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BRIAN McGRAIN

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FINANCE COMMITTEE
CAROL KOENIG, CHAIR
SARAH ANTHONY
TODD TENNIS
BRIAN McGRAIN
REBECCA BAHAR-COOK
RANDY SCHAFFER
DON VICKERS

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JUNE 4, 2014 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 [May 21, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Prosecuting Attorney - Resolution to Approve a Temporary Prosecutor's [Warrant Clerk](#) and the Transfer of Prosecuting Attorney Funds
2. Circuit Court/Friend of the Court - Resolution to Authorize a Time Extension for the Safe Haven Supervised Visitation and [Safe Exchange Grant Program](#) and Subcontracts
3. Health Department - Resolution to Authorize the Client Services Agreement with the Michigan Department of Human Services for [Refugee Medical Assessment Services](#)
4. Facilities - Resolution Creating Two New [Building Maintenance Positions](#) for the Ingham County Community Health Center
5. Road Department
 - a. Resolution to Approve Local Road Agreement with [Leroy Township](#) for the Ingham County Road Department
 - b. Resolution to Approve Local Road Agreement with [Vevay Township](#) for the Ingham County Road Department
 - c. Resolution to Approve Local Road Program Agreement with [Delhi Township](#) for the Ingham County Road Department
 - d. Resolution to Approve a Second Party Agreement Between MDOT and Ingham County and a Third Party Agreement Between Capstone Collegiate Communities and Ingham County in Relