collins, Julie Brixie, Deb Fett, Bill Conklin, Henry Rojas, and others

The meeting was called to order by Chairperson Nolan 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 February 16, 2016 Minutes

Chairperson Nolan asked that a response from Vince Foess, Interim IT Director, in regards to the February 16, 2016 minutes be submitted along with the minutes with the concurrence of the committee. She asked if there were any objections to the submission.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO APPROVE THE MINUTES OF THE FEBRUARY 16, 2016 MEETING ALONG WITH THE SUBMISSION OF THE MEMO.

The minutes were amended as follows:

Detention ponds

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Bahar-Cook.

Additions to the Agenda

Additional material was submitted for the following resolution:

1. Parks Department
   a. Discussion: Continuing an Agreement with the City of Lansing for the Maintenance and Operation of Soldan Dog Park and the Non-Motorized Pathway through Scott Woods Park

Limited Public Comment

Julie Brixie, Meridian Township Treasurer, addressed the committee regarding the amending of a tree ordinance in Meridian Township.
Commissioner Koenig arrived at 6:07 p.m.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. HOPE, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ACTION ITEMS:

2. Parks Department & Ingham County Fair - Resolution Authorizing an Amendment to Exercise the Contract Renewal Option with Supreme Sanitation Services, LLC to Provide Sanitation Services at the Ingham County Fair and at Various Ingham County Parks

4. Road Department
   a. Resolution Authorizing a Contract Amendment with Rieth-Riley Construction Co., Inc. for Item I of the 2015 Local Road Program Bid Packet 75-15 Hot In Place Recycling, Asphalt Resurfacing & Miscellaneous Repairs of Various Meridian Township Local Roads
   b. Resolution to Amend a 2015 Local Road Agreement with Stockbridge Township for the Ingham County Road Department
   c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

5. Facilities Department
   a. Resolution Authorizing an Agreement with Boynton Fire Safety Service, LLC for the Replacement of the Fire Panel at the Human Services Building (HSB)
   b. Resolution Authorizing a Purchase Order to Mudman Drywall to Replace Damaged Drywall at Forest Community Health Center
   c. Resolution Amending the Contract Amount with Dietz Janitorial Service to Include Cleaning Services at Forest Community Health Center

6. Controller
   a. Resolution to Approve Amendment No. 2 to the February 19, 1997 Design, Construction, Lease Agreement between Ingham County and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties and the Amendment of September 15, 2008

7. Board of Commissioners - Resolution Congratulating General Motors and the Lansing Grand River Assembly Plant on the Production of Motor Trend’s 2016 Car of the Year

THE MOTION CARRIED UNANIMOUSLY. Commissioner Bahar-Cook.

THE MOTION FOR A CONSENT AGENDA CARRIED UNANIMOUSLY. Commissioner Bahar-Cook.

3. Innovation & Technology Department - Resolution to Authorize Ingham County Web Application Modernization and Security Services
MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO AUTHORIZE INGHAM COUNTY WEB APPLICATION MODERNIZATION AND SECURITY SERVICES.

Commissioner Maiville asked if the security issue had been on-going for years.

Mr. Foess answered that it had been on-going for over a year and a half. He stated that Dewpoint was hired to address the security issues through a previous resolution and they re-wrote numerous applications with added security into it, such as the PAR system. He further stated that there were still several applications with security issues.

Tim Dolehanty, Controller/Administrator, asked if the County was vulnerable on the PAR system.

Mr. Foess stated that the PAR system was secure. He further stated that there were still numerous, active applications that were developed without security. He stated that he doubted there was social security information at risk, but that there was probably sensitive data.

Mr. Dolehanty asked if the data was less sensitive than social security numbers.

Mr. Foess stated that the data would be personal data such as phone numbers, birthdays, and banking information. He further stated that he would not know until he had knowledgeable resources.

Commissioner Koenig asked how many applications were there, how many were left, if the contract covered it, and when the last time Dewpoint worked on it.

Mr. Foess stated that they were working on it from no contract and was not sure how they would receive payment.

Commissioner Celentino stated that he would like to hear what the new IT director had to say.

Deb Fett, IT Manager Orchid Orthopedics and future Ingham County IT Director, stated that the price seemed fair, but the contract was a little vague as to what Dewpoint would be doing. She stated that as long as there was a plan with the contract, which there was, it would be appropriate. She further stated that she was concerned that there were security issues. She stated that there were improvements to future contracts she wanted to implement, but it should not prevent the current resolution from moving forward.

Chairperson Nolan expressed concern over third-party vendors working without a contract.

Commissioner Koenig stated that she felt satisfied passing the resolution.

THE MOTION CARRIED UNANIMOUSLY. Commissioner Bahar-Cook.

Commissioner Koenig thanked Mr. Foess for acting as Interim IT Director.
Commissioner Celentino thanked Mr. Foess for acting as Interim IT Director.

Chairperson Nolan thanked Mr. Foess for writing a response to the February 16, 2016 minutes.

1. Parks Department
   a. *Discussion:* Continuing an Agreement with the City of Lansing for the Maintenance and Operation of Soldan Dog Park and the Non-Motorized Pathway through Scott Woods Park

Brian Collins, Parks Manager, addressed the committee regarding the maintenance of the Soldan Dog Park.

Commissioner Tsernoglou asked if the expenses for the trail through Scott Woods Park were included in the Soldan Dog Park expenses.

Mr. Collins answered that they were separate.

Commissioner Hope asked how long the stretch from Mt. Hope to the Zoo was.

Mr. Collins answered that approximately half a mile.

Commissioner Hope asked why the agreement was a discussion item when it was a renewal of an existing agreement.

   b. *Discussion:* Authorizing a License Agreement for the Property Owned by the City of Lansing and Located in the City of Lansing

Mr. Dolehanty stated that it was attempted to be put on an earlier agenda, but the Parks Department was unable to attend the meeting. He further stated that there was a new portion of the agreement that was not part of the previous agreement and that the City of Lansing wanted to go with licensing instead of an easement.

Mr. Collins stated that the City of Lansing wanted a license instead of an easement because an easement would have required a vote from the public.

Commissioner Hope asked if the tubing licensing agreement was part of the agreement for the parks.

Mr. Dolehanty answered that it was separate.

There was a discussion regarding the approval of the agreements.

Mr. Dolehanty stated that it could be on the next meeting’s agenda.

Chairperson Nolan asked if the agreements could come back as resolutions at the next meeting.
Mr. Collins answered yes.

There was a discussion regarding the cost of the dog park fobs.

6. **Controller**
   b. **Discussion**: Women’s Commission Resolution Requesting Verification of Accurate Identification and Resource Allocation of Potential Victims of Human Trafficking though the Department of Health and Human Services

Mr. Dolehanty addressed the committee regarding the Women’s Commission resolution.

Commissioner Koenig asked if the resolution could be referred to the Board of Health.

Mr. Dolehanty answered that it could be, and that the resolution was a recommendation from the Women’s Commission. He further stated that the resolution requested a committee to look into a statute to allocate resources to the verification and identification of victims of human trafficking.

Commissioner Hope stated that it could be referred back to the Women’s Commission to come up with their own committee.

Chairperson Nolan relayed a story about a victim of human trafficking. She asked what the pleasure of the committee was.

Commissioner Koenig suggested referring it back to the Women’s Commission so that they would have the choice to create their own committee or to ask that it be referred to the Board of Health.

Chairperson Nolan asked Becky Bennett, Board Coordinator, to refer it back to the Women’s Commission.

8. **Human Resources** - Collective Bargaining Updates & Discussion *(Closed Session)*

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. KOENIG, AT 6:35 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSES OF COLLECTIVE BARGAINING UPDATES & DISCUSSION.

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

The meeting entered closed session.

MOVED BY COMM. HOPE, SUPPORTED BY COMM.CELENTINO, AT 7:19 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.
THE MOTION CARRIED UNANIMOUSLY. **Yea**: Celentino, Hope, Koenig, Maiville, Nolan, and Tsernoglou **Nay**: None **Absent**: Bahar-Cook

The meeting adjourned closed session and re-entered open session.

**Announcements**

Commissioner Maiville asked if there was an update on the driving policy.

Commissioner Koenig stated that, per a conversation with John Neilsen, Chief Deputy Controller, it was still being worked on.

Travis Parsons, Human Resources Director, stated that through the National Association of Counties, there was a carrier that provided some resources for insurance for volunteers. He further stated that he had questions about how it would comport with current liability coverage and so he asked for assistance.

There was a discussion regarding a policy to allow volunteers to drive vehicles.

Commissioner Hope announced that Randy Marwede’s retirement party was well attended with an outpouring of accolades from employees throughout the County.

Commissioner Koenig announced that she would be unavailable from March 12, 2016 to March 18, 2016.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 7:24 p.m.
AGENDA ITEMS:

1a. **Board of Commissioners** - Resolution Authorizing Ingham County to Enter into a Memorandum of Understanding (MOU) with Clinton and Eaton Counties in Order to Foster Collaboration between the Parties that will Support Regional Economic Development and Growth

Authors of this proposed resolution envision “A Region with optimal economic activity supporting job growth and enhanced business and talent attraction.” Parties to this proposed Memorandum of Understanding are each a Chairperson of a respective County Board of Commissioners. Robert Showers, Clinton County Board of Commissioners Chair, will be in attendance to discuss this proposal to mutually cooperate and collaborate in support of the vision and to assist with implementation of strategies to achieve the objectives.

1b. **Board of Commissioners** - Mannick & Smith Letter (Board Referral)

Representatives of Mannick & Smith, an Ingham County vendor, will be present to discuss their communication to the Board dated February 15, 2016 explaining their role in a meeting where work of the County Trails and Parks Task Force was discussed.

2. **Ingham County Clerk** - Resolution to Modify the County Clerk’s 2016 Budget to Include an Additional Deputy County Clerk Position Number 15-212 UAW E

Citing workload statistics for various office functions, the County Clerk requests a budget adjustment to allow inclusion of another position for the Clerk’s office. The authorized staffing level for the Clerk’s office was supplemented at the beginning of fiscal year 2016 through the annual budget process.

All County departments have experienced statistical increases in workload over several years. These increases are the result of legislative changes, budget reductions, technology shifts, etc. Departments are encouraged to evaluate organizational structure options that consider cross-training, reassignment, and functional necessity as alternatives to mid-year staff increases. Because of the permanent nature of increased staffing levels, the Controller does not recommend approval of staffing adjustments like the one proposed outside of the annual budget process.

3a. **Facilities Department** - Resolution Authorizing a Contract with Laux Construction for Security Enhancements in the Register of Deeds Office

The Register of Deeds requested security enhancements in his office as a result of recent security concerns. The Facilities Departments recommends approval of a resolution that would authorize award of a contract to Laux Construction to complete security enhancements at a cost not to exceed $22,200. Work on this project would occur between the hours of 5:00 p.m. and 7:00 a.m. Monday through Friday. The recommended proposal was one of five received in response to the County’s request for proposals.
3b. **Facilities Department - Space Utilization Report Discussion**

Representatives of the Facilities Department will present a recently completed Space Utilization Report. Committee members will be asked to provide direction for implementations of the report findings.

4. **Financial Services Department - Resolution to Authorize the Purchase of the Contracts Module for the Munis Accounting Software System**

The Financial Services Department proposed a resolution to allow purchase of a contract monitoring module for the Munis Accounting Software System at a cost not to exceed $36,200. Addition of this module will allow department heads and administrators to monitor contract status and assure proper filing.

5a. **Parks Department - Resolution Continuing an Agreement with the City of Lansing for the Maintenance and Operation of Soldan Dog Park and the Non-Motorized Pathway through Scott Woods Park**

Resolution 05-154 authorized an agreement with the City of Lansing for the Ingham County Parks Department to assume responsibility for maintenance and operation of a non-motorized pathway through Scott Woods Park. The pathway is adjacent to the Hawk Island Loop Trail. That agreement expired on February 8, 2016. The Parks Department recommends execution of a new five-year agreement with identical terms and conditions.

5b. **Parks Department - Resolution to Rescind Resolution #14-426 Accepting a Grant of Easement over Property Owned by the City of Lansing and Located in the City of Lansing**

Resolution 14-426 authorized an easement agreement with the City of Lansing to utilize a portion of Scott Woods Park for the purpose of extending the Hawk Island County Park tubing hill run. Upon further review, it was determined that the permanent nature of the desired easement would require a vote of the public under terms of the Lansing City Charter. As an alternative, the City proposed a license agreement that will not require a permanent easement. For these reasons, the Parks Department recommends that Resolution 14-426 be rescinded.

5c. **Parks Department - Resolution Authorizing a License Agreement for the Property Owned by the City of Lansing and Located in the City of Lansing**

The Parks Department proposes a resolution that would authorize a license agreement with the City of Lansing to utilize a portion of Scott Woods Park for the purpose of extending the Hawk Island County Park tubing hill run. This option is presented in place of an earlier proposal approved as Resolution 14-426 to grant a permanent easement for the same purpose.
5d. Parks Department - Resolution to Amend the Ingham County Parks and Recreation 2012-2016 Master Plan

The Ingham County Parks Department staff plans to apply for grants to the Michigan Department of Natural Resources (MDNR) for a Michigan Natural Resources Trust Fund, Recreation Passport Grants, and Land and Water Conservation Fund to assist with construction of a canoe/kayak launch at McNamara Landing for the purpose of providing a universally accessible landing site. The Department also wishes to seek a Recreation Passport Grant from MDNR for renovations and improvements to Overlook Shelter and Picnic Area at Burchfield County Park. It is necessary that the Parks Master Plan be amended in order to establish eligibility for these state and federal grant programs. A resolution to amend the Plan is offered for consideration, along with two companion resolutions authorizing grant applications.

5e. Parks Department - Resolution Authorizing Ingham County Parks Department to Apply for a Recreation Passport Program Grant for Accessibility Upgrades at Overlook Picnic Area at Burchfield County Park

The Parks Department seeks to develop and improve facilities at Burchfield County Park to meet universal accessibility goals. If funded, this project would comply with the Parks Department Five-year Master Plan for capital improvements. The Parks Department requests use of $76,725 from the Trails and Parks Millage toward a total project cost of $141,725 during the 2016-2017 fiscal years. The proposed resolution is contingent upon recommendation from the Trails and Parks Task Force. The Parks and Recreation Commission supports this resolution.

5f. Parks Department - Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Recreation Passport Program Grant

5g. Parks Department - Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Department of Natural Resources Land and Water Conservation Fund Federal Grant

5h. Parks Department - Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Natural Resources Trust Fund Grant

The Parks Department seeks to develop and improve facilities at McNamara Landing with a universally accessible canoe/kayak launch dock on the Grand River, adjacent accessible bathrooms, ADA parking improvements, walkways and drinking fountains. If funded, this project would comply with the Parks Department Five-year Master Plan for capital improvements that improve accessibility and enhance the user experience. It would also help facilitate access for all to the canoe/kayak livery operation at Burchfield County Park by easing the entrance and exit of paddlers to and from their watercraft at McNamara Landing. One or more of these grants would be applied for.

For the application for the Michigan Recreation Passport Program Grant (5f) the Parks Department requests use of $89,925 from the Trails and Parks Millage (67%) toward a total project cost of $134,925 during the 2016-2017 fiscal years.

For the application for the Michigan Department of Natural Resources Land and Water Conservation Fund Federal Grant (5g) the Parks Department requests use of $67,463 from the Trails and Parks Millage (50%) toward a total project cost of $134,925 during the 2016-2017 fiscal years.
For the application for the Michigan Natural Resources Trust Fund Grant (5h) the Parks Department requests use of $84,925 from the Trails and Parks Millage (63%) toward a total project cost of $134,925 during the 2016-2017 fiscal years.

5i. **Parks Department** - Resolution Adopting the Ingham County Trails and Parks Comprehensive Report and Calling for Applications for Funding

The Trails and Parks Task Force met on March 7th, 2016 and the following recommendations are in the resolution:

- The Ingham County Board of Commissioners adopts the Ingham County Trails and Parks comprehensive Report prepared by the Mannik & Smith Group.
- 8% of the Trails and Parks Millage collected for FY 2015 and FY 2016 is allocated to the Ingham County Parks Department to fund CIP projects subject to the recommendations of the Ingham County Parks Commission and approval by the Board of Commissioners with future Parks Department millage requests for CIP projects to come as a part of the budget process.
- Staff is directed to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution.
- All 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for grant applications effective April 1, 2016 with the application period remaining open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed $1,000,000.
- All bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for grant applications effective April 1, 2016 through June 1, 2016 with the total amount not to exceed $4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.
- A second round of applications will be held effective October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

6a. **Road Department** - Resolution to Approve and Certify the Ingham County 2015 Public Road Mileage Report

Public Act 51 of 1951, as amended (being MCL 247.659a (9)), requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. With no additions or subtractions of public road mileage this year, the centerline mileage of Ingham County roads is 1,254.38 miles. This reported road mileage is used to apportion Michigan Transportation Fund revenue to public road agencies in the state. The Road Department recommends Board Chair authorization to sign the annual report.
6b. **Road Department** - Resolution to Approve Proposed 2016 Ingham County Bridge Funding Applications for Submission to the Local Bridge Program Manager

Major county bridge repair, replacement, and preventative maintenance projects are typically funded through the Local Bridge Program using a combination of federal and state transportation revenue. The Local Bridge Program is a rolling three-year program, in which applications approved in the first year of the program receive funding in the third year of the program. Each local road agency is limited to five applications per year, and if awarded a project, the program funds 95% of construction costs while the Road Department funds the remaining 5%. The Ingham County Road Advisory Board recommended approval of the following projects:

- Okemos Road bridges over Red Cedar River (Meridian Township)
- Dietz Road bridge over Red Cedar River (Locke Township)
- Nobel Road bridge over Deer Creek (Wheatfield Township)
- Waverly Road bridge over the Grand River (Delhi Township)
- Holt Road bridge over Doan Creek (Leroy Township)

Road Department personnel concur with the advisory board findings and recommend Board approval of a resolution to submit these projects for funding.

6c. **Road Department** - Resolution Authorizing the Purchase of 2016 Seasonal Requirement of Bituminous Surface Mixture for the Ingham County Road Department

Bids were sought from qualified and experienced companies to furnish Bituminous Surface Mixture the 2016 construction season. The Road Department recommends multiple unit price contracts with Rieth Riley Construction Co., Inc., Michigan Paving & Materials Company and Lansing Asphalt / Division of Superior Asphalt, Inc., with orders to be processed on an as-needed, unit price, basis. Rieth Riley Construction Co, Inc., as the first choice whenever logistically practical and desired material is available.

6d. **Road Department** - Resolution Authorizing the Purchase of 2016 Seasonal Requirement of 29A Aggregate for the Ingham County Road Department

Proposals were sought from qualified and experienced companies to furnish and deliver crushed natural aggregate for the 2016 construction season. The Road Department recommends multiple unit price contracts with Edw. C. Levy Co. and Gerken Materials, with orders to be processed on an as-needed, unit price, basis.

6e. **Road Department** - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department.
7a. Human Resources Department - Resolution to Adopt a Title VI Non-Discrimination Policy, Plan and Complaint Procedure

Certain Departments and Offices of Elected Officials within the County of Ingham are recipients of federal financial assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Also, Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP),” provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

The County of Ingham complies with all Federal and State laws to ensure nondiscrimination in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects because of race, color, sex, low income, disability, age or national origin. The County also has established procedures to assure that their sub-recipients adhere to state and federal law and include in all written agreements or contracts, assurances that the sub-recipient must comply with Title VI and other related statutes.

The Human Resources Department convened an advisory group, comprised of representatives from departments identified as receiving federal financial assistance, for the purpose of drafting a Title VI Non-Discrimination Policy, Plan and Complaint Procedure to assure compliance with federal requirements. This draft was reviewed by legal counsel and is presented to the Board for final approval.

7b. Human Resources Department - Resolution to Adopt a Limited English Proficiency (LEP) Plan

Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP),” was issued to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language. This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance with respect to a particular type of service, benefit, or encounter. Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

The Human Resources Department convened an advisory group, comprised of representatives from departments identified as receiving federal financial assistance, for the purpose of drafting a Limited English Proficiency Plan to assure compliance with federal requirements. This draft was reviewed by legal counsel and is presented to the Board for final approval.

7c. Human Resources Department - Resolution to Adopt a Criminal Background Check Policy

The Human Resources Department seeks approval of a resolution to adopt a Criminal Background Check Policy and Procedures. The primary purpose of the policy is to allow use of criminal background checks in the employment and volunteer vetting process and to outline the procedures for conducting those background checks. This draft provides additional clarity regarding the use of backgrounds or credit checks subject to the Fair Credit Reporting Act. In addition, the procedure provides additional clarity and a framework as to the use criminal background checks for existing employees, volunteers or interns.
7d. **Human Resources Department** - Resolution to Adopt a Volunteer Driving Policy

(Materials associated with the proposed Volunteer Driving Policy will be distributed at the meeting)

8. **Controller’s Office** – Purchasing Procedures Policy Discussion

The Purchasing Director and Controller will be present to discuss parameters for a revised purchasing procedures policy. This discussion will focus on spending limits, definition of terms, and purchasing procedures.

9a. **Board of Commissioners** - Resolution Congratulating the Citizens Research Council of Michigan on the Event of its 100th Anniversary

This resolution is offered to congratulate the Citizens Research Council of Michigan on the event of its 100th Anniversary.

9b. **Board of Commissioners** - Resolution Honoring the Rotary Club of Lansing on the Event of Their 100th Anniversary

This resolution is offered to congratulate the Rotary Club of Lansing on the event of their 100th Anniversary.

9c. **Board of Commissioners** – Closed Session to Discuss Attorney Letter
Introductions by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH CLINTON AND EATON COUNTIES IN ORDER TO FOSTER COLLABORATION BETWEEN THE PARTIES THAT WILL SUPPORT REGIONAL ECONOMIC DEVELOPMENT AND GROWTH

WHEREAS, the parties to this MOU are each a Chairperson of a respective County Board of Commissioners which represents and has the care and custody of the property and business of a county; and

WHEREAS, the Vision of the Collaborative is: “A Region with optimal economic activity supporting job growth and enhanced business and talent attraction”; and

WHEREAS, the mission of the Collaborative is “To work together to accomplish the following objectives and ultimately realize the Vision.

- To freely discuss and exchange ideas and concepts regarding infrastructure needs, marketing, policy, talent, business attraction and retention, value-adding propositions, job creation, regional competitiveness, and innovation.
- To support the efforts of the Collaborative in a non-competitive, mutually-beneficial environment.
- To support local businesses and engender community building and relationships.
- To act positively to enhance the image of the region.

THEREFORE BE IT RESOLVED, the parties agree as follows:

1. To mutually cooperate and collaborate as a collaborative to support the Vision and Mission and to assist with the implementation of strategies to achieve the objectives.

2. This MOU is a non-binding collaboration with a one-year term (“Term”). It will be automatically extended for successive one-year terms (each an “Extended Term Year”) unless a Party wishes not to extend the Term or any Extended Term Year as to that Party. The Party wishing not to extend the Term or any Extended Term Year shall provide written notice to the other Parties no later than sixty days prior to the end of the Term or any Extended Term Year as the case may be. The non-extension shall only apply to the Party providing such notice. In addition, each Party shall have the right to terminate this MOU for any reason upon 60 days written notice to the other Parties. Such termination shall only apply to the Party providing such notice.

3. This MOU is not legally binding on any Party. Each Party is responsible for its own costs and expenses. No legal rights or liabilities between and among the Parties are created. This MOU is not intended to, and shall not be construed to, create a joint venture, agency, partnership, interlocal agreement, governmental body, or association. No person or entity may rely on this MOU for any reason whatsoever.

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.
February 15, 2016

Chairperson Kara Hope  
Ingham County Board of Commissioners  
Ingham County Court House  
P.O. Box 319  
Mason, Michigan 48854  

Re: Comprehensive Report  
Ingham County Trails & Parks Task Force  

Dear Chairperson Hope:

Representatives from the Mannik & Smith Group, Inc. (MSG) and representatives from Ingham County (County) met on February 9, 2016 to discuss MSG's multiple interests involving the Parks & Trails Comprehensive Report prepared by MSG and the Delhi Township to Mason Connector Trail report, which was also prepared by MSG. The purpose of this communication is to provide MSG's perspective and clarification of the intent regarding the meeting that took place on January 26, 2016 at Delhi Township to discuss the proposed connection of the Delhi Township Trail System to the City of Mason Hayhoe Riverwalk Trail.

As background, MSG was hired in May 2014 by the Michigan Trails and Greenways Alliance to perform a non-motorized trail feasibility study for the Delhi Township to Mason Connector Trail. Specifically, we were tasked to review six (6) options for crossing US-127 with the proposed trail. Based upon the outcome of that study, MSG was subsequently requested to provide a second study in January 2016 to develop preliminary (concept) plans, provide an estimate of probable cost, prepare a draft Transportation Alternative Plan (TAP) Grant Application and to provide an Executive Summary to the Michigan Fitness Foundation for the preferred non-motorized trail route. MSG’s work tasks included coordination with MDOT, the Ingham County Road Department, Dart Container Corporation and meeting with key stakeholders, local businesses and local agencies.

During the preparation of the Ingham County Trails & Parks Task Force proposal MSG was still in the process of completing the work tasks associated with the Delhi Township to Mason Connector Trail. We felt that this was a very positive aspect of the regional studies for trails in Ingham County and so noted our involvement in our cover letter and highlighted the project in the Qualifications and Experience section of our proposal for the Ingham County Trails & Parks Comprehensive Report. While completing the work for both projects, MSG treated both projects independently. Our intent has always been to provide an objective and unbiased report for the Ingham County Trails & Parks Task Force and we firmly believe we have developed a comprehensive report that will prove to provide the necessary tools and information to the Task Force in which to make informed decisions on the priority for the upcoming projects.

One of the final work tasks for the Delhi Township to Mason Connector Trail was to prepare the TAP Grant Application and to meet with key stakeholders including local businesses and agencies. MSG initiated the TAP Grant Application, however, certain information was required on the application that necessitated additional information from the various stakeholders. A meeting was called by MSG to review the project and to discuss the TAP Grant Application requirements including ownership and maintenance of the non-motorized pathway and the bridge over
US-127 as well as the phasing of the project and utilization of Michigan DNR grants and other funding sources. Representatives from the six governmental units touching the proposed project were invited and attended including Delhi Charter Township, Vevay Township, Aolaeidon Township, the City of Mason, the Ingham County Road Department and the Michigan Department of Transportation. Other stakeholders that were invited and that attended included the Tri-County Regional Planning Commission staff, Dart Container Corp. representatives (that had previously been involved with the study and previously reviewed the plans), the Ingham County Parks and Controller’s Office staff, philanthropist George Hayhoe (who funded the second study) and Nancy Krupiarz from the Michigan Fitness Foundation/Michigan Trails and Greenways Alliance.

Unfortunately, confusion resulted due to the Delhi Township to Mason Connector Trail meeting that occurred during the review period for the Ingham County Parks & Trails Draft Report. MSG now understands the County’s concerns that were voiced at the February 9th meeting regarding the timing of the subject meeting and the discussion of funding where MSG personnel scheduled the meeting. MSG facilitated the meeting as part of our work scope and worked with our client in developing the meeting. In retrospect, the meeting should have been called by the client. It was certainly not the intent of MSG to suggest that the Delhi to Mason project had or should have a higher priority than any other project and yet that may have been the impression of some individuals. For this misunderstanding we can only apologize. Further, MSG sincerely regrets and apologizes for any negativity which may have resulted from the January 26th meeting. Our intent has always been to provide the County with a completely unbiased report that will be respected by all units of government, local agencies, businesses and individuals alike.

The Ingham County Parks & Trails Draft Report was recently delivered to the Task Force for review. The report was compiled by MSG through an extensive investigation of the existing trail systems including pathways, waterways, bridges and parks with input and assistance from the Michigan Trails and Greenways Alliance, County Park personnel, members of the Task Force, the public forums and key stakeholders. This comprehensive report serves as a guide post for the County in moving forward with plans for trail construction, maintenance, rehabilitation, as well as tools and methods to allow the County to evaluate and prioritize work on the trail system. As directed early in the process, MSG was not and did not include any recommendations on project ranking or prioritization in the report. We take great pride in this comprehensive, exhaustive and unbiased work product.

In conclusion, MSG regrets the confusion and concerns raised by the County as a result of the January 26th meeting. Hopefully, we have provided some justification and explanation of our genuine intent to proactively complete work on the Delhi Township to Mason Connector Trail without biasing in any way the outcome or recommendations of the Ingham County Parks & Trails Report. MSG representatives would be pleased to attend an upcoming meeting of the County Board of Commissioners, should you desire, so that we may respond to any questions you may have and to help alleviate any concerns with regard to this important and sensitive matter.

Sincerely,

Barry A. Buschmann, PE
Senior Vice President

Jerry Richards
Client Service Representative
To: County Services and Finance Committees
From: Barb Byrum, Ingham County Clerk
Date: March 1, 2016
Subject: Additional Deputy County Clerk – Position Number 15-212 UAW E

Since I took office in 2013, the duties, services, and customer levels have increased in the County Clerk’s Office. This change has affected my office so much so that when even one staff member takes time off, our operations, including prompt customer service is severely hindered.

While these changes may not result in a direct increase in revenue to the County’s General Fund, the required workload has increased.

The County Clerk’s Office is responsible for all aspects of election administration, campaign finance, contract filings, Concealed Pistol Licensing (CPL), DBAs and Co-Partnerships, Notary Public, Birth Records, Death Records, DD-214s, Marriage Licenses, Marriage Ceremonies, and recording the minutes for all of the Board of Commissioners regular meetings, committee meetings and special task force meetings.

The process to issue a CPL is much more in-depth and time consuming today than it was before the CPL law was changed in December 2015. Note that the CPL law dissolved the County Gun Boards and put CPL processing at the county level squarely on the shoulders of my office. Please know that my office processed 27 in-person CPL applications yesterday, February 29, 2016, alone. Moreover, we have reached the 600th application threshold for 2016 as of that date, as well. We did not reach that threshold in 2015 until March 23rd.

The amount of voter registration and absent voter ballot requests filtering through my office has shot through the roof this year, and I expect that amount to remain high throughout 2016. It is taking two employees well over an hour each day to keep up with processing voter registration and absent voter (AV) ballot requests, which are extremely time sensitive.

My staff is very dedicated to their jobs, and they have repeatedly expressed feelings of guilt for utilizing vacation or sick time off because they know it will leave remaining staff members overloaded. As a recent example, on February 29th, a Deputy County Clerk was pre-approved to leave an hour early (4 pm), but chose not to leave her window at the Lansing Branch Office until almost 4:45 pm due to the length of customer lines. There were two Deputy County Clerks present at the time, which left the remaining main Mason office reduced to handle day-to-day operations, which resulted in a line and wait time averaging 20 minutes.

I and my administrators are continually pulled from our duties to assist at the front counter with customers. We have utilized interns and temporary employees over the past three years for elections, contracts, and other projects, but are at the point where we need another UAW position.
In the last budget cycle, the Board of Commissioners approved the conversion of the part-time Recording Secretary position to full-time status. At first, I utilized that position for office coverage in Lansing when Recording Secretary duties were complete or when the BOC was on its November/December break. This posed a problem as the position is Managerial Confidential and not a UAW organized position. The result of which is leaving us with one employee working in the Lansing Office again, despite the arduous procedure of processing CPL applications. It must be pointed out that processing CPL applications in Lansing was not a service my office offered prior to December 1, 2015. Also important to note is that the Recording Secretary’s responsibilities have increased with the frequency and length of the Trails & Parks Task Force meetings and assisting with the issuing of CPLs.

There are important projects that have been consistently put on the back burner due to the heavy customer workload. These projects include updating the County Directory, organizing the records areas in preparation for off-site storage, voter registration drives, proper contract filing, record retention processing (i.e., purging), and many more.

Please be reminded that in the Lansing Office, the assigned Deputy County Clerk also works as a deputy of the Treasurer’s Office and handles many of that department’s transactions. This includes covering duties of the Deputy Treasurer when that individual is not available.

**Total Customer Transactions**

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016 (so far)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>26,202</td>
<td>27,726</td>
<td>26,947</td>
<td>3,509 (2/26/16)</td>
</tr>
</tbody>
</table>

A customer transaction is any customer event that is scanned into the Eagle Recorder system, which could be election filings, campaign finance, correspondence, scanning original records into the system or processing certified copies of all vital records. A customer transaction is per customer, not per item. For example, if a customer wants to purchase ten certified copies of one death certificate, that would be one transaction, however the clerk nevertheless has to process each certified copy separately (e.g., printing, sealing, handwriting the date and signing). Also keeping in mind that the authenticating and proofing of the death certificates is not counted as a transaction.

Contracts are not included in this transaction count, we currently receive 20 contracts per week on average. A contract, no matter how voluminous, needs to be cataloged and filed. Moreover, we frequently must pull, copy, or scan contracts to the FOIA Coordinator to assist her comply with the County’s FOIA requirements. For example, we had to pull 20 contracts last week.

We receive on average, 250 voter registrations per week, and 20 AV ballot requests per week. These transactions are not included in the total above either, however each require unique processing and distribution to the appropriate local municipal clerk, of which in Ingham County, there are 21 township and city clerks. Not to mention, we often receive voter registrations that are not in Ingham County.
I anticipate continuing to perform marriage ceremonies as that continues to provide additional revenue.

Approval of the attached resolution is highly recommended.
WHEREAS, the Ingham County Clerk would like to add an additional Position #15-212 Deputy County Clerk UAW E to better meet the operational needs of the department; and

WHEREAS, the projected personnel cost to fund an additional Deputy County Clerk at the UAW/E step 1 is $57,837 and step 5 is $65,577; and

WHEREAS, the UAW Union has been notified and they support the additional position; and

WHEREAS, the Human Resources Department has been notified of this request and expressed no concern; and

WHEREAS, the County Clerk recommends that the Board of Commissioners authorize a modification to the 2016 Budget to include an additional Deputy County Clerk Position Number 15-212 UAW E with a wage compensation range of ($33,844-$40,313).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the modification of the County Clerk’s 2016 Budget to include an additional Deputy County Clerk Position #15-212 UAW E.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make budget adjustments necessary in regards to this additional position.
TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 1, 2016

SUBJECT: RESOLUTION AUTHORIZING A CONTRACT WITH LAUX CONSTRUCTION FOR SECURITY ENHANCEMENTS IN THE REGISTER OF DEEDS OFFICE

The resolution before you authorizes a contract with Laux Construction to perform security enhancements in the Register of Deeds office.

As a result of recent security concerns, Register of Deeds Derrick Quinney has requested security enhancements in the Register of Deeds office. It has become a widespread concern that the public has full access to the office area.

It is the recommendation of both the Purchasing and Facilities Departments that a contract be awarded to Laux Construction who submitted the lowest bid of $22,200.00 which includes their alternate to work between the hours of 5:00 pm and 7:00 am, Monday through Friday.

Laux will modify the existing countertop to be ADA compliant, install glass to separate the public from the employees, and install a secured door with an electronic lock set to restrict public access to the back offices.

The Facilities Department would like to ask for an $800.00 contingency for any unforeseen issues that may arise, bringing the total project cost to a not to exceed amount of $23,000.00.

The funds for this project are available within the Public Improvement Fund, charged to line #245-90212-931000-6FC19.

I recommend approval of this resolution.
TO: County Services and Finance Committees  
FROM: Jim Hudgins, Director of Purchasing  
DATE: March 1, 2016  
SUBJECT: Security Improvements for the Register of Deeds Office

Project Description:
Proposals were sought from experienced and qualified general contractors for the purpose of entering into a contract to make security improvements to the Ingham County Register of Deeds Office.

The scope of work includes, but is not limited to, providing: One (1) steel stud and gypsum drywall partial high wall with door, oak plywood finish and trim on public side, painted finish and vinyl base on staff side. One (1) steel stud and gypsum drywall partial high wall with accessible transaction counter, oak plywood finish and trim on public side, painted finish and vinyl base on staff side. One (1) new solid wood custom door, frame, ¼” tempered glass and hardware. Owner to furnish lockset, Contractor to install. Contractor to provide electric strike, wiring, button, hinges, door stop. Secure barrier on top of existing casework/counters, ¼” tempered glass with transaction openings, and dark bronze anodized aluminum storefront framing. Any other work as necessary to provide a complete and functional area for the Owner’s use.

Proposal Summary:
Vendors contacted:  52  Local: 17
Preproposal attendance: 05  Local: 04
Vendors responding: 05  Local: 04

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laux Construction LLC</td>
<td>Yes, Holt</td>
<td>$22,200.00</td>
</tr>
<tr>
<td>LJ Trumble Builders LLC</td>
<td>Yes, Lansing</td>
<td>$22,800.00</td>
</tr>
<tr>
<td>Nielsen Commercial Construction Co.</td>
<td>Yes, Holt</td>
<td>$28,700.00</td>
</tr>
<tr>
<td>Silverline Contracting LLC</td>
<td>No, Howell</td>
<td>$30,400.00</td>
</tr>
<tr>
<td>Moore Trosper Construction Co.</td>
<td>Yes, Holt</td>
<td>$38,450.00</td>
</tr>
</tbody>
</table>

Recommendation:  
Laux Construction, a local vendor, submitted the lowest responsive proposal. They are a registered vendor that is licensed and insured.

The company has years of experience working on projects of similar size and scope with the County.
The Evaluation Committee recommends awarding the contract to Laux Construction in an amount not to exceed cost of $23,000. The cost is inclusive of an $800 contingency for any unseen circumstances and work being performed between the hours of 5:00 PM and 7:00 AM, Monday through Friday. This is a prevailing wage project.

Advertisement:
The RFP was advertised in the Lansing State Journal, the New Citizens Press, and posted on the Purchasing Department Web Page.
WHEREAS, the resolution before you authorizes a contract with Laux Construction to perform security enhancements in the Register of Deeds office; and

WHEREAS, as a result of recent security concerns Register of Deeds Derrick Quinney has requested security enhancements in the Register of Deeds office; and

WHEREAS, it has become a widespread concern that the public has full access to the office area; and

WHEREAS, after careful review of the bids it is the recommendation of both the Facilities and Purchasing Departments that a contract be awarded to Laux Construction who submitted the lowest bid of $22,200.00 which includes their alternate to work between the hours of 5:00 pm and 7:00 am Monday through Friday; and

WHEREAS, Laux will modify the existing countertop to be ADA compliant, install glass to separate the public from the employees, and install a secured door with an electronic lock set to restrict public access to the back offices; and

WHEREAS, the Facilities Department would like to ask for an $800.00 contingency for any unforeseen issues that may arise, bringing the total project cost to a not to exceed amount of $23,000.00; and

WHEREAS, funds for this project are available within the Public Improvement Fund, charged to line #245-90212-931000-6FC19.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a contract with Laux Construction, LLC, 1535 Jessop Road, Dansville, Michigan 48819 to perform security enhancements in the Register of Deeds Office for a cost of $22,200.00 which includes their alternate to work between the hours of 5:00 pm and 7:00 am, Monday through Friday.

BE IT FURTHER RESOLVED, the requested $800.00 contingency will bring the total project cost to a not to exceed amount of $23,000.00.

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

The Project:
The Space Utilization Project was requested by the Board of Commissioners for the purposes of creating efficiencies and reducing costs. Once the RFP was reviewed by the Controller’s Office, it was sent out for bid in June of 2014. The Facilities and Purchasing Departments recommendation was approved by the full Board of Commissioners in September of 2014 via Resolution number #14-379 which authorized hiring DLZ to conduct the Space Utilization Study for Ingham County. Once DLZ had completed their assessment, making some corrections to the rough draft as requested by the Controller and Facilities Department, a report was submitted in February of 2016.

The Executive Summary from DLZ can be found in section 2 on pages 11-1 thru 11-6 in their report and is attached to this summary. In short, DLZ scope of services as stipulated in the contract was to provide to the County three components.

I. Organizational needs analysis of all departments in each of the facilities to be covered by the project; and

II. Facilities space utilization assessment; and

III. Recommendations, which shall include an architectural design layout of the potential relocation of facilities.

County facilities included in the study were:

<table>
<thead>
<tr>
<th>Mason Courthouse</th>
<th>Hilliard Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Department</td>
<td>Grady Porter Building</td>
</tr>
<tr>
<td>Veterans Memorial Courthouse</td>
<td>Human Services</td>
</tr>
</tbody>
</table>

Recommendations:
Recommendations from DLZ can be found in Section 2 of the executive summary and are attached.

Thank you,
Richard Terrill
Ingham County Facilities Director
II. EXECUTIVE SUMMARY

A. GOALS AND OBJECTIVES

The following Space Utilization Study for Ingham County outlines existing and anticipated future space programming requirements based on interviews and data collected from facility managers and staff from all departments within the Ingham County Government. This project excluded the Ingham County Sheriff’s Department and Jail.

The assessment process was structured to document each department’s existing operations, identifying areas for improvement to their physical environment and then outlines areas of potential expansion and/or reorganization to meet current and future operational needs. Beyond the specific departmental need, the information was also reviewed holistically as it relates to the County’s overall operations. The information gathered will be used to develop an overall planning strategy to address the growth and/or reorganization of County services and to enhance efficiency in order to better serve the needs of the public.

This assessment focuses on issues related to the physical space that each department occupies. However, it is understood that long range planning must also include provisions to address ancillary departmental requirements associated with building systems, building envelopes, security, and furniture/fixtures/equipment needs.

The evaluation process was rooted in an objective and ‘listening-oriented’ approach toward Ingham County’s Governmental facilities and operations. Over the past several months, DLZ has interviewed and worked closely with each department to itemize areas for improvement and begin discussions on possible remedies.

B. PROCESS SUMMARY

The project began with the identification of department representatives to participate in the Programming Work Sessions. Representatives included the person(s) in each department responsible for the daily operation and function of the department. Prior to each Work Session, DLZ prepared an Informational Survey for each department, for distribution by the County. Each department was requested to review, complete, and be prepared to discuss the survey during subsequent Work Sessions.

Work sessions were conducted with the following departments:

1. Mason Courthouse
   a. Board of Commissioners
   b. Circuit Court
   c. Controller’s Office
   d. County Treasurer’s Office
   e. Equalization and Tax Mapping
   f. Register of Deeds
   g. County Clerk’s Office

2. Hilliard Building
   a. Parks Department
   b. Community Corrections
   c. Economic Development and Farmland Preservation
   d. Purchasing Department
   e. Facilities Department
   f. Budget Office
   g. Financial Services
   h. Innovation and Technology Department
   i. MSU Extension – Mason
3. Road Department
4. Human Services Building
   a. Health Department
   b. Human Resources
   c. MSU Extension - Lansing
   d. Tri-County Office on Aging
   e. Veterans Affairs
5. Veterans Memorial Courthouse & Grady Porter Building
   a. Friend of the Court
   b. Probate Court
   c. Court Services
   d. Family Division
   e. Prosecutor’s Office
   f. Circuit Court Clerk’s Office
   g. Deputy Court Administrator

Minutes from DLZ’s meeting with each department are included within Section III. Work sessions included a tour of the department’s occupied spaces, discussions concerning each department’s current and anticipated future operations and associated spatial needs, and an exploration of adjacency requirements to promote efficiency and improve operations.

C. PRELIMINARY FINDINGS

The Ingham County Government primarily operates within six (6) buildings that the County owns. Three of the six buildings are located south of Lansing in Mason anchored by the historic Courthouse which is the County seat. The remaining three buildings are located in Lansing.

The Study was focused on collecting operational and programmatic needs by conducting a series of Work Session meetings and cursory tours of each County Department. The Study also included a cursory building condition assessment that encompassed site, architectural, structural, mechanical, and electrical systems. The assessment identifies existing facility deficiencies and provides recommendations for corrective measures. (Please refer to Sections IV and V).

Based upon the information collected and observations made during the process of the study the following preliminary findings are outlined below:

1. File Storage:
   Based on the conducted Work Sessions and Survey Information received from each Department a majority of departments identified the need for additional file storage capacity or a central long term file storage location. In order to increase capacity these departments are now maintaining files offsite in various County owned or leased facilities. While the County is in the process of having files digitized and archived, certain hardcopy files are still needed for daily reference and public access while others must be stored indefinitely. The inadequate file storage capacity is also impacting operational efficiencies. For instance lack of file organization, availability to access files remotely, finding files in a timely manner, and inconvenience of working around existing file storage, are all impacting daily operations.
2. **Department Relationships:**
Based on the conducted Work Sessions and Survey information received from each Department, a majority of the current spatial arrangements within the existing buildings are efficiently located. This is in relation to adjacencies between departments and typical frequency of departmental interactions.

3. **Site Limitations:**
Based on the feedback received during the work sessions and assessment, there is inadequate parking for several of the buildings owned by the County. All Departments are impacted by the following:
- Deficient visitor and employee parking
- Deficient parking for large vehicles
- Deficient secured parking for County vehicles and courts
  - Parking for court officers transporting offenders to Mason Courthouse is inadequate. The small parking area on the north side of the site for County Sheriff needs to be expanded to accommodate multiple vehicles. This would provide increased security and officer escorts for transferred offenders entering and exiting the historic court house.
- Site is landlocked by adjacent building locations or current site circulation
- Space and access for loading and unloading sometimes difficult
- Complexities of site access and use by a combination of pedestrians, public transit, county vehicles, law enforcement, deliveries, etc.

4. **Antiquated Building Systems and Technology:**
The Condition Assessment of the existing buildings provided evidence that a majority of the building systems (mechanical and electrical) have either surpassed their useful life expectancy or require major repair. Improvements of these systems would increase air quality, lighting levels, building safety, plumbing, drainage, heating and cooling efficiencies and lower energy costs for the County. Also there is a need for upgrading Department's working environments with newer technology, furniture, fixtures, and equipment to take advantage of functional efficiencies.

5. **Co-Working:**
There are opportunities for part-time and field staff to utilize a shared work space rather than a dedicated office or work station. This is sometimes referred to as a “touchdown space” which is a place for these types of positions or someone briefly visiting the office can go to get some work done on a temporary basis and then leave. This approach provides flexibility within the work environment to handle an influx of work or seasonal demands while maximizing spatial use.
6. Need for Additional Space:
The Human Services Building (HSB) was identified as needing additional space based on conducted Work Sessions and Survey Information received from each Department.

HSB – Tri-County Office on Aging (TCOA) expressed that they are at capacity within their existing 13,800 square feet of leased space. TCOA has experienced approximately 15% growth over the past two years. Based on the existing HSB first floor plan layout TCOA is essentially boxed in by the Maintenance Department and Ingham Counseling Center. This presents a challenge to expand within the existing building footprint to the south or east. The Human Resources, Veterans Affairs and MSU Extension also identified a need for additional space for future growth on the second floor. Conference room availability within the existing building was also at capacity based on provided annual scheduling logs. Additional conference room space should be incorporated into the new second floor program. The Facilities Department also indicated the existing building does not have enough general storage capacity for furniture and other typical items.

7. Reorganization Opportunities:
The Hilliard Building (HB), Road Department (RD), Grady Porter Building (GPB) and Veterans Memorial Courthouse (VMC) all have numerous spatial challenges that can be addressed by reorganizing specific departments. This approach takes advantage of shared spaces, underutilized spaces, and consolidation of inefficiently used spaces. Also, leasable spaces within County facilities were evaluated to understand how efficiently it is being used and potential opportunities to increase revenue by adding leasable space.

HB - Budget Office (BO), Financial Services (FS), Economic Development/Farmland and Open Space Preservation (EDFOSP), Community Corrections (CC), MSU Extension, and potentially the County Clerk’s Office have opportunities to be relocated and reorganized to more efficiently accommodate operations and services to the public as well as create additional leasable space opportunities.

RD - Over the past several years RD staffing has decreased due to funding cuts, lack of construction activity and maintenance work. Based on the number of current staff and consideration of potential future staffing needs (construction activity increases) the existing facility is oversized for the departments needs.

GBP - Prosecuting Attorney (PA) and Family Court (FC) have opportunities to be relocated and reorganized to more efficiently accommodate operations as well as create additional leasable space opportunities.

VMC - Probate Court Offices (PCO) and Circuit Court Filing Office (CCFO) are in need of a more efficient cubicles/systems furniture/spatial arrangement to increase space for future hiring of new staff.
8. Way Finding/Signage:
   Many of the departments at each facility identified a need for additional directional signage to help the public identify the appropriate departments and services available. Providing information via a kiosk perhaps would assist visitors, for example, in applying for a permit. It would inform them as to the different departments they must visit and the order in which they need to follow. During our field visits, several people were encountered during each trip trying to locate departments. For instance, the Mason Courthouse patrons were looking for specific departments that were located at the Hilliard Building. Rather than go to the County website first, they assumed it was in the courthouse.
D. RECOMMENDATIONS

It is the recommendation of DLZ that Ingham County consider the following objectives to meet the goals for efficient operations and department growth now and into the future.

Objective 1: Office Standardization and Co-Working

Objective 2: Modernize All Departments

Objective 3: Way Finding and Signage Improvements

Objective 4: Expanded Parking Capabilities

Objective 5: Proposed Construction Options

Option 1: Mason Courthouse
- Site Security Improvements for Court Officers
  Estimated Value: $150,000

Option 2A: Construct New Central File Storage Warehouse and Demo Existing Annex Building (Mason)
- Estimated Value: $3,380,000 (RECOMMENDED OPTION)

Option 2B: Grady Porter Building
- Renovate Existing Basement for New Central File Storage
  Estimated Value: $5,800,000

Option 3A: New Building for Tri-County Office on Aging
- New Property (Lansing)
  Estimated Value: $5,200,000

Option 3B: Human Services Building Addition
- (Tri-County Office on Aging/General Storage/Conference Room)
  Estimated Value: $3,380,000 (RECOMMENDED OPTION)

Option 4: Hilliard Building Reorganization and Improvements
- (Budget Office, Financial Services, Economic Development/Farmland and Open Space Preservation, Community Corrections, MSU Extension, and potentially the County Clerk's Office)
  Estimated Value: $2,870,000

Option 5: Road Department Reorganization and Improvements
  Estimated Value: $1,370,000

Option 6: Veterans Memorial Courthouse Reorganization and Improvements (Probate Court Offices/Circuit Court Filing Office)
  Estimated Value: $1,950,000

Option 7: Grady Porter Building Reorganization and Improvements
- (Prosecuting Attorney and Family Court)
  Estimated Value: $1,632,000

DLZ recommends that the County begin discussions with its financial adviser to review the potential impact of any capital improvements discussed within this study.
Agenda Item 4

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF THE CONTRACTS MODULE FOR THE MUNIS ACCOUNTING SOFTWARE SYSTEM

WHEREAS, the County is currently using MUNIS Software from Tyler Technologies for its accounting needs; and

WHEREAS, the County Administration believes there is a need to purchase the MUNIS Contracts Module to enhance our reporting and monitoring of contracts; and

WHEREAS, this module can be purchased and installed at a cost of $36,200 and an ongoing cost of $4,158 per year; and

WHEREAS, the funding for this purchase is available within the Information Technology Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of the MUNIS Contract Module from Tyler Technologies for a cost of $36,200.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
In 2005 and 2011, the Board of Commissioners passed Resolution #05-154 and #11-037 which authorized an agreement with the City of Lansing for the Ingham County Parks Department to assume responsibility for the maintenance and operation of a non-motorized pathway through Scott Woods Park that is directly adjacent to and continuation of the Hawk Island Loop Trail.

This resolution would authorize a new agreement between the City of Lansing and Ingham County.

The Parks Department maintains three miles of the River Trail from Jolly Road, Maguire Park, through Hawk Island County Park through Scott Woods north to Mount Hope Road. Each time we perform maintenance, it takes two passes on the trail, totaling six miles. Daily general maintenance tasks include snow removal, leaf blowing, etc. Expenses include fuel, use of equipment (tractor blower, brush, leaf blower, and snow thrower), as well as full time and seasonal personnel expenses.

Potter Park Zoo staff maintains the trail from Mount Hope Road through the Zoo to Pennsylvania Avenue. Additional documents will be forthcoming and submitted no later than February 29 by Potter Park Zoo staff.

In regards to the Scott Woods Trail, there is no revenue specifically associated with this activity, with the exception of the vehicle entrance fee to Hawk Island County Park. These entrance fees are not able to be differentiated between revenues collected at the gate for parking fees. In addition, walk in and ride in users of the trail are not charged a vehicle entrance fee.

The Parks Department operates Soldan Dog Park and collects revenue for the electronic Key FOBs for entrance to the facility. Vehicle entrance fees to Hawk Island County Park are not able to be differentiated between revenues collected at the gate for parking fees for other park visitors. Administrative tasks include selling and documenting dog licenses and Key FOB sales. Within the Soldan Dog Park we perform daily general maintenance tasks including mowing, fence repairs, etc. Expenses include portable restrooms, trash bags, dog waste bags, and signage as well as full time and seasonal personnel expenses.
Connecting communities via the Lansing River Trail to the north and the Sycamore Trail to the south has a positive impact on park visitation and interest and provided citizens alternative accessible routes to enjoy Hawk Island County Park’s nature and splendor. Providing an avenue for dog owners to exercise their dogs in a safe park setting had a positive influence and ownership of Hawk Island Park by the users.

Attached is a map showing the trail maintenance zones. The City of Lansing and Ingham County have identified a joint interest in maintaining a non-motorized pathway connecting the River Trail to Hawk Island Park. The Scott Woods portion of the pathway is directly adjacent to and a continuation of the Hawk Island Loop Trail. Due to the proximity of the trail section to Hawk Island Park, this would allow the Parks Department to maintain that section of the trail in the most cost efficient manner by partnering. Also, the close proximity of Potter Park Zoo to portions of the River Trail passing through the Zoo and Potter Park property to Potter Park Zoo maintenance personnel and equipment resources would allow the Zoo’s maintenance personnel to maintain the portion of the River Trail passing through Potter Park Zoo and Potter Park in the most cost efficient manner.

Please do not hesitate to contact me if you have questions regarding this issue.
TRAIL MAINTENANCE ZONES THAT ARE INCLUDED IN THE CITY OF LANSING/INGHAM COUNTY MAINTENANCE AGREEMENT

1 = ZOO Responsibility: Western border (Pennsylvania Avenue) of Zoo Trail Section to Aurelius Road.

2 = ZOO Responsibility: Eastern border of Zoo Trail Section. Red Cedar and Aurelius Road south to Mount Hope Road.

3 = INGHAM COUNTY PARK Responsibility: Mount Hope Road south Trail Section to Northern border of Hawk Island Trail Section.

4 = INGHAM COUNTY PARK Responsibility: Southern border of Hawk Island Trail Section to Jolly Road.
Agenda Item 5a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CONTINUING AN AGREEMENT WITH THE CITY OF LANSING FOR THE MAINTENANCE AND OPERATION OF SOLDAN DOG PARK AND THE NON-MOTORIZED PATHWAY THROUGH SCOTT WOODS PARK

WHEREAS, the Board of Commissioners in Resolution #05-154 authorized an agreement with the City of Lansing for the Ingham County Parks Department to assume responsibility for the maintenance and operation of a non-motorized pathway through Scott Woods Park that is directly adjacent to and continuation of the Hawk Island Loop Trail; and

WHEREAS, in Resolution #11-037 the Ingham County Board of Commissioners amended Resolution #05-154 and authorized a new agreement with the City of Lansing that delegated to the Ingham County Parks Department the responsibility for the maintenance and operation of the City of Lansing’s Soldan Dog Park, the non-motorized pathway though Scott Woods Park, and the portion of the Lansing River Trail from Potter Park to Maguire Park; and

WHEREAS, the agreement entered into with the City of Lansing pursuant to Resolution #11-037 expires on February 8, 2016; and

WHEREAS, the City of Lansing and Ingham County Parks Department would like to have a new agreement entered into containing/continuing the same terms as the expiring agreement for a period covering February 9, 2016 through February 28, 2021.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a new agreement with the City of Lansing that authorizes the Ingham County Parks Department’s continued maintenance and operation of the City of Lansing’s Soldan Dog Park, the non-motorized pathway through Scott Woods Park, and the Lansing River Trail from Potter Park to Maguire Park for the period of February 9, 2016 through February 28, 2021.

BE IT FURTHER RESOLVED, the new agreement shall contain/continue the terms and conditions of the expiring agreement authorized by Resolution #11-037.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.
Date: February 12, 2016

To: County Services & Finance Committees

From: Tim Morgan

Re: -Resolution to Rescind Resolution #14-426 Accepting a Grant of Easement over Property Owned by the City of Lansing and Located in the City Of Lansing
- Resolution Authorizing a License Agreement for the Property Owned by the City of Lansing and Located In the City Of Lansing

The Ingham County Parks Department operates the snow tubing hill at Hawk Island County Park. The park offers snow tubing runs and rope tows pull riders to the top of the hill to travel down "chutes" made of sculpted snow. The snow tubing hill has varying levels of runs, including smaller kids’ runs and some for guests seeking a bit more of a thrill.

It was determined that for user safety and enjoyment, additional area is needed at the end of the tubing runs. This area is outside of County property. The City of Lansing is willing to provide a License Agreement for a small section of Scott Woods Park for extending the area for tubing hill runs.

In 2014, Resolution #14-426 authorized entering into an Easement Agreement with the City of Lansing to utilize a portion of Scott Woods Park for the purpose of extending the Hawk Island County Park tubing hill run. Resolution #14-426 should be rescinded, as it erroneously states that the City of Lansing was willing to grant an easement. Rather, at that time, the City’s Parks Board had recommended granting an easement, but the City Planning Board recommended a license only. The City Council Committee on Development and Planning concurred with that recommendation. Scott Woods Park is dedicated as park land. Upon discussion with Brett Kaschinske, City of Lansing Park’s Director, he explained that an easement would be a permanent transfer of interest in park land, which would require a vote of the public. A license does not require this. The fee associated with the license is one dollar in addition to $50 for Act 33 review for a total of $51.

A new resolution authorizing the acceptance of a License Agreement has been prepared.

Please do not hesitate to contact me if you have questions regarding this matter.
RESOLUTION TO RECONCILE RESOLUTION #14-426 ACCEPTING A GRANT OF EASEMENT OVER PROPERTY OWNED BY THE CITY OF LANSING AND LOCATED IN THE CITY OF LANSING

WHEREAS, Board of Commissioners Resolution #14-426 authorized entering into an easement agreement with the City of Lansing to utilize a portion of Scott Woods Park for the purpose of extending the Hawk Island County Park tubing hill run; and

WHEREAS, the City of Lansing Park’s Board had recommended granting an easement; and

WHEREAS, the City Planning Board recommended a license only; and

WHEREAS, the City Council Committee on Development and Planning concurred with that recommendation; and

WHEREAS, after review by the County attorney a new resolution will be required to enter into a License Agreement with the City of Lansing.

THEREFORE BE IT RESOLVED, that Resolution #14-426 is rescinded.
Agenda Item 5c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A LICENSE AGREEMENT FOR THE PROPERTY OWNED BY
THE CITY OF LANSING AND LOCATED IN THE CITY OF LANSING

WHEREAS, the Ingham County Parks Department operates a snow tubing hill at Hawk Island County Park; and

WHEREAS, for user safety and enjoyment, additional area is needed at the end of the tubing runs outside of County property; and

WHEREAS, the City of Lansing is willing to provide a License Agreement for a small section of Scott Woods Park for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a License Agreement with the City of Lansing, for a small section of Scott Woods Park for the purpose of extending the area for the Hawk Island County Park snow tubing hill runs, for the nominal consideration of $1.00.

BE IT FURTHER RESOLVED, that the term of this License Agreement shall be from the date of execution until the anniversary date in 2026.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the payment of $50.00 to the City of Lansing for the fees associated with the City’s Act 33 Review Application.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
Resolution #12-060 to Adopt The Ingham County Parks 2012-2016 Facility Master Plan was passed at the March 12, 2012 Board of Commissioners meeting.

In order to remain eligible for state and federal grant programs, it is necessary that the Parks Master Plan be amended during the life of the plan as necessary. The Ingham County Parks Department staff plans to apply for grants to the Michigan Department of Natural Resources (MDNR) for a Michigan Natural Resources Trust Fund (MNRTF), Recreation Passport Grants (RPG), and Land and Water Conservation Fund (LWCF) to assist with construction of a canoe/kayak launch at McNamara Landing for the purpose of providing a universally accessible landing site and apply to the MDNR for a Recreation Passport Grant (RPG) for the renovations and improvements to Overlook Shelter and Picnic Area at Burchfield County Park.

The following are the project descriptions:

**Burchfield County Park Overlook Shelter Area Accessibility**
The Overlook shelter area at Burchfield County Park currently consists of a picnic shelter (in need of replacement), 2 port-a-jon units, gravel parking area, and a non-accessible concrete walkway leading from the parking area to the shelters. The project includes the replacement of the current shelter, installation of a double accessible restroom facility, along with accessible parking spots and an accessible 6 foot wide path leading from the parking area to the restrooms, drinking fountains and the shelter.

**McNamara Canoe/Kayak Landing Accessibility Upgrades**
The McNamara Canoe/Kayak Landing currently consists of one port-a-jon, gravel parking area, and a stepped canoe landing. The project includes the installation of a double accessible restroom facility, along with accessible parking spots, and a handicap accessible canoe/kayak launching dock.

These projects are not included in the current Master Plan. Therefore, it is necessary to update the current Master Plan. This memo and resolution is running concurrent with the requested support for the grant applications.

Please do not hesitate to contact me if you have questions regarding this issue.
WHEREAS, in 2012 the Ingham County Board of Commissioners adopted the Ingham County Parks and Recreation 2012-2016 Master Plan as presented by the Ingham County Parks & Recreation Commission by resolution #12-060; and

WHEREAS, the Ingham County Parks and Recreation 2012-2016 Master Plan is intended to provide general guidelines for the orderly development of the County Park system; and

WHEREAS, in order to remain eligible for state and federal grant programs, it is necessary that the Parks Facility Master Plan be updated every five years and amended during the life of the plan as necessary; and

WHEREAS, the Ingham County Parks Department is applying for two grant projects through the Michigan Department of Natural Resources; and

WHEREAS, the first project is for an accessible canoe/kayak access at McNamara Canoe/Kayak Landing; and

WHEREAS, the second project is for accessibility upgrades at the Overlook Shelter at Burchfield County Park.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Parks and Recreation 2012-2016 Master Plan to include applying for the following projects an accessible canoe/kayak access at McNamara Canoe/Kayak Landing and accessibility upgrades at the Overlook Shelter at Burchfield County Park and approve the Ingham County Parks and Recreation 2012-2016 Master Plan be amended to reflect this change.

BE IT FURTHER RESOLVED, that the goals and objectives for 2012 through 2016 in the amended Ingham County Parks and Recreation 2012-2016 Master Plan, shall be construed as desirable goals only with no implied commitment on the part of the Board of Commissioners to fund any particular recommendation contained therein.
Agenda Item 5e

Date: March 1, 2016

To: County Services and Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution to Apply to the Michigan Department of Natural Resources Recreation Passport Grant Program for Accessibility Improvements in the Overlook Picnic Shelter Area at Burchfield County Park.

The Parks Department has identified a need for developing and improving facilities at Burchfield County Park with universal accessibility in mind. Currently, the site has a wooden shelter which, due to age and condition, is in need of replacement. The site currently has two rented port-a-jon units, which would be replaced with an accessible restroom building. A narrow concrete walkway and gravel parking area would be replaced with a wider, accessible walkway, drinking fountain and paved parking spots for handicap access.

If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience.

The Parks & Recreation Commission supported this resolution with the passage of a motion.

The Parks Department is seeking input and approval to move forward with grant applications to secure additional funding for this project.

The Parks Department is requesting the Ingham County Board of Commissioners authorizes the use of capital improvement funds for a local match that is required for the grant application in the amount of $76,725 from the Trails and Parks Millage for a total project cost of $141,725 during the 2016-2017 fiscal years. This resolution is contingent upon a recommendation from the March 7, 2016 Trails and Parks Task Force Resolution recommending assigning funds from the millage to the Parks Department. This resolution is running concurrent with the Trails and Parks Task Force and BOC committee meetings.

Should a recommendation not come from the March 7, 2016 Trails and Parks Task Force, we would pull the resolution.

Please do not hesitate to contact me if you have questions regarding this issue.
RESOLUTION AUTHORIZING INGHAM COUNTY PARKS DEPARTMENT TO APPLY FOR A
RECREATION PASSPORT PROGRAM GRANT FOR ACCESSIBILITY UPGRADES AT
OVERLOOK PICNIC AREA AT BURCHFIELD COUNTY PARK

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application titled
Overlook Shelter Accessibility Improvements to the Recreation Passport Program for facility development and
improvements that include: removal of old and installation of new shelter, installation of ADA parking
improvements and accessible pathway, and a new accessible restroom facility and drinking fountain at
Burchfield County Park, located in Aurelius Township; and

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

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years’ grant
cycle through April 1, 2016; and

WHEREAS, a public meeting was held on February 29, 2016 to allow citizens the opportunity to provide input
for the proposed project; and

WHEREAS, the Ingham County Parks Department currently has $20,000 budgeted in Capital Improvement
fund for this project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of $96,725
which include the $20,000 in capital improvement funds and the $76,725 from the Trails and Parks Millage for
a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes
submission of a Recreation Passport Grant Application for $45,000 for facility improvements and development
that include: removal of old and installation of new accessible shelter, installation of accessible ADA parking
improvements and accessible pathway, and a new accessible restroom facility at Burchfield County Park,
located in Aurelius Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the use of capital
improvement funds for a local match in the amount of $76,725 from the Trails and Parks Millage, $20,000 from
approved Capital Improvement fund for a total $141,725 project cost during the 2016-2017 fiscal years.
Date: March 1, 2016
To: County Services and Finance Committees
From: Tim Morgan, Parks Director
Re: Resolutions to Apply for an Accessible Canoe/Kayak Launch and Facilities at McNamara Landing Grant for one or more of the Following: Michigan Natural Resources Trust Fund, Recreation Passport Program Grant, and Land and Water Conservation Fund

With the growing popularity in paddle sports, the Parks Department has identified a need for developing and improving facilities at McNamara Landing with a universally accessible canoe/kayak launch dock on the Grand River, adjacent accessible bathrooms, ADA parking improvements, walkways and drinking fountains. Currently, the site has wooden steps and an alternate 6ft. wide concrete walkway leading to the water. However, the set of steps at the water’s edge, used for landing and launching water craft, does not meet universally accessible guidelines. The rented portable privy and parking area are also in need of updates to meet accessibility standards.

If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. It would also help facilitate access for all to the canoe/kayak livery operation at Burchfield County Park by easing the entrance and exit of paddlers to and from their watercraft at McNamara Landing.

This accessible dock/canoe/kayak launch can be utilized for accessible fishing on the Grand River as well.

The growing state-wide trend is to designate navigable rivers into water trails and connect communities on a regional basis. This development project would help with future collaboration with other local units of government in connecting “destination points” on the Grand River and could foreseeably benefit the area economically from increased public use, due to improved accessibility.

The Parks & Recreation Commission supported these resolutions with the passage of a motion.

The Parks Department is seeking input and approval to move forward with grant applications to secure additional funding for this project.

The Parks Department is requesting the Ingham County Board of Commissioners authorizes the use of capital improvement funds for a local match that is required for the following grant applications from the Trails and Parks Millage: Michigan Natural Resources Trust Fund, Recreation Passport Program Grant, and Land and Water Conservation Fund.
These resolutions are contingent upon a recommendation from the March 7, 2016 Trails and Parks Task Force Resolution recommending assigning funds from the millage to the Parks Department. These resolutions are running concurrent with the Trails and Parks Task Force and BOC committee meetings.

Should a recommendation not come from the March 7, 2016 Trails and Parks Task Force, we would pull these resolutions.

Please do not hesitate to contact me if you have questions regarding this issue.
Agenda Item 5f

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY PARKS DEPARTMENT TO APPLY FOR A MICHIGAN RECREATION PASSPORT PROGRAM GRANT

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application titled Accessible Launch on the Grand River to the Michigan Recreation Passport Program for facility development and improvements that include: a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility at McNamara Landing at Burchfield County Park, located in Aurelius Township; and

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

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years’ grant cycle through April 1, 2016; and

WHEREAS, a public meeting was held on February 29, 2016 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of $89,925 in capital improvement funds for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Recreation Passport Grant Application for $45,000 for facility improvements and development.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the use of capital improvement funds for a local match (67%) in the amount of $89,925 from the Trails and Parks Millage of a total $134,925 project cost during the 2016-2017 fiscal years.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY PARKS DEPARTMENT TO APPLY FOR A MICHIGAN DEPARTMENT OF NATURAL RESOURCES LAND AND WATER CONSERVATION FUND FEDERAL GRANT

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application titled Accessible Launch on the Grand River to the Land and Water Conservation Fund Federal Grant for facility development and improvements that include: a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility and drinking fountains at McNamara Landing at Burchfield County Park, located in Aurelius Township; and

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

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this year’s grant cycle through April 1, 2016; and

WHEREAS, a public meeting was held on February 29, 2016 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of $67,463 in capital improvement funds for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Land and Water Conservation Fund Federal Grant for $67,463 for facility improvements and development.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the use of capital improvement funds for a local match in the amount of $67,463 from the Trails and Parks Millage (50%) of a total $134,925 project cost during the 2016-2017 fiscal years.
RESOLUTION AUTHORIZING INGHAM COUNTY PARKS DEPARTMENT TO APPLY FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application titled Accessible Launch on the Grand River to the Michigan Natural Resources Trust Fund for facility development and improvements that include: a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility at McNamara Landing at Burchfield County Park, located in Aurelius Township; and

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

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this year’s grant cycle through April 1, 2016; and

WHEREAS, a public meeting was held on February 29, 2016 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of $84,925 in capital improvement funds for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Trust Fund Application for $50,000 for facility improvements and development.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the use of capital improvement funds for a local match (63%) in the amount of $84,925 from the Trails and Parks Millage of a total $134,925 project cost during the 2016-2017 fiscal years.
MEMO

Date: March 8, 2016

To: County Services and Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution Adopting the Ingham County Trails and Parks Comprehensive Report and Adopting the Recommendations from the Trails & Parks Task Force in Addition to Calling for Applications for Funding for First Round Applications

Ingham County hired Mannik & Smith Group to complete a comprehensive report of Trails & Parks in the County and Mannik & Smith Group has completed their report. The Ingham County Trail and Parks Task Force recommends approval of the Mannik & Smith report by the Ingham County Board of Commissioners.

The Ingham County Trails and Parks Task Force also recommends allocating 8% of the Trails & Parks Millage collected for FY 2015 and 2016 to the Ingham County Parks Department to fund Capital Improvement Projects (CIP) subject to the recommendations of the Ingham County Parks Commission. The Parks Department will utilize $120,000 of these monies as matching monies for Hawk Island Trail 1.5 mile resurfacing grant. The Parks Department will also utilize $90,000 toward an application for McNamara Landing accessible launch and facilities (blue ways project on the Grand River).

The trails and Parks Task force has directed staff to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution.

In addition, the Trails and Parks Task Force is recommending the Ingham County Park Department bring their request for the remaining years of the millage for addressing the needs of the Parks Department annually, as part of the normal county budget process and procedures as a separate item as recommended by the Ingham County Park Commission. This would not supplant present Ingham County Parks Department funding in Capital Improvement Funds (CIP) or operating funds.

The Trails & Parks Task Force recommend that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for grant applications effective April 1, 2016 with the application period remaining open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed $1,000,000.
The Trails & Parks Task Force also recommend all bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for grant applications effective April 1, 2016 through June 1, 2016 with the total amount not to exceed $4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.

The Trails & Parks Task Force is also recommending that a second round of applications that would be available starting October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

Please do not hesitate to contact me if you have questions regarding this issue.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT AND CALLING FOR APPLICATIONS FOR FUNDING

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage level of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing’s River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, to assist the Board of Commissioners in developing a plan for the expenditure of trails and parks millage funds, Ingham County hired Mannik & Smith group to complete a comprehensive report of trails and parks in the County; and

WHEREAS, Mannik & Smith has completed their report to the satisfaction of the Ingham County Trails and Parks Task Force; and

WHEREAS, the Ingham County Trails and Parks Task Force recommends approval of the Mannik & Smith report by the Ingham County Board of Commissioners; and

WHEREAS, the Ingham County Board of Commissioners desires to implement the recommendations included in the plan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Ingham County Trails and Parks Comprehensive Report prepared by the Mannik & Smith Group.

BE IT FURTHER RESOLVED, that 8% of the Trails and Parks Millage collected for FY 2015 and FY 2016 is allocated to the Ingham County Parks Department to fund CIP projects subject to the recommendations of the Ingham County Parks Commission and approval by the Board of Commissioners with future Parks Department millage requests for CIP projects to come as a part of the budget process.

BE IT FURTHER RESOLVED, that staff is directed to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution.

BE IT FURTHER RESOLVED, that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for grant applications effective April 1, 2016 with the application period remaining open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed $1,000,000.

BE IT FURTHER RESOLVED, all bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for grant applications effective April 1, 2016 through June 1, 2016 with the total amount not to exceed $4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.
BE IT FURTHER RESOLVED, that a second round of applications will be held effective October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.
To: County Services Committee
From: Robert Peterson, Director of Engineering
Road Department
Date: February 18, 2016
Subject: Ingham County 2015 Public Road Mileage Certification

Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. The Ingham County road mileage can fluctuate from year to year through the addition of roads through development or jurisdiction transfers and by subtraction of roads by road abandonments or jurisdiction transfers. There were no additions or subtractions of public road mileage this year. Our road centerline mileage is 1,254.38 miles.

Ultimately, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state. Per the provisions of Public Act 51 of 1951, the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

The subject of this memo is the Public Road Mileage Report that covers the period from January 1, 2015 through December 31, 2015.

Approval of the attached resolution is recommended.
WHEREAS, Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year; and

WHEREAS, The Ingham County road mileage can fluctuate from year to year through the addition of roads through development or jurisdiction transfers and by subtraction of roads by road abandonments or jurisdiction transfers; and

WHEREAS, the Ingham County road centerline mileage is unchanged at 1,254.38 miles; and

WHEREAS, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state; and

WHEREAS, the provisions of Public Act 51 of 1951 require that the report “must be signed and dated by the Chairman of the Board of County Road Commissioners.”

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves and authorizes the Board Chairperson to sign three copies of the 2015 Public Road Mileage Report document that is consistent with this resolution.
TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: February 24, 2016

SUBJECT: Proposed 2016 Local Bridge Program Funding Applications

Major county bridge repair, replacement, and preventative maintenance projects are typically funded by the Local Bridge Program (LBP), which is funded by a combination of federal and state transportation revenue. The Local Bridge Program is a rolling three-year program, in which applications approved in the first year of the program receive funding in the third year of the program. Local Bridge Program applications for this year are due May 2nd for fiscal year 2019 funding. Each agency is limited to five applications per year, and if awarded a project, the program funds 95% of construction costs and the Road Department would need to fund the remaining 5%.

The Road Department contracts to have all county bridges inspected, biennially or more frequently, by a state certified bridge inspection consultant as required by federal requirements. Our inspection consultant is required to recommend bridge project candidates for replacement, rehabilitation, or preventative maintenance as part of their contract deliverable.

Ingham County Road Department staff thoroughly evaluated our inspection consultant’s recommendations and presented the recommended list of bridge projects, for which funding applications are to be submitted, at the January 13, 2016, Ingham County Road Advisory Board (CRAB) meeting. During the meeting, the CRAB members passed a motion recommending approval of the provided list of bridge applications. Subsequent to the meeting, staff requested a revision to the list (via an email vote) and received CRAB approval for submitting the following 2016 funding applications:

<table>
<thead>
<tr>
<th>Bridge</th>
<th>Comments</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Okemos Road bridges over Red Cedar River, Meridan Twp.</td>
<td>Primary road bridge replacement, 28,540 ADT, lane closure erected November 2015. Temporary repairs are expected this spring to allow the bridge to be fully open to traffic until replacement funds are secured.</td>
<td>Repl-1</td>
</tr>
<tr>
<td>Dietz Road bridge over Red Cedar River, Locke Twp.</td>
<td>Primary road bridge replacement, 700 ADT, posted for 34 tons, 41 tons, and 54 tons.</td>
<td>Repl-2</td>
</tr>
<tr>
<td>Bridge Name</td>
<td>Type of Work</td>
<td>ADT</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Nobel Road bridge over Deer Creek</td>
<td>Local Bridge Replacement</td>
<td>772</td>
</tr>
<tr>
<td>Wheatfield Twp.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waverly Road bridge over the</td>
<td>Primary Road Bridge</td>
<td>2,695</td>
</tr>
<tr>
<td>Grand River, Delhi Twp.</td>
<td>Rehabilitation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holt Road bridge over Doan Creek</td>
<td>Local Bridge Rehabilitation</td>
<td>900</td>
</tr>
<tr>
<td>Leroy Twp.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Based on the Ingham County Road Advisory Board’s motion, we are soliciting similar support from the Board of Commissioners because the Local Bridge Program requires the road agency’s governing body to pass a resolution in support of the bridge funding applications.

Approval of the attached resolution is recommended.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PROPOSED 2016 INGHAM COUNTY BRIDGE FUNDING APPLICATIONS FOR SUBMISSION TO THE LOCAL BRIDGE PROGRAM MANAGER

WHEREAS, federal and state funding is made available for major bridge reconstruction, rehabilitation, and preventative maintenance projects through the Local Bridge Program; and

WHEREAS, the Local Bridge Program requires an application process where “… a current resolution, signed and dated, from the governing board supporting the project” must be submitted for bridge projects to be considered for funding under this program; and

WHEREAS, the Ingham County Road Department has all Ingham County road bridges inspected by a state certified bridge inspection consultant biennially, or more often, as required by federal requirements; and

WHEREAS, the state certified bridge inspection consultant recommends bridge projects for replacement, rehabilitation, and preventative maintenance, which is provided to and evaluated by Road Department staff; and

WHEREAS, Road Department staff concurs with the bridge inspection consultant’s bridge project recommendations and priorities; and

WHEREAS, the Ingham County Road Advisory Board was convened for a meeting on January 13, 2016, among other issues, to consider and advise the Board of Commissioners on projects to be submitted for federal and state Local Bridge Program funding; and

WHEREAS, upon reviewing the county bridge needs and input from Road Department staff, the County Road Advisory Board passed a motion recommending approval for submitting 2016 funding applications to address replacement, rehabilitation, and preventative maintenance needs for the following bridges:

1. Replacement of the Okemos Road Bridges over the Red Cedar River, Meridian Township
2. Replacement of the Dietz Road Bridge over the Red Cedar River, Locke Township
3. Replacement of the Nobel Road Bridge over Deer Creek, Wheatfield Township
4. Rehabilitation of the Waverly Road Bridge over the Grand River, Delhi Township
5. Rehabilitation of the Holt Road Bridge over Doan Creek, Leroy Township

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Road Department staff to submit five applications for the bridges listed above to solicit fiscal year 2019 Local Bridge Program funding.
TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 1, 2016
SUBJECT: Bituminous Surface Mixture

Project Description:
Bids were sought from qualified and experienced companies for the purpose of furnishing the 2016 season’s requirements of Bituminous Surface Mixture No. 13A and 36A to the Ingham County Road Department.

Proposal Summary:
Vendors contacted: 12 Local: 01
Vendors responding: 03 Local: 01

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>Bituminous Mix 13A $/Unit</th>
<th>Total Amount</th>
<th>Bituminous Mix 36A $/Unit</th>
<th>Total Amount</th>
<th>Total Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Asphalt / Lansing Asphalt, 3888 S. Canal Rd., Lansing MI 48917</td>
<td>$37.00</td>
<td>$444,000.00</td>
<td>$40.00</td>
<td>$240,000.00</td>
<td>$684,000.00</td>
</tr>
<tr>
<td>MI Paving &amp; Materials Company, 16777 Wood Street, Lansing MI 48906</td>
<td>$39.00</td>
<td>$468,000.00</td>
<td>$42.00</td>
<td>$252,000.00</td>
<td>$720,000.00</td>
</tr>
<tr>
<td>Rieth-Riley Construction Co., 2325 Kipp Rd., Mason MI 48854</td>
<td>$36.50</td>
<td>$438,000.00</td>
<td>$39.50</td>
<td>$237,000.00</td>
<td>$675,000.00</td>
</tr>
</tbody>
</table>

Recommendation:
Due to the distance between the worksites and garages, and product availability, the Evaluation Committee is recommending multiple unit price contracts with Rieth Riley Construction Co., Inc., Michigan Paving & Materials Company and Lansing Asphalt / Division of Superior Asphalt, Inc. Orders will be processed on an as-needed, unit price, basis with preference to the local and lowest bidder, Rieth Riley Construction Co., Inc., as the first choice whenever logistically practical and desired material is available. Having this flexibility ensures that Ingham County is purchasing quality materials, in required quantity and at the lowest prices while minimizing transportation costs.

Advertisement:
The RFP was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE) website and posted on the Purchasing Department Web Page.
Resolves that the purchase of bituminous surface mixture (asphalt) for placement by Road Department crews in various road maintenance operations and in the Local Road Program; and

WHEREAS, the Road Department’s adopted 2016 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for maintenance asphalt were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #42-16, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase asphalt on an as-needed, unit price basis from all 3 responding bidders based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of bituminous surface mixture (asphalt) on an as-needed, unit price basis from all three respondents to RFP #42-16 based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three above listed suppliers and purchase asphalt material as needed and budgeted.
TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 1, 2016
SUBJECT: Proposal Summary for Slag 29A and 29A Crushed Natural Aggregate

Project Description:
Proposals were sought from qualified and experienced companies for the purpose of furnishing and delivering Slag 29A and 29A Crushed Natural Aggregate for the Ingham County Road Department.

Proposal Summary:
Vendors contacted: 27 Local: 0
Vendors responding: 3 Local: 0

Bid tabulation can be found on the next page.

Recommendations:
The Evaluation Committee recommends awarding a contract to Edw. C. Levy Co., for the purchase of 29A slag on an as-needed basis at the unit prices quoted in its proposal; additionally, the Committee recommends awarding a contract to Gerken Materials for the purchase of 29A crushed natural aggregate on an as-needed basis at the unit prices quoted in their proposal.

Awarding multiple contracts provides the Road Department the flexibility to ensure adequate product availability and quality, and also minimizes transportation costs with respect to proximity to the worksite and garages.

Advertisement:
The RFP was advertised in the Lansing State Journal, EL CENTRAL Hispanic News and posted on the Purchasing Department Web Page.
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Local</th>
<th>Slag 29A delivered to Western Garage price per ton</th>
<th>Slag 29A delivered to Eastern Garage price per ton</th>
<th>Slag 29A delivered Metro Garage price per ton</th>
<th>29A Crushed Natural Aggregate delivered to Western Garage price per ton</th>
<th>29A Crushed Natural Aggregate delivered to Eastern Garage price per ton</th>
<th>29A Crushed Natural Aggregate delivered to Metro Garage price per ton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerken Materials</td>
<td>No - Ohio</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>$20.15</td>
<td>$20.15</td>
<td>$20.15</td>
</tr>
<tr>
<td>EDW Levy</td>
<td>No - Detroit</td>
<td>$25.89</td>
<td>$24.45</td>
<td>$25.49</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
</tr>
<tr>
<td>Verplank Trucking</td>
<td>No - Ferrysburg</td>
<td>$48.30</td>
<td>$48.30</td>
<td>$46.60</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
</tr>
</tbody>
</table>
WHEREAS, the Road Department annually purchases approximately 18,000 tons of grade 29A slag and natural aggregates for use in road chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2016 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A slag and natural aggregate were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #36-16, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase on an as-needed, unit price basis, 29A crushed natural aggregate from Gerken Materials Inc. and to award bid and purchase on an as-needed, unit price basis, 29-A Slag from Edward C. Levy Co. based on availability of required material, with preference based on lowest bid unit price.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase on an as-needed, unit price basis of 29A crushed natural aggregate from Gerken Materials Inc. and 29-A Slag from Edward C. Levy Co. based on availability of required material, with preference based on lowest bid unit price and quality of material.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with Gerken Materials Inc. for 29A crushed natural aggregate and to Edward C. Levy Co. for 29-A Slag as needed and budgeted.
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 March 1, 2016 as submitted.
### Ingham County Road Department

**List of Current Permits Issued**

<table>
<thead>
<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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</thead>
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<tr>
<td>2016-057</td>
<td>Dylan Fitchett</td>
<td>Land Division</td>
<td>Onondaga Rd &amp; Barnes Rd</td>
<td>Aurelius</td>
<td>28</td>
</tr>
<tr>
<td>2016-058</td>
<td>Jack Gantz Trucking</td>
<td>Haul Route/Milk</td>
<td>Various</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>2016-059</td>
<td>William Gantz Trucking</td>
<td>Haul Route/Milk</td>
<td>Various</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>2016-060</td>
<td>Mint City Excavating</td>
<td>Sanitary/Watermain</td>
<td>Okemos Rd &amp; Fox Hollow Dr</td>
<td>Meridian</td>
<td>33</td>
</tr>
<tr>
<td>2016-062</td>
<td>Robert Cooley Trucking</td>
<td>Haul Route/Milk</td>
<td>Various</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>2016-063</td>
<td>Enbridge Energy</td>
<td>Haul Route</td>
<td>Dexter Tr &amp; Mt Pleasant</td>
<td>Stockbridge</td>
<td>5</td>
</tr>
<tr>
<td>2016-064</td>
<td>Keiser Trucking</td>
<td>Agricultural Move</td>
<td>Various</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>2016-065</td>
<td>Comcast</td>
<td>Cable / UG</td>
<td>Lott Ave &amp; Graduate Way</td>
<td>Lansing</td>
<td>12</td>
</tr>
<tr>
<td>2016-066</td>
<td>Comcast</td>
<td>Cable / OH</td>
<td>Michigan Ave &amp; Stoner Rd</td>
<td>Lansing</td>
<td>18</td>
</tr>
<tr>
<td>2016-067</td>
<td>Consumers Energy</td>
<td>Gas</td>
<td>Lake St &amp; Bliss St</td>
<td>Meridian</td>
<td>3</td>
</tr>
<tr>
<td>2016-068</td>
<td>DTE</td>
<td>Electric / UG</td>
<td>Meridian Rd &amp; Lamb Rd</td>
<td>Wheatfield</td>
<td>25</td>
</tr>
<tr>
<td>2016-069</td>
<td>Webberville Feed</td>
<td>Agricultural Move</td>
<td>Various</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>2016-070</td>
<td>Gary Schaffer</td>
<td>Sanitary</td>
<td>Brynford Ave &amp; Michigan</td>
<td>Lansing</td>
<td>18</td>
</tr>
<tr>
<td>2016-074</td>
<td>AT &amp; T</td>
<td>Cable / UG</td>
<td>Edgar Rd &amp; Columbia Rd</td>
<td>Aurelius</td>
<td>11 &amp; 14</td>
</tr>
<tr>
<td>2016-076</td>
<td>LBWL</td>
<td>Electric / OH</td>
<td>Barritt St &amp; Wood St</td>
<td>Lansing</td>
<td>10</td>
</tr>
<tr>
<td>2016-077</td>
<td>Consumers Energy</td>
<td>Electric / OH</td>
<td>Marsh Rd &amp; Haslett Rd</td>
<td>Meridian</td>
<td>10</td>
</tr>
<tr>
<td>2016-078</td>
<td>Meridian Township</td>
<td>Road Closure / Special Event</td>
<td>Central Park &amp; Marsh Rd</td>
<td>Meridian</td>
<td>15</td>
</tr>
<tr>
<td>2016-079</td>
<td>Ingham County Drain</td>
<td>Storm</td>
<td>Lake Lansing &amp; Wood St</td>
<td>Lansing</td>
<td>3</td>
</tr>
<tr>
<td>2016-081</td>
<td>O’Reilly Auto Ent.</td>
<td>Sanitary</td>
<td>Cedat St &amp; Willoughby Rd</td>
<td>Delhi</td>
<td>15</td>
</tr>
<tr>
<td>2016-082</td>
<td>ACD.NET</td>
<td>Cable / UG</td>
<td>Jolly Rd &amp; Okemos Rd</td>
<td>Meridian</td>
<td>33</td>
</tr>
<tr>
<td>2016-084</td>
<td>Mike Smalley</td>
<td>Agricultural Move</td>
<td>Various</td>
<td>Wheatfield</td>
<td></td>
</tr>
</tbody>
</table>
Date: February 29, 2016
To: County Services Committee
From: Travis Parsons, Human Resources Director
Subject: RESOLUTION TO ADOPT A TITLE VI NON-DISCRIMINATION POLICY, PLAN AND COMPLAINT PROCEDURE

Certain Departments and Offices of Elected Officials within the County of Ingham are recipients of federal financial assistance.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.” Title VI has been broadened by related statutes, regulations and executive orders. Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibit unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.

Also, Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP),” provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

The County of Ingham complies with all Federal and State laws to ensure nondiscrimination in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects because of race, color, sex, low income, disability, age or national origin. Therefore, the primary goals and objectives of the County of Ingham’s Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;

2. To ensure that people affected by the County’s programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in the County of Ingham’s programs and activities, whether those programs and activities are federally funded or not;

4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;

5. To establish procedures to annually review Title VI compliance within specific program areas within the County;

6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in the County’s services, programs or activities.

As a recipient or sub-recipient of Federal funds, the County of Ingham must comply with Federal and State laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to County sponsored services, facilities, activities, and programs, without regard to race, color, religion, national origin, sex, or disability, low income. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the Civil Rights Restoration Act of 1987.

The County also has established procedures to assure that their sub-recipients adhere to state and federal law and include in all written agreements or contracts, assurances that the sub-recipient must comply with Title VI and other related statutes. The County, as a recipient or sub-recipient of Federal funds in certain programs and activities shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the County will make a good faith effort to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

Human Resources convened an advisory group, comprised of representatives from departments identified as receiving federal financial assistance, and in conjunction with the County Attorney drafted the policy and procedure.

Attached for review and approval by the Board of Commissioners is the resolution and corresponding Title VI Non-Discrimination Policy, Plan and Complaint Procedure.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT A TITLE VI NON-DISCRIMINATION POLICY, PLAN AND COMPLAINT PROCEDURE

WHEREAS, certain Departments and Offices of Elected Officials within the County of Ingham are recipients of federal financial assistance; and

WHEREAS, an advisory group, working with legal counsel, developed a proposed Title VI Non-Discrimination Policy, Plan, and Complaint Procedure; and

WHEREAS, Ingham County complies with all Federal and State laws to ensure nondiscrimination in the enjoyment of any advantage or privilege enjoyed by others receiving service, financial aid, or other benefit under its programs or projects; and

WHEREAS, this commitment is reflected in a Title VI Non-Discrimination Policy, Plan, and Complaint Procedure; and

WHEREAS, the plan emphasizes the Ingham County Board of Commissioners’ goal to ensure compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives; and

WHEREAS, the Ingham County Board of Commissioners urges the support of this plan by all offices and agencies of the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Title VI Non-Discrimination Policy, Plan, and Complaint Procedure.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs that all county departments and agencies under the jurisdiction of the Board of Commissioners shall be bound by this plan and work to further the achievement of the stated goals.
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</table>
INTRODUCTION

Certain Departments and Offices of Elected Officials within the County of Ingham are recipients of federal financial assistance.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.” Title VI has been broadened by related statutes, regulations and executive orders. Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibit unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.

Also, Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP),” provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

The County of Ingham complies with all Federal and State laws to ensure nondiscrimination in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects because of race, color, sex, low income, disability, age or national origin. Therefore, the primary goals and objectives of the County of Ingham’s Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;

2. To ensure that people affected by the County’s programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;

3. To prevent discrimination in the County of Ingham’s programs and activities, whether those programs and activities are federally funded or not;

4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;

5. To establish procedures to annually review Title VI compliance within specific program areas within the County;

6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in the County’s services, programs or activities.

As a recipient or sub-recipient of Federal funds, the County of Ingham must comply with Federal and State laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to County sponsored services, facilities, activities, and programs, without regard to race, color, religion, national origin, sex, or disability, low income. Every effort will be made to prevent discrimination in any program or activity,
whether those programs and activities are federally funded or not, as guaranteed by the Civil Rights Restoration Act of 1987.

The County also has established procedures to assure that their sub-recipients adhere to state and federal law and include in all written agreements or contracts, assurances that the sub-recipient must comply with Title VI and other related statutes. The County, as a recipient or sub-recipient of Federal funds in certain programs and activities shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the County will make a good faith effort to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

**Federal Financial Assistance**

Title VI states that no program or activity receiving “Federal financial assistance” shall discriminate against individuals based on their race, color, or national origin. Federal financial assistance may include grants and loans of federal funds, the grant or donation of Federal property and interests in property, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and any other federal arrangement, agreement, or contract which purpose is to provide federal assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits. Federal financial assistance may be received directly or indirectly.

**Discrimination under Title VI**

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination which may or may not be intentional is “disparate treatment.” Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age.

The second type of illegal discrimination is “disparate impact.” Disparate impact discrimination occurs when a “neutral procedure or practice” results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The County of Ingham’s efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

The County of Ingham has developed this Title VI Plan to assure that services, programs, and activities of the County are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).
COUNTY OF INGHAM  
NON-DISCRIMINATION POLICY STATEMENT 

The County of Ingham government reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In applying this policy, the County and its sub-recipients of federal funds shall not:

1. Deny any individual with any services, opportunity, or other benefit for which such individual is otherwise qualified;

2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from that which is provided to others;

3. Subject any individual to segregated or disparate treatment in any manner related to such individual’s receipt of services or benefits;

4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others;

5. Adopt or use methods of administration, which would limit participation by any group of recipients or subject any individual to discrimination;

6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;

7. Permit discriminatory activity in a facility built in whole or in part with federal funds;

8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;

9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;

10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;

11. Locate a facility in any way, which would limit or impede access to a federally-funded service or benefit.

The County of Ingham will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program’s operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The County designates Travis Parsons, Human Resources Director, as the Title VI Coordinator. The Human Resources Director will be responsible for the initiating and monitoring Title VI activities and other required matters, ensuring that the County complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the County and Title VI may be directed to the Human Resources Director,
Ingham County Human Resources Department
5303 S. Cedar Street, Ste. 2102
Lansing, MI 48911-3895;
Phone: 517-887-4372; E-mail: TParsons@ingham.org

______________________________
Kara Hope, Chairperson,
Ingham County Board of Commissioners

______________________________
Travis Parsons
Human Resources Director/Title VI Coordinator
COUNTY OF INGHAM
TITLE VI ASSURANCES TO THE DEPARTMENT OF TRANSPORTATION REGARDING THE FEDERAL HIGHWAY PROGRAM

The County of Ingham (hereinafter referred to as the “Recipient”) hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-4 (hereinafter referred to as the “Act”), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted Programs for the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the “Regulations”) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of age, gender, race, color, sex, low income, disability or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and hereby gives assurances that it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) and (b) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each “activity" "program" or "facility as defined in subsections 21.23(e) and 21.23(b) of 49 C.F.R. § 21 , will be (with regard to an “activity” facilitated or will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by the Acts, or pursuant to, the Regulations.

2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

   “The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.

4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.

7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.

8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

County of Ingham

_____________________________________              _________________________
Kara Hope, Chairperson      Date
Ingham County Board of Commissioners
Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h);

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

Americans With Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

Section 504 of the Rehabilitation Act of 1973: No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances

Executive Order 12250: Department of Justice Leadership and coordination of Non-discrimination Laws.

Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

28 CFR 50.3: Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.


49 CFR Part 21 U.S. Department of Transportation (U.S. DOT) Regulations for the Implementation of Title VI – requires assurances from states that nondiscrimination under any program or activity for which the recipient receives federal assistance from the U.S. DOT, including the Federal Highway Administration (FHWA) will be prevented.

28 CFR 50.3 Guidelines for the Enforcement of Title VI, Civil Rights Act of 1964
DEFINITIONS

Adverse Effects – The totality of significant individual or cumulative human health or environmental effects including interrelated social and economic effects, which may include, but are not limited to: (See Appendix E for additional discussion of “significant”)

- Bodily impairment, infirmity, illness or death
- Air, noise and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or community’s economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of person’s businesses, farms or non-profit organizations
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of the County programs, policies and activities

Federal Assistance – Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency - Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the County.

Low-Income – A person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see http://aspe.hhs.gov/poverty/).

Low-Income Population – Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed County program, policy or activity.

Minority – A person who is:

a. Black – A person having origins in any of the black racial groups of Africa;
b. Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
c. Asian American – A person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or
d. American Indian and Alaskan Native – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population – Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed County program, policy or activity.
Non-Compliance – A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons – Where designation of persons by race, color or national origin is required, the following designation ordinarily may be used; “White not of Hispanic origin”, “Black not of Hispanic origin”, “Hispanic”, “Asian or Pacific Islander”, “American Indian or Alaskan Native”. Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program – Includes any road or park project including planning or any activity for the provision of services financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient - Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse effects on Minority and Low-Income Populations – An adverse effect that:

a. is predominantly borne by a minority population and/or a low-income population, or
b. will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Sub-Recipient – Any agency such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.
The County of Ingham designates Travis Parsons, Human Resources Director, as the Title VI Coordinator (hereinafter referred to as the “Title VI Coordinator”). The Human Resources Director shall have lead responsibility for coordinating the administration of the Title VI and related statutes, programs, plans, and assurances.

The Title VI Coordinator’s role and responsibilities include but are not limited to the following:

1. **Program Administration.** Being the focal point for Title VI implementation and monitoring of programs and/or activities receiving federal financial assistance. Ensuring that Title VI requirements are included in appropriate policy directives and that the procedures used have built in safeguards to prevent discrimination. Ensure compliance with Title VI assurances, policies, and program objectives.

2. **Public Dissemination of Information.** Develop and disseminate Title VI program information (and, where appropriate, in languages other than English) to County employees/officials, and sub-recipients, including contractors, subcontractors, consultants and the general public.

3. **Elimination of Violations.** Assisting with the correction of Title VI related problems or discriminatory practices or policies found through self-monitoring and review activities. When deficiencies are found, reasonable procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s).

4. **Complaint Process.** Implementation of procedures for the prompt processing of Title VI internal and external discrimination complaints.

5. **Complaint Resolution.** Overseeing the investigation of external Title VI complaints.

6. **Training Program Development. Where necessary,** Facilitate the development and implementation of training programs on Title VI issues and regulations and, other nondiscrimination authorities, for County employees/officials, contractors, and sub-recipients. A summary of training conducted will be reported in the annual update.

7. **Title VI Plan Update.** If updated, providing a copy of the Title VI Plan to the Michigan Department of Transportation.

**Roles and Responsibilities of the Director of the Road Department:** The Ingham County Director of the Road Department will coordinate with the County Title VI Coordinator to ensure compliance with Title VI requirements for MiDOT. The Director of the Road Department is also responsible for:

1. Environmental Justice compliance on all MiDOT or other federally funded Public Works projects; and

2. Collecting and analyzing data to numerically assess the reach and impact of its program funds

**FILING A TITLE VI COMPLAINT** If any individual believes that he/she or any other program, service or activity beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or disability or other status protected by Title VI, he/she may exercise his/her right to file a written complaint with the County. Complaints may be filed with the Title VI Coordinator. The complaint procedures apply to the beneficiaries of County programs, activities, and services, including but not limited to: the public,
contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds. Every effort will be made to resolve complaints informally at the lowest level. Only complaints based on the complainant’s protected status will be considered under Title VI. The complainant may file a signed, written complaint up to **180 calendar days** from the date of the alleged act of discrimination or the date the person(s) became aware of the alleged act(s) of discrimination. The County may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaints must be in writing, and must be signed by the complainant and/or the complainant’s representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or the complainant’s representative. The complainant must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. The complaint should include the following information:

- Complainant name, mailing address, and a method of contact (i.e., telephone number, email address, etc.); and
- How, when, where and why the alleged discrimination occurred. Include the location, names and contact information of any witnesses; and
- Other information that the complainant deems significant.

The complainant shall make himself/herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

**Investigation:**

The Title VI Coordinator or his designee will endeavor to complete the investigation within sixty (60) calendar days of receipt of a complaint. If additional time is needed for investigation, the complainant will be notified. A written investigation report will be prepared by the Title VI Coordinator. This report shall include a summary description of the incident, findings for each issue, and recommended corrective action, if any. The investigation and recommended decision will be forwarded to the state agency (if sub-recipient) or federal agency (if recipient) for the program or activity involved. If the investigator is unsure which agency to send the investigation, it should be sent to:

- U.S. Department of Justice Civil Rights Division Federal Coordination and Compliance Section, NWB 950 Pennsylvania Avenue, N.W. Washington, D.C. 20530 1-888-848-5306

Investigations regarding the County Road Department Title VI Complaints should be sent to: MDOT, Civil Rights Program Unit within 60 days of the date the complaint was received.

**Retaliation:**

The laws enforced by this County prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint please contact the Title VI Coordinator.
Records:

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

Data Collection: Statistical data on race, color, national origin, English language ability and sex of participants in and beneficiaries of the County programs; e.g., impacted citizens and affected communities will be gathered and maintained by the County. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Program Reviews: Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The County does not have any special emphasis programs at this time.

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those recipients of federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the recipients’ adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant U.S. Department of Transportation (USDOT) modes upon request.

Annual Reporting Form: The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to the Michigan Department of Transportation (MDOT), Civil Rights Program Unit via the Sub-Recipient Annual Certification Form (MDOT form #0179) by October 5th.

Title VI Plan Updates: If updated, a copy of Title VI Plan will be submitted to the MDOT, Civil Rights Program Unit, as soon as the update has been completed, or as soon as practicable, and no later than 30 days if significant changes are made.

Public Dissemination: The County will disseminate Title VI Program information to the County employees and to the general public. Title VI Program information will be submitted to sub-recipients, contractors and beneficiaries. Public dissemination will include inclusions of Title VI language in contracts and publishing the County’s Title VI Plan within 90 days of approval on the main page of the County of Ingham’s internet website, at www.ingham.org

Remedial Action: The County, through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

LIMITED ENGLISH PROFICIENCY (LEP)

Ingham County has implemented a Limited English Proficiency (LEP) policy. A copy is attached hereto as Exhibit ___. The LEP policy is to clarify the responsibilities of Ingham County departments or elected official offices receiving federal financial assistance and to assist them in fulfilling their responsibilities to LEP persons. This plan also serves to demonstrate Ingham County’s commitment to ensure meaningful access to all County programs by persons with limited English proficiency. All Ingham County department heads or elected officials overseeing programs or activities receiving federal financial assistance must make a meaningful
attempt to provide LEP persons with a means of effective communication pursuant to the Ingham County LEP Plan

Department heads and elected officials should create a record of language assistance services provided, which can assist in accurately identifying and addressing the changing needs of their LEP communities, which turn, can help identity changes to the quantity or type(s) of language assistance services

ENVIRONMENTAL JUSTICE (EJ)

Compliance with Title VI includes ensuring that no minority or low income population suffers “disproportionately high and adverse human health or environmental effect” due to any “programs, policies and activities” undertaken by any agency receiving federal funds. This obligation will be met by the County in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
- If a disproportionate effect is anticipated, following mitigation procedures.
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The County will use U.S. Census data to identify low income and minority populations.

Where a project impacts a small number or area of low income or minority populations, the County will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment; etc.
- The project’s impact is unavoidable;
- The benefits of the project far out-weigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low income population groups are present in the project area, the County will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the County will administer potential disproportionate effects test.

The following steps will be taken to assess the impact of project on minority and/or low income population groups:

**STEP ONE:** Determine if a minority or low income population is present within the project area. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority populations and/or low income population groups present, proceed to Step Two.
STEP TWO: Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix E. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.

STEP THREE: Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.

STEP FOUR: If after mitigation, enhancements and offsetting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low income populations, then the following questions must be considered:

Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?
Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?
Question 3: Considering the overall public interest, is there a substantial need for the project?
Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?

STEP FIVE: Include all findings, determinations or demonstrations in the environmental document prepared for the project.

Record Keeping: The Road Department will maintain records evidencing its environmental justice and public participation compliance, which include, but are not limited to, its findings and determinations. The Road Department shall maintain these records for four years the project or program is completed.

Dissemination of Ingham County’s Title VI and LEP Policies:
Ingham County disseminates its Title VI and LEP policies and complaint procedures internally and externally, to the general public, by including the policy statement on the Ingham County website. The website also provides access to forms to file external discrimination complaints under Title VI.

All subcontractors and vendors who receive payments from Ingham County, where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 and 49 CFR Part 21. Written contracts shall include non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

The name of and contact for the Title VI coordinator is available on the Ingham County website, at http://www.ingham.org. Additional information relating to nondiscrimination obligations and information on filing complaints can be obtained from the Ingham County Title VI Coordinator located in the Human Resources Department.
APPENDIX A - [TO BE INSERTED IN ALL FEDERAL-AID CONTRACTS]

During the performance of this contract, the contractor, for itself, its assignees and successors, in interest (hereinafter referred to as the “contractor”) agrees, as follows:

1. **Compliance with Regulations**: The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination**: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.

3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment**: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. **Information and Reports**: The contractor shall provide all information and reports required by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance**: In the event the contractor’s noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

   a. Withholding payments to the contractor under the contract until the contractor complies and/or
   b. Cancellation, termination or suspension of the contract, in whole or in part.

6. **Incorporation of Provisions**: The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
APPENDIX B - TRANSFER OF PROPERTY

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the State of Michigan, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the State of Michigan all the right, title and interest of the Department of Transportation in and to said lands described Exhibit “A” attached hereto and made a part hereof.

(HABENDUM CLAUSE)*

TO HAVE AND TO HOLD said lands and interests therein unto the State of Michigan, and its successors forever, subject, however, the covenant, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the State of Michigan, its successors and assigns.

The State of Michigan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (and)* (2) that the State of Michigan shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (and) and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.
APPENDIX C - PERMITS, LEASES AND LICENSES

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Michigan Department of Transportation, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, “as a covenant running with the land”) that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Michigan Department of Transportation and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.
APPENDIX D - TITLE VI COMPLAINT FORM

COUNTY OF INGHAM
TITLE VI COMPLAINT FORM

Title VI of the Civil Rights Act of 1964 states that “No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance.”

This form may be used to file a complaint with the County of Ingham based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. **Complaints must be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.**

*If you need assistance completing this form, please contact Travis Parsons, 5303 S. Cedar Street, Suite 2102, Lansing, MI 48911, Phone: (517)887-4372, FAX: (517)887-4396, E-mail: TParsons@ingham.org*

Name: ___________________________________________ Date: _______________________

Street Address: _____________________________________________________________________________

City: ___________________________________ State: ____________________ Zip: ________________

Telephone: ________________________________ (home) _________________________________(work)

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: ___________________________________________ Date: _______________________

Street Address: _____________________________________________________________________________

City: ____________________________________ State: ____________________ Zip: _______________

Telephone: ________________________________ (home) __________________________________(work)

Please explain your relationship with the individual(s) indicated above: ___________________________________________

Name of agency and department or program that discriminated:

Agency or department name: _______________________________________________________________________

Name of individual (if known): ________________________________________________________________

Address: __________________________________________________________________________________

City: ____________________________________ State: _____________________ Zip: _______________

Date(s) of alleged discrimination:

Date discrimination began ___________________________ Last or most recent date ____________________
ALLEGED DISCRIMINATION:

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

__________________________________________________________________________________________

Explain: Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (Attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Signature: __________________________________________________     Date: _______________________

Please return completed form to:
Human Resources Director,
Ingham County Human Resources Department
5303 S. Cedar Street, Ste. 2102
Lansing, MI 48911-3895;
Phone: 517-887-4372; E-mail: TParsons@ingham.org

Note: The County of Ingham prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the County. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.
“Significant” requires considerations of both context and intensity:

(a) Context. This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.

(b) Intensity. This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:

1) Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

“Non-significant effect” means no substantial change to an environmental component and this no material bearing on the decision-making process.

Scientific, technical, institutional, the public’s value, and the local economic conditions influence the meaning of significant effect.

If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

Determinations of “significant” and “non-significant” effects will be made by the Human Resources Director or his/her designee.
APPENDIX F - PROGRAM COMPLIANCE/PROGRAM REVIEW GOALS FOR CURRENT PLAN YEAR

1. The County of Ingham’s Title VI Plan will be communicated to each County Department Head who will review the plan with departmental employees.
2. The County of Ingham’s Title VI Plan will be published on the main page of the County’s website, www.ingham.org, within 90 days of approval.
3. Appendix A will be included in all County contracts as outlined in the Title VI Plan.
4. The language in Number 2 of the County of Ingham’s Title VI Assurances will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
5. The procedure(s) for responding to individuals with Limited English Proficiency will be implemented.
6. All County of Ingham employees will be trained or made aware of the LEP procedure and the Title VI complaint procedure.
7. A review of County facilities will be conducted in reference to compliance with the American Disabilities Act.
8. The following data will be collected and reviewed by the Title VI Coordinator and included, where appropriate, in the annual report submitted to MDOT:

   a. **Boards and Commissions:** The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
   b. **Public Meetings:** The number of open meetings; how meeting dates and times are communicated to the general public and to individuals directly affected by the meeting.
   c. **Construction Projects:** The number of construction projects and minority contractors bidding and the number selected; verification that Title VI language was included in bids and contracts for each project.
   d. **LEP Needs:** The number of requests for language assistance that were requested or required; the outcome of these requests.
   e. **Complaints:** The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
   f. **Timeliness of Services:** The number of requests for services; amount of time from request to when service was delivered; number of requests denied.
   g. **Right of Way/Imminent Domain:** The number of such actions and diversity of individual affected.
   h. **Program Participants:** Racial data of program participants where possible.
Date: February 29, 2016  
To: County Services Committee  
From: Travis Parsons, Human Resources Director  
Subject: RESOLUTION TO ADOPT A LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Certain Departments and Offices of Elected Officials within the County of Ingham are recipients of federal financial assistance.

The Board of Commissioners has before it a resolution to adopt a Title VI Non-Discrimination Policy, Plan and Complaint Procedure.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.” Title VI has been broadened by related statutes, regulations and executive orders. Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibit unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.

Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP)”, which clarified Title VI of the Civil Rights Act of 1964. Its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, “LEP,” or Limited English Proficient.

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.
Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient’s entire program or activity. This means all parts of a recipient’s operations are covered, even if only one part of a recipient’s organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

Human Resources convened an advisory group, comprised of representatives from departments identified as receiving federal financial assistance, and in conjunction with the County Attorney drafted the attached Limited English Proficiency (LEP) Plan.

Attached for review and approval by the Board of Commissioners is the resolution and corresponding LEP plan.

1 Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons. Federal Register: December 14, 2005 (Volume 70, Number 239)
RESOLUTION TO ADOPT A LIMITED ENGLISH PROFICIENCY (LEP) PLAN

WHEREAS, in accordance with Title VI non-discrimination laws in regard to providing appropriate access to services and activities provided by federal agencies and recipients of federal assistance, the Limited English Proficiency Plan was drafted to define how the County of Ingham will accommodate persons with Limited English Proficiency in County Departments subject to the requirements of Title VI; and

WHEREAS, individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve and adopt a Limited English Proficiency Plan applicable at a minimum to County of Ingham Departments subject to the Title VI requirements.
COUNTY OF INGHAM

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Mason Courthouse
341 S. Jefferson
P.O. Box 319
Mason, MI 48854

Ingham County Human Resources
Phone: 517-887-4327
Fax: 517-887-4396
Website: http://www.ingham.org/
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A RESOLUTION OF THE
COUNTY OF INGHAM
ADOPTING THE
LIMITED ENGLISH PROFICIENCY (LEP) PLAN

WHEREAS, in accordance with Title VI non-discrimination laws in regard to providing appropriate access to services and activities provided by federal agencies and recipients of federal assistance, the Limited English Proficiency Plan was drafted to define how the County of Ingham will accommodate persons with Limited English Proficiency in County Departments subject to the requirements of Title VI; and

WHEREAS, individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter; and

NOW, THEREFORE, BE IT RESOLVED that the Board of the County of Ingham approve and adopt the Limited English Proficiency Plan applicable at a minimum to County of Ingham Departments subject to the Title VI requirements.

Adopted the _____ day of, March 2016

_______________________________
Kara Hope, Chairperson
County Of Ingham
Introduction

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, “LEP,” or Limited English Proficient. The Executive Order states that:

“Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.”

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient’s entire program or activity. This means all parts of a recipient’s operations are covered, even if only one part of a recipient’s organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

A Department within the County of Ingham receives funds from the US Department of Transportation via the Federal Highway Administration. Other Departments within the County receive funds from other federal agencies. A list of such Departments is attached hereto as Exhibit 1.

The US Department of Transportation published Policy Guidance Concerning Recipients’ responsibilities to Limited English Proficient Person in the December 14th, 2005 Federal Register. Such guidance makes clear that at a minimum all parts of operations of a department or activity receiving Federal assistance is covered by the requirements.

Elements of an Effective LEP Policy

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.
Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to the County of Ingham and overall cost.

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they have contact with a program, activity, or service and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT’s guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The DOT guidance is modeled after the Department of Justice’s guidance and requires recipients and sub-recipients to take steps to ensure meaningful access to their programs and activities to LEP persons. More information for recipients and sub-recipients can be found at http://www.lep.gov.

The Four-Factor Analysis

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to County of Ingham services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range for four classifications of how well people speak English. The classifications are: ‘very well,’ ‘well,’ ‘not well,’ and ‘not at all.’ For our planning purposes, we are considering people that speak English less than ‘very well’ as Limited English Proficient persons.

As seen in Table #1, the Census Data for the County of Ingham shows a large number of the population that speaks English less than ‘very well.’
TABLE #1
American Community Survey (ACS) works with the US Census Bureau to estimate demographic information. According to their 2009 estimates, the following languages are spoken by Michigan residents, who self-reported speaking English "less than very well."

<table>
<thead>
<tr>
<th>Language</th>
<th>Total Population</th>
<th>Ingham</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish or Spanish Creole LEP:</td>
<td>11,697 4.47%</td>
<td>3,269  1.25%</td>
</tr>
<tr>
<td>Arabic LEP:</td>
<td>609  0.23%</td>
<td></td>
</tr>
<tr>
<td>Chinese LEP:</td>
<td>1,587  0.61%</td>
<td></td>
</tr>
<tr>
<td>Vietnamese LEP:</td>
<td>1,104  0.42%</td>
<td></td>
</tr>
<tr>
<td>Polish LEP:</td>
<td>30  0.01%</td>
<td></td>
</tr>
<tr>
<td>German LEP:</td>
<td>143  0.05%</td>
<td></td>
</tr>
<tr>
<td>Korean LEP:</td>
<td>1,123  0.43%</td>
<td></td>
</tr>
<tr>
<td>Japanese LEP:</td>
<td>205  0.08%</td>
<td></td>
</tr>
<tr>
<td>French or French Creole LEP:</td>
<td>298  0.11%</td>
<td></td>
</tr>
<tr>
<td>Italian LEP:</td>
<td>86  0.03%</td>
<td></td>
</tr>
<tr>
<td>Serbo-Croatian LEP:</td>
<td>224  0.09%</td>
<td></td>
</tr>
<tr>
<td>Russian LEP:</td>
<td>288  0.11%</td>
<td></td>
</tr>
<tr>
<td>Tagalog LEP:</td>
<td>61  0.02%</td>
<td></td>
</tr>
<tr>
<td>Hmong LEP:</td>
<td>325  0.12%</td>
<td></td>
</tr>
<tr>
<td>Gujarati LEP:</td>
<td>68  0.03%</td>
<td></td>
</tr>
<tr>
<td>Urdu LEP:</td>
<td>50  0.02%</td>
<td></td>
</tr>
<tr>
<td>Hindi LEP:</td>
<td>13  0.00%</td>
<td></td>
</tr>
<tr>
<td>Greek LEP:</td>
<td>8  0.00%</td>
<td></td>
</tr>
<tr>
<td>Laotian LEP:</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Persian LEP:</td>
<td>221  0.08%</td>
<td></td>
</tr>
<tr>
<td>Mon-Khmer, Cambodian LEP:</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Thai LEP:</td>
<td>45  0.02%</td>
<td></td>
</tr>
<tr>
<td>Armenian LEP:</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Portuguese or Portuguese Creole LEP:</td>
<td>42  0.02%</td>
<td></td>
</tr>
<tr>
<td>Hungarian LEP:</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Hebrew LEP:</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Yiddish LEP:</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Navajo LEP:</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other Indo-European Languages LEP:</td>
<td>294  0.11%</td>
<td></td>
</tr>
<tr>
<td>Other Indic Languages LEP:</td>
<td>464  0.18%</td>
<td></td>
</tr>
<tr>
<td>Other and Unspecified Languages LEP:</td>
<td>23  0.01%</td>
<td></td>
</tr>
<tr>
<td>Other Slavic Languages LEP:</td>
<td>90  0.03%</td>
<td></td>
</tr>
<tr>
<td>Other Asian Languages LEP:</td>
<td>283  0.11%</td>
<td></td>
</tr>
<tr>
<td>African Languages LEP:</td>
<td>653  0.25%</td>
<td></td>
</tr>
<tr>
<td>Other West Germanic Languages LEP:</td>
<td>9  0.00%</td>
<td></td>
</tr>
<tr>
<td>Other Pacific Island Languages LEP:</td>
<td>82  0.03%</td>
<td></td>
</tr>
<tr>
<td>Scandinavian Languages LEP:</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other Native North American Languages LEP:</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total LEP individuals, by this survey estimate:</td>
<td>11,697  4.47%</td>
<td></td>
</tr>
</tbody>
</table>
**Factor 2: Frequency of Contact with LEP Individuals**

The County has conducted an informal survey of our employees with regard to whether they have had encounters with LEP individuals in the performance of their job functions and found that employees in some departments/functions have encounters with LEP individuals. The County and elected officials have offices accessible to the public and therefore accessible to LEP individuals and we have staff that work in the field that could encounter LEP individuals. Additionally, regular Board meetings are held which would potentially bring LEP individuals to these meetings. Given the number of LEP individuals, as displayed in Table #1 (above), the probability of our employees to encounter and LEP individual is medium.

**Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP**

The County of Ingham serves individuals throughout the County in a variety of ways including managing roads, law enforcement, criminal justice, emergency dispatch, elections, healthcare services and other services to citizens of the County and individuals from outside of the County, such as visitors, students and those traversing the state. The nature of the services that the County provides is very important to an individual’s day-to-day life. Therefore the denial of services to an LEP individual could have a significant detrimental effect. Given the number of LEP individuals in the County, we will ensure accessibility to County programs, services, and activities covered by Title VI.

**Factor 4: The Resources Available to the County of Ingham and Overall Cost**

US Department of Transportation Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

“A recipient’s level of resources and the costs imposed may have an impact on the nature of the steps it should take in providing meaningful access for LEP persons. Smaller recipients with more limited budgets are not expected to provide the same level of language services as larger recipients with larger budgets. In addition, “reasonable steps” may cease to be reasonable where the costs imposed substantially exceed the benefits. Recipients should carefully explore the most cost-effective means of delivering competent and accurate language services before limiting services due to resource concerns.”

Based on this guidance, we have reviewed our resources and deemed that given the number of LEP individuals in our County, upon request we will translate our vital documents into the language requested to ensure accessibility upon notice and request.

Although there will not be a fixed amount allocated from our yearly budget for the translation of documents, the cost associated with the necessary translation of document in order to comply with LEP requirements will be allocated on an as-needed basis.

**Safe Harbor Stipulation**

Federal law provides a “Safe Harbor” situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A “Safe Harbor” means that if a recipient provides written translation in certain circumstances, such action will be considered strong evidence of compliance with the recipient’s written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is non-compliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a Safe Harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not
necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient’s written translation obligations under “Safe Harbor” includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This “Safe Harbor” provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Given that the number of LEP individuals in the County is above the Safe Harbor threshold, written translations of vital documents will be made upon request, or oral interpretation can be provided. The County of Ingham will translate all vital documents at a minimum for Department covered by Title VI, which may include but not be limited to: the complaint form, complaint procedures, and all public meeting notices.

Providing Notice to LEP Persons

USDOT LEP guidance says:
Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.

The guidance provides several examples of notification including:

1. Signage in languages that an LEP individual would understand when free language assistance is available with advance notice.
2. Stating in outreach documents that free language services are available from the agency.
3. Working with community-based organizations and other stakeholders to inform LEP individuals of the recipient’s services, including the availability of language assistance services.

Statements in languages that an LEP individual would understand will be placed in public information and public notices at a minimum for all Departments subject to Title VI informing LEP individuals that persons requiring language assistance and/or special accommodations will be provided free of charge, with reasonable advance notice to the County of Ingham.

Options and Proposed Actions

Options:
Federal fund recipients have two (2) main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.

The County of Ingham is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language or who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.

Due to limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services. However, when requested appropriate assistance will be provided.
What the County of Ingham will do. What actions will the County of Ingham take for, at a minimum, Departments and Functions Covered by Title VI?

- Notify the public that interpreter services are available upon request, with seven day advance notice.
- With advance notice of seven calendar days, the County will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.
- The County will utilize the Translators Resource List as provided by MDOT for translation services and verbal interpretation.
- The Census Bureau “I-speak” Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Once the LEP individual’s language has been identified, an agency from the Translators Resource List will be contacted to provide interpretation services.
- Publications of the County’s complaint form will be made available online and upon request.
- In the event that a County employee encounters a LEP individual, they will follow the procedure listed below:

OFFICE ENCOUNTER
1. Provide an I-speak language identification card to determine the language spoken of the LEP individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from MDOT’s Translators Resource List.
3. If the need is for a document to be translated, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

FIELD ENCOUNTER/ROAD ENCOUNTER
Road Department/Health Department/Other Non-Law Enforcement Departments
1. Employees who come in contact with an LEP individual in the field will be provided an I-speak language identification card to determine the language spoken of the individual and immediately contact the department LEP liaison and/or Title VI coordinator for assistance. If the contact occurs after regular business hours, the Title VI coordinator will be notified as soon as possible.
2. Once the foreign language is determined, provide information to department LEP liaison and Title VI coordinator who will contact an interpreter from MDOT’s Translators Resource List to provide telephonic interpretation.
3. If the need is for a document to be translated, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

Sheriff Office --Road Patrol Deputies
1. The Sheriff’s Office provides law enforcement specific training to Road Patrol Deputies for field enforcement, investigations and other law enforcement interactions involving LEP individuals.
2. If the need is for a document to be translated, the Sheriff’s Office will have the document translated and provided to the requestor as soon as possible.

IN WRITING
1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact an translator from the MDOT’s Translators Resource List to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.
OVER THE PHONE
1. If someone calls into our office speaking another language every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line and if possible determine the language spoken of the caller.
2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

The County of Ingham’s Staff Training

The County of Ingham’s staff will be provided training on the requirements for providing meaningful access to services for LEP persons.

LEP Plan Access

A copy of the LEP plan document can be requested at the County of Ingham’s main office during normal business hours and the County of Ingham will make the plan available on the website at http://www.ingham.org. Any person or agency may also request a copy by contacting:

County of Ingham
Tim Dolehanty, County Administrator
341 S Jefferson
P.O. Box 319
Mason, MI 48854
Phone: 517-676-9722
Fax: 517-676-2805
E-mail: tdolehanty@ingham.org

Exhibit 1

Departments Receiving Funds
From Federal Agencies

Departments within the County receiving funds from other federal agencies are as follows:

Ingham County Prosecutor’s Office
Ingham County Sheriff’s Office
Ingham County Thirtieth (30th) Judicial Circuit Court
Ingham County 55th Judicial District Court
Ingham County Economic Development Corporation
Ingham County Road Department
Ingham County Health Department
Attached for review and approval by the Board of Commissioners is the resolution for approval of the proposed Criminal Background Check Policy and Procedure. The primary purpose of the policy is to set forth the requirement and use of criminal background checks in the employment and volunteer process and to outline the procedures for conducting those background checks.

This policy came before the County Services Committee at the February 2\textsuperscript{nd}, 2016 meeting as a discussion item. In response to questions and concerns regarding clarity and applicability, Human Resources met with Union leadership and discussed the application of the policy.

The revised version provides additional clarity regarding the use of backgrounds or credit checks subject to the Fair Credit Reporting Act. In addition, the procedure provides additional clarity and a framework as to the use criminal backgrounds for existing employees, volunteers or interns. The modifications for review are in bold and underlined.
Agenda Item 7c

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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); and

   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 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 an Candidates 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 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.

The County anticipates that background or credit checks subject to the FCRA will normally only occur in the infrequent situations in which the duties of the position requires custody, control or access to public funds and/or fiscal responsibility and integrity is vital to the position; where the applicable Elected Official requires a credit check for the position at question; or, in situations in which traditional employee criminal background check methods utilized by the County are not responsive (due to, for example, the candidate having lived in another state or county). However, even then, Federal law limits and safeguards certain candidate credit information provided by a reporting agency to an employer under the FCRA. This includes restrictions that credit agencies do not disclose to employer’s a candidates credit scores; not disclose bankruptcies after 10 years; not disclose civil suits, civil judgments, and records of arrest, from date of entry, after seven years; not disclose paid tax liens after seven years; not disclose accounts placed for collection after seven years; and, not disclose any other negative information (except criminal convictions) after seven years. Finally, there is no adverse effect on a candidate’s credit based upon employer checks in that such are not counted as an "inquiry" on a person’s credit file.

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.
It is not the intention of the County to perform periodic, suspicion less reviews of existing employee’s criminal histories. 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 or seeks to work in facilities which require a criminal background check, (4) If the employer has a good faith basis to believe that the employee has failed to disclose a conviction as required by law, county policy or collective bargaining agreement, or a legitimate requirement of the position or expectation of the County; or (5) 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:

City: County: State:
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)______________________________________
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.

I have read and understand the above Disclosure. During the application process as an applicant for employ 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, verification of highest degree, professional license or certification, 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
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
This policy defines purchasing policies, bidding policies and procedures that apply to the purchase of all types of goods, materials, supplies, works and services required by Ingham County, other than borrowing and investing money, employment of professional services or when the Controller shall determine no advantage to the County would result therefrom.

A. **Definition.** In this policy “goods” shall include all supplies, materials, equipment, general maintenance and services, but does not include contracts for construction and construction maintenance. The minimum dollar value of equipment shall be $1,000. The minimum dollar value of computer equipment shall be $500.

**History:** 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 1999, Resolution 99-137, Effective June 8, 1999

B. **Purchasing Director Authority.** The Purchasing Director shall act under the control and direction of the County Controller and the powers, duties, and obligations set forth herein for the Purchasing Director shall be exercised under the control, supervision, direction, and authority of the County Controller.

C. **Use of Appropriated Funds.** All funds appropriated by the Board of Commissioners for County departments, public officials or agencies for the purpose of purchasing supplies, materials or goods shall be spent according to the mandates outlined herein.

D. **Department Responsibility.** Each department of the County shall from time to time supply the Purchasing Director with such data, specifications, details and other information concerning the goods proposed to be acquired by the department head, including recommended vendors.

E. **Requisition Authority.** Each department of the County shall forward to the Purchasing Director its requisitions for goods in the following manner:

1. Requisitions for goods, the value of which exceeds the sum of one hundred dollars ($100) shall be signed by the department head of by a deputy, division or section head of his/her department who has been authorized to sign on his/her behalf.

2. Purchase of goods, the value of which is less than one hundred dollars ($100) must be vouchered and signed by the department head of a member of his/her department who has been authorized to sign on his/her behalf. Said person or persons shall be designated in writing to the Purchasing Director.
F. Purchasing Requirements and Limits. The following provisions shall apply to the purchase of goods, works and/or services:

1. The Purchasing Director shall decide which method to employ in obtaining the most favorable price after considering the nature or importance of the contemplated work, urgency of the requirement, general trade practice and prevailing market conditions.

2. Department heads may requisition the purchase of unbudgeted equipment up to a value of $2,500, provided funds are certified to be available within the department’s budget (other than Personnel items) for transfer to the appropriate Capital expenditure budget.

   History: 1994, Resolution 94-93, Effective April 26, 1994

3. All purchasing exceeding two thousand five hundred dollars ($2,500) shall be supported by a purchase order issued by the Purchasing Director. The Purchasing Director may issue a purchase order for less than two thousand five hundred dollars ($2,500) if he/she deems it necessary.


4. The Purchasing Director shall acquire all goods where the anticipated cost exceeds two thousand five hundred dollars ($2,500) but less than ten thousand dollars ($10,000) from such suppliers and upon such terms and conditions as he/she shall deem advisable subject to him/her first obtaining at least three written quotes.


5. The Purchasing Director and Controller shall acquire all goods where the anticipated cost exceeds ten thousand dollars ($10,000) but less than twenty five thousand dollars ($25,000) from such suppliers and upon such terms and conditions as they shall deem advisable subject to him/her first obtaining at least three written quotes.


6. The Purchasing Director shall advertise for and obtain formal sealed bids and/or proposals for goods, works and/or services when anticipated costs exceed five thousand dollars ($5,000), with final approval of the County Board of Commissioners.

7. The maximum dollar amount for which the Short Form Authorization (service contracts) can be used shall be five thousand dollars ($5,000). Approval of the Purchasing Director, Controller, Liaison Chairperson and Finance Chairperson is required. A contract over five thousand dollars ($5,000) requires approval by Board resolution. All contracts must be approved as to form by the County Attorney.


8. Upon recommendation of the Controller, the Board of Commissioners is authorized to execute, on behalf of the County, amended contracts for goods and/or services, which contracts (1) have been previously approved by the Board and are currently in effect; (2) result in a decreased cost to the County; (3) are with the same contractor; (4) are for the same contract period of time; and (5) are for the same goods and/or services as previously approved by the Board.

a. The County Attorney shall approve as to form all amended contracts prior to execution by the Chairperson or Chairperson Pro Tem.

b. The Controller shall report to the Finance Committee all contracts that have been amended and executed within 90 days.

**History:** 1983, Resolution 83-52, Effective March 22, 1983

9. Original Equipment Manufacturer (OEM)

a. Ingham County supports the use of OEM parts for repair or body restoration of county owned vehicles, and supports the use of OEM repair parts and repair parts certified by manufacturers, remanufacturers or rebuilders to meet or exceed OEM specifications for the repairs to county owned vehicles.

b. Only new OEM air bags, seat belts, shoulder belts and occupant restraint parts should be purchased or specified for repairs to county owned vehicles.

c. This policy does not preclude the use of replacement window glass or mirrors that meet OEM specifications, nor does it preclude the use of remanufactured or reconditioned OEM bumpers in making crash and body or other repairs to county owned vehicles.

d. In the case of unavailability, use of any parts other than OEM parts in making crash or body repairs, and the use of any parts other than new OEM parts in the case of air bags, seat belts, shoulder belts and occupant restraint parts, with the exception of window glass and mirrors, must receive prior approval from the Purchasing Director so as not to impede the progress of needed repairs but at the same time monitor any deviations from the use of OEM parts.
e. Use of any vehicle repair or maintenance parts which are not certified to meet or exceed OEM specifications must receive prior approval from the Purchasing Director so as not to impede the progress of needed repairs but at the same time monitor any deviations from the use of OEM parts or parts that meet or exceed OEM specifications or parts remanufactured or rebuilt to OEM specifications.


10. Michigan Great Printers Project

a. Outside bids and purchases shall be limited to Michigan Great Printers when outside vendor supplied printing services are required.

b. Ingham County will take the necessary steps to assure that support of the Michigan Great Printers Project is reflected in intra-departmental printing services it provides.


G. Single-Item Purchase Orders. Two or more purchase orders shall not be issued for portions of any single items if the total amount of the purchase orders exceeds the amount authorized in Sections F.3 and F.4, unless authorized by the Board of Commissioners.

H. Identical Low Bids. When identical low bids are received, the Purchasing Director (and the appropriate department official) shall enter into negotiations with the several bidders concerned and shall attempt to obtain a lesser price for the supply of such commodity. If such negotiations are successful, the Purchasing Director may recommend the acceptance of the bid of the contractor, for the supply of such goods, works and/or services with the bidder who submits the lowest price for the supply of the commodity.

In the event such negotiations fail to result in a lesser price, the Purchasing Director shall first purchase from the supplier who has a place of business in Ingham County and next from the last successful supplier on the previous order, assuming satisfactory quality of service has been received.

I. Confidential Information. No confidential information shall be divulged prior to the appropriate time which would cause unfair advantage to any prospective bidder. If the bids are public, prospective bidders will be notified of the time, place, and date of the public opening and invited to attend.

J. Emergency Purchases. Notwithstanding the provisions of this policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. In all such cases a report shall be filed jointly by the Purchasing Director and respective department head to the next meeting of the County Services Committee setting out the nature of emergency and the necessity of the action taken pursuant to this Section, should the amount exceed that
provided for in Sections F.4 and F.5. All such emergency purchases shall be covered by a subsequent purchase order.


K. Bid Procedure. The following bid procedure shall apply to the purchase of all types of goods, works and/or services (except professional services) where the amount of the bid is expected to exceed seven thousand five hundred dollars ($7,500). The competitive bidding requirement shall not be applicable to any transactions between Ingham County and any other governmental units, nor to emergency repairs or services, professional services, real estate and sole source purchases. The purchase of goods and services through Cooperative Purchasing Agreements, such as the State of Michigan Extending Purchasing Program, which selects its vendors through an open competitive process, shall not be subject to the competitive bidding requirement.


1. Advertising. Bids shall be called by public advertisements unless the Board of Commissioners shall otherwise direct.

2. Bid Closing Time. Requests for bids shall state that bids will be received not later than a given local time on a specified day. Bids shall be opened in the afternoon of such specified day at a time to be established by the Controller.

3. Release of Information to Bidders. Upon the request of a prospective bidder the Purchasing Director shall supply the following materials for each proposed contract:

   a. One copy of the official bid form

   b. One standard bid envelope

   c. Bid materials, such as specifications, plans, profiles, etc.

   This procedure shall be amended when prequalification is a requirement of the contract.

   When a fee for bid material is required it shall be paid by the County. When a fee is refundable it will be returned when bidding material is returned in good order.

   In the event the Controller deems it necessary he/she must submit a performance bond, discrimination clause, and/or material bond.

4. Recording and Control of Bidding Material. A list of prospective bidders shall be maintained by the Purchasing Director.

   It is essential that names and addresses are recorded when bids are released to facilitate distribution of addenda and when necessary to extend or cancel a contract under call.
5. **Preparation of Addenda.** Interpretations should be made in reply to queries from bidders only in the form of written addendum. When it becomes necessary to revise, delete, substitute or add to bidding material for a contract under call, the Purchasing Director shall approve the issuance of an addendum or cancel the contract.

6. **Notification of Addenda to Contractors / Suppliers.** A copy of each addendum shall be forwarded by Registered Mail to each contractor / supplier who obtained a bid form for the contract at his/her last known place of business. A copy of the addendum notice shall also be stapled to each bid form not yet distributed. If an addendum notice as aforesaid is prepared too late to allow notification by mail prior to the contract closing time, in addition to mailing the notice, each contractor/supplier who obtained bid forms for the contract shall be notified of the revision by telegram directed to his/her last known place of business. In addition to the above procedure, prior notice of the mailing shall be given to the contractor/supplier by telephone when practical.

7. **Notification to Contractors / Suppliers of Cancellation of Contract.** Each contractor / supplier who received bid documents shall be notified by Registered Mail addressed to his/her last known place of business of the cancellation of the contract. In addition to the above procedure, prior notice of the mailing shall be given to the contractor/supplier by telephone when practical.

8. **Return of Bids on Cancellation of Contracts.** When a contract is cancelled, no bids will be accepted. All bids received shall be returned unopened to the contractor/supplier by hand or by Registered Mail with a covering letter addressed to his/her last known place of business.

9. **Notification to Contractors / Suppliers of Extension of Time.** Each contractor / supplier who received bid documents shall be notified by Registered Mail addressed to his/her last known place of business of the extension of time. In addition to the above procedure, prior notice of the mailing shall be given by telephone when practical.

10. **Disposition of Bids When Closing Date Has Been Extended.** When the closing date for receiving bids has been extended, bids already received shall be handled as follows:

    a. If the extension of time is two weeks or less, the contractor/supplier shall be advised that his bid will be returned upon request.

    b. If the extension of time is more than two weeks, all bids shall be returned unopened. All communication by mail shall be registered and addressed to his/her last known place of business.

11. **Bid Requirements.** All bids shall either be mailed or delivered personally to the offices of the County Controller. Bids are required to conform to the conditions listed below.
a. The correct bid form, as supplied by the County, must be used and in the possession of the Controller or his duly authorized representative on or before the bid closing time and date. Bids received after closing time will not be considered.

b. The bids must be legible, written in ink or by typewriter and all items must be bid, unless the bid specifically permits otherwise, with the unit price for every item and other entries clearly shown.

c. Adjustments by telephone, telegram or letter to a bid already submitted will not be considered. A bidder desiring to make adjustments to a bid must withdraw the bid and/or supersede it with a later bid submission.

d. The official bid return envelope supplied by the County must be used for bidding purposes without any extra exterior covering. Provision shall be made on the bid envelope for the contract number and the name and address of the contractor / supplier. (This information will be completed by the County at the time of issuance of the envelope.

e. The bid form must be signed in the space(s) provided on the form, with the signature of the bidder or of a responsible official of the contractor/supplier bidding. If a joint bid is submitted, it must be signed on behalf of each of the bidders and if the signing authority for both bidders is vested in one individual, he shall sign separately on behalf of each bidder. In the case of an incorporated company the bid must be signed by proper signing officers. Qualified contract bid form(s) must be submitted under the name of the contractor/supplier (group of contractors/suppliers) who has (have) been approved as having the required rating for the contract being bid.

f. Erasures, overwriting or strike-outs must be initialed by the person signing on behalf of the contractor/supplier bidding.

g. The bid shall be accompanied by a bid bond or deposit in the form of a certified check, bank draft or money order payable to the County of Ingham equal to or greater than the amount specified in the bid, and must be enclosed in the same envelope as the bid.

12. **Deposit Requirements.** Deposits may be required at the discretion of the County Controller or pursuant to his authorization, the Purchasing Director. If deposit requirements for contracts, including those for the purchase of goods are required, a minimum deposit of 10 percent (10%) of the total bid submitted shall be required.

a. Deposits must be submitted with the bid. Deposits may be certified check, bank draft or money order or any combination thereof (see Sections K.23.i and K.23.j).
b. Should the Purchasing Director suspend the deposit requirements for a particular contract, such suspension shall apply to all bidding on that contract.

13. Failure to Observe Bid Requirements. If any of the bid requirements (see Section K.11 and K.12) have not been met, the bid shall be considered to be an “improper bid” and dealt with as set out in Section K.24.

14. Bonding Requirements. When stipulated within the conditions of a bid, a performance bond for 100 percent of the bid or 50 percent in the case of prequalified contracts or other amounts when conditions warrant, issued by an approved guaranty company on a form acceptable to the County or 100 percent of the amount of bid in cash or certified check must be furnished by the contractor before the contract is signed.

15. Bid Materials. The requirements of Section K.11 and Section K.12 shall be included as part of the bidding material.

16. Receiving Bids.

a. Bids received in other than the bid envelope supplies shall not be accepted by the Controller’s Office. Such bids shall be returned unopened in the same manner as provided in Section K.16.d.

b. When a bid is received, the envelope shall be time and date stamped. If a time stamp is not available, the time of receipt shall be noted in ink and initialed by the Controller’s staff. Receipt of such bids shall be recorded on a list of bids received and bids shall be deposited unopened in the proper bid box. A bid shall be deemed to have been received when the envelope has been stamped with the time and date of receipt by the Controller’s Office. The number of bids received and the names of bidders is confidential information and shall not be divulged prior to the bid openings.

c. To ensure accurate time, the Controller’s Office shall ensure that the correct time is used.

d. Regardless of the time a bid is received, the envelope shall be time and date stamped. If the bid is for a contract already closed it shall be returned unopened to the bidder. If the bid is to be returned by mail, it shall be accompanied by a cover letter stating that the bid could not be accepted because of its late arrival. If a late bid is received without a return address on the envelope it shall be opened, address obtained and then returned. The covering letter should state why the envelope could not be returned unopened.

e. Any correspondence pertaining to adjustments, corrections or restrictions to a bid, which is received with a bid but outside the bid envelope or is received after a bid has been submitted but prior to closing time, shall not
be considered, and the bidder shall be advised by mail or phone of the withdrawal procedures if possible and practical.

17. **Withdrawal of Bids Prior to Bid Opening.** A contractor/supplier who has submitted a bid on a contract may request that his bid be withdrawn. (Adjustments or corrections to a bid submitted will not be allowed.) The withdrawal shall be allowed if the request is made before the closing time for the contract to which it applies. Withdrawal requests must be directed to the Purchasing Director by letter, telegram or in person. Telephone requests shall not be considered. When withdrawals are made in person, the Purchasing Director shall obtain a signed withdrawal form confirming the details. If the person requesting the withdrawal is other than a senior official of the company and for letter or telegram withdrawals, the authenticity of the request must be confirmed by telephoning the proper signing officer of the Company when practical. Bids confirmed as withdrawn prior to being placed in the bid box shall be returned unopened to the contractor/supplier. Withdrawals received after the bid has been deposited shall, together with the confirmation of withdrawal be placed in the bid box. These bids are dealt with at the opening by announcing that the bids are withdrawn and are to be returned (see Section K.19.e and K.19.k). Withdrawal requests received after the contract closing time will not be allowed. The party concerned shall be informed that the withdrawal request arrived too late for consideration. However, when the bid is read out at the bid opening, and if it is the lowest bid on the contract, the bidder may then proceed in accordance with Section K.18. The timely withdrawal of a bid does not disqualify a bidder from submitting another bid on the same contract.

18. **Withdrawal of Bids During Bid Opening.** During a bid opening at the conclusion of the reading out of bids on a contract, the low bidder may withdraw any of his/her remaining bids on other contracts. Bids withdrawn under this procedure cannot be reinstated (see Section K.19.a). If more than one bid is read out under the same name for the same contract and no withdrawal notice has been received, the bid contained in the envelope bearing the latest date and time stamp shall be considered the intended bid. The first bid received shall not be considered withdrawn and returned to the bidder in the usual manner (see Section K.19.m).

19. **Opening Bids.**

a. Bids shall be opened by the Purchasing Director or his designate in the presence of two witnesses who may consist of the Chairman, the Chief Administrative Officer, heads of departments or directors or their delegates; any other person desiring to be present at the opening of the bids may attend.

b. When there are two or more bids to be opened at the same time and upon the request of a bidder, a lottery shall be held to determine the order in which the bidder calls will be dealt with at the opening.
c. When the order in which the bid calls will be dealt with has been established, the Controller’s staff and the Purchasing Director shall unlock the bid box and remove its contents.

d. Any bid which does not have the contract number on the envelope shall be opened and placed with its appropriate group.

e. Any correspondence requesting withdrawal of bid shall be read by the Purchasing Director who shall state the nature of correspondence, the name of the bidder and the contract number. He shall then attach the withdrawal notice to the bid envelope which shall remain unopened.

f. When the correspondence in the bid box has been dealt with the remaining bids shall be opened. Each bid form shall be stapled to the applicable bid envelope, the deposit check clipped to the bid form and the bids sorted according to contract number.

g. If correspondence is found enclosed with a bid in the bid envelope which, in the opinion of the Purchasing Director could qualify the bid in any way, the bid shall initially be considered an “improper bid” and shall be so noted in the record of bids opened and the bid read out in the normal manner. This correspondence and the bid shall be referred to the County Services Committee for decision as to acceptance or rejection (see Section K.24).

h. When bids have been opened and sorted, the Purchasing Director shall check the listing of bids received, and the number of bids opened to ensure that all bids received are accounted for. If a discrepancy occurs, the bid opening proceedings shall be delayed until all bids have been accounted for.

i. When all bids have been accounted for, the Purchasing Director shall announce for each contract, the contract number, and the number of bids received and for each bid, the name of the bidder and total bid amount, simultaneously recording the name of each bidder, the amount of the bid and the deposit check on a bid opening form.

j. When, during the reading out of the bids, the Purchasing Director receives a bid that has correspondence requesting withdrawal attached, he shall read out the contract number and the bidder’s name and indicate to those in attendance that the bid is one previously announced as withdrawn at the request of the bidder (see Section K.19). The bidder’s name for each withdrawn bid shall be recorded immediately following the names of the bidders whose bid will be considered, noting the method and date of withdrawal. If, during the reading out of bids, the Purchasing Director receives a bid with correspondence other than a withdrawal request attached, he shall read out the bid in the normal manner.

History:
1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286,
Effective January 1, 2003
k. When all bids for a contract have been read out and the information has been recorded by the Purchasing Director, he shall close off the Record of Bids Opened by drawing a diagonal line in the unused space under the information listed and sign the form.

l. During the reading out of the bids the Purchasing Director shall check for more than one bid under the same name (without a notice of withdrawal). If this situation occurs, if shall be dealt with as in Section K.17. If two bids for the same contract are received in the same bid envelope (contractor’s copy included), the signed copy or if both are properly executed and prices differ the lower price shall be considered the intended bid, which shall be processed in the normal manner.

m. A contractor/supplier (read out as low on a previous contract) who desires to withdraw a bid(s) during an opening shall attest in writing to his identity and state the contract(s) on which he desires to withdraw. The Notice of Withdrawal of Bid must be signed by the contractor/supplier. This Notice must be handed to the Purchasing Director before the reading out of the first bid on the contract(s) to which it applies (see Section K.18). The Purchasing Director shall attach it to the applicable bid. He shall read out the bidder’s name and announce that the bid has been withdrawn in accordance with established procedure. He shall not read out the bid amount of the withdrawn bid. A contractor/supplier who withdraws a bid on the strength of being read out as low bidder on a previous contract does not have the right to reinstate the withdrawn bid if subsequent checking proves that his bid on the previous contract was not in fact low.

20. Check Bids. The bids will be checked to determine whether: (i) all bidding requirements have been met; (ii) all unit prices have been correctly extended; and (iii) the extensions have been correctly totaled. Bidders which do not conform to bid requirements of Section K.11 or which require mathematical correction(s) shall be deemed “improper bids” and dealt with as set out in Sections K.22, K.23 and K.24. All checking shall be completed by the Purchasing Director as soon as possible following the public portion of a bid opening. The Purchasing Director shall check to ensure that:
a. the bidder’s name and bid amount shown on the Record of Bids Opened is correct.

b. the bid is properly signed,

c. the correct bid form and envelope have been used.

d. each bid envelope is time and date stamped prior to the contract closing time.

e. the deposit (when applicable) is sufficient and in an acceptable form.

f. each item on the bid have been bid (unless the bid specifically permits otherwise).

g. all extensions and the total for each bid are correct. If an extension or total is incorrect, the checker shall cross out the incorrect figure shown on the bid form, enter the correct figure in red above it and initial the entry. If the extension and total are correct the checker shall affix a numbered stamp or initial each bid adjacent to the total certifying that it has been checked.

h. the bid is free of restrictions or alterations.

i. all other bidding requirements have been met.

21. **Contract on which All Bids are in Order.** The Purchasing Director shall report in writing a summary of all bids received to the County Services Committee, or other appropriate committee, with his recommendation as to which, if any, of such bids shall be accepted. The Committee shall approve awarding of the contract to the lowest qualified bidder provided funds are available. In the event that only a single bid was received, or that the lowest bid was not recommended or the amount of said bid was in excess of the approved budgetary appropriation, a report shall be sent by the Purchasing Director to the appropriate committee notifying them of the same.

   **History:** 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286, Effective January 1, 2003

22. **Contract on which Improper Bids have been Received.** Following completion of the checking procedures outlined in Section K.20, bidding infractions, if any, shall be noted in the Record of Bids Opened. This notation must clearly state the reason the bid has been considered improper. The Purchasing Director shall then decide on the acceptance or rejection of all bids noted as improper on the Record of Bids Opened.

23. **Basis of Decisions on Acceptance or Reject of Improper Bids.** Extreme care must be exercised by the Purchasing Director responsible to ensure that improper bids are handled in a manner which is fair to other bidders as well as the public.
a. Late bids must be rejected (see Section K.16.e).

b. Bid form or envelope not used:
   1. Bids received on other than supplied bid forms may be rejected.
   2. Bids received in other than the bid envelopes supplied may be rejected.

c. Bids not completed in ink or by typewriter must be rejected.

d. Partial bids may be rejected except when the bid form clearly states that an award may be made for individual items (e.g., contracts such as equipment rental or some material contracts which are in effect several individual contracts combined.

e. If a bid is restricted by a statement added to the bid form or a covering letter or alterations to a form, it may be rejected unless the change was requested by the County (e.g., F.O.B. point changed, escalator clause, etc.).

f. Bids that are not properly signed must be rejected.

g. Bids that are not properly sealed may be rejected.

h. In cases of erasure, overwriting or non-initialed strike-outs, these bids may be accepted provided the price in legible.

i. Bids containing arithmetical corrections from the checking procedure may be accepted. Bid unit prices shall ordinarily be used to correct extensions.

j. Deposit not submitted or of insufficient amount:
   1. If a certified check, bank draft, or money order is specifically requested by the Purchasing Director and is not submitted, the bid must be rejected.
   2. If a certified check, bank draft, or money order for an insufficient amount is submitted, if in the opinion of the Purchasing Director an honest error was made, a bidder may be allowed a reasonable time to submit sufficient deposit. If the deposit is not received within the time allotted the bid must be rejected.

k. Agreement to bond:
   1. If an agreement to bond is not submitted, when required, the bid may be rejected.
2. If an agreement to bond is not properly executed, when required, a bidder may be allowed a reasonable time to have it corrected. If the corrected agreement is not received within the time allotted, the bid must be rejected.

24. Decisions on Improper Bids. When an improper bid must be rejected as outlined in Section K.23, the amount of the bid shall not be recorded in the Record of Bid Opening by the words “Rejected Bid” shall be recorded instead. When an improper bid id one that may be accepted as outlined in Section K.23, it shall be noted as an “Improper Bid” in the Record of Bid Opening along with the amount of the bid. All bids shall then be referred to the Purchasing Director for review of the bids in order to recommend an award. In his report he shall recommend acceptance or rejection of any improper bid and he shall recommend the award of the contract.

25. Notification of Acceptance of Bid. Upon the award of the contract the Purchasing Director shall immediately advise the successful bidder that his bid has been accepted.

26. Disposition of Deposit Checks. Following the opening of bids, all deposit checks of other than the low and second low bidders and any others that the Purchasing Director elects to retain, shall be returned to the applicable bidders by Registered Mail to his/her last known place of business or by hand. If a deposit check is returned by hand, a letter acknowledging receipt must be signed by the bidder. The retained deposit checks will be held until the contract is executed (see Section K.29). The Purchasing Director may permit the substitution of a bid bond of equal cash value to replace the bid deposit of the second lowest bidder and any other bid deposits held until the contract is executed.

27. Disposition of Withdrawn Bids. Following the bid opening, the Purchasing Director shall return the withdrawn bids and the deposit checks (when applicable) to the bidders by Registered Mail or by hand. If a bid and deposit check is returned by hand, a letter acknowledging receipt must be signed by the bidder.

28. Execution of Contract. A contractor/supplier shall be allowed ten working days between the date of mailing the Form of Contract and the date the executed contract must be returned to the Purchasing Director.

29. Action on Acceptance of Contract. When copies of the executed contract are returned and found acceptable to the Purchasing Director, all deposit checks and/or bid bonds shall be returned by Registered Mail to his/her last known place of business or by hand. If returned by hand, a letter acknowledging receipt must be signed by the bidder.

30. Action when Successful Bidder Does Not Finalize Contract. If a contract has been awarded and the successful bidder fails to sign the contract or provide a contract bond, cash or other acceptable collateral within the specified time (see Section K.28), the Purchasing Director may grant additional time to fulfill the necessary requirements or may recommend that (i) the contract shall be awarded
to the next low bidder; or (ii) that the contract shall be cancelled. In either case, the deposit of the bidder shall be forfeited. If a contract is to be awarded to the second low bidder, his/her deposit check shall be retained until he/she has actually signed the contract. If the second low bidder fails or declines to execute the contract if awarded to him/her, his/her deposit shall be forfeited.

31. **Purchase Order.** A bid for the purchase of goods shall be confirmed by the issuing of a purchase order subject to the limitations contained herein.

32. The contractors, suppliers and bidders shall also mean their heirs, executors, administrators and assigns.

L. **Context.** This policy shall be read with all necessary change of genders and changes of singular to plural which may be required in its context.

M. **Right to Reject.** Notwithstanding the provisions of this policy, the County shall have the right to reject the lowest or any bid at its absolute discretion.

N. **Equal Opportunity Statement.** The Purchasing Director must have in his files or enclosed in the bid envelopes a signed Equal Opportunity Statement for each bidder and each bid.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CONGRATULATING THE CITIZENS RESEARCH COUNCIL OF MICHIGAN ON THE EVENT OF ITS 100TH ANNIVERSARY

WHEREAS, founded in 1916, the Citizens Research Council of Michigan (CRC) is a privately funded, not-for-profit public affairs research organization, supported primarily by the charitable contributions from businesses, foundations, and individuals; and

WHEREAS, the objective of the Citizens Research Council of Michigan has been to provide factual, unbiased, independent information on significant issues concerning state and local government organization and finance, CRC believes that the use of this information by policymakers will lead to sound, rational public policy formation in Michigan; and

WHEREAS, the Citizens Research Council of Michigan is noted for the accuracy and objectivity of its research, their goal is to secure good government for the citizens of Michigan; and

WHEREAS, CRC relies on the presentation of its research findings to bring about sound public policy on state and local issues, the trademark of CRC is timely, reliable information researched in an independent, nonpartisan manner; and

WHEREAS, over the years, CRC has made significant contributions to the ongoing debate over the appropriate role of government and has gained vast experience in virtually every facet of state and local government; and

WHEREAS, as a result of the credibility the Citizens Research Council of Michigan has earned, it is often the only organization that can address controversial issues in an objective fashion; and

WHEREAS, the Citizens Research Council of Michigan is celebrating its 100th anniversary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates the Citizens Research Council of Michigan for 100 years of integrity and dedicated service to state and local government on behalf of the citizens of the State of Michigan.

BE IT FURTHER RESOLVED, that the Board wishes them many more years of continued success.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING THE ROTARY CLUB OF LANSING ON THE EVENT OF THEIR 100TH ANNIVERSARY

WHEREAS, the Rotary Club of Lansing has a long standing tradition of recognizing needs in the community, and internationally, to enable Rotarians to make a difference through generosity and Service above Self; and

WHEREAS, the Rotary Club of Lansing was founded on May 29, 1916, and for the past 100 years has been making business leaders into community leaders; and

WHEREAS, the Rotary Club of Lansing consists of nearly 250 members who are dedicated to a higher standard – Service Above Self and follow the Rotarian 4-Way Test: Is it the Truth?, Is it Fair to all concerned?, Will it build Goodwill and better Friendships?, and Will it be Beneficial to all Concerned?; and

WHEREAS, Lansing Rotarians have provided over $2,000,000 in grants for local and international projects throughout the years, the first documented donations were made by the Lansing Rotary Club in 1917 and 1918 to the Belgium Children’s Milk Relief Fund and to the Red Cross for a total of $502; and

WHEREAS, the Rotary Club of Lansing has supported many local projects including the Rotary Veterinary Clinic at Potter Park Zoo; the Hospice of Lansing Residential Facility; annual support to the children’s program for the challenged at North School; $100,000 to the H.O.P.E. (Helping Other People Excel) Scholarship Program for Lansing at-risk youth; the Rotary Barn at Woldumar Nature Center; the Rotary Clock Tower at the corner of Michigan and Grand Avenues in downtown Lansing and a new gym floor for the Boys & Girls Club; and

WHEREAS, the Rotary Club of Lansing has provided grants for projects in the Philippines, India, Mexico, South Africa and Kenya, and has also supported the hard work of Rotary International to join the efforts to eradicate polio throughout the world; and

WHEREAS, recently larger international projects were completed including the reconstruction of a school in Sri Lanka after the tsunami and a village water supply in Pacifica Ecuador and support of the Rising Star Outreach program dedicated to eradicating leprosy in India.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates the Rotary Club of Lansing on the event of their 100th Anniversary and appreciates their generosity and service, they have truly made a difference.

BE IT FURTHER RESOLVED, that the Board extends its best wishes to the Rotary Club of Lansing and hopes for continued success in all of their future endeavors.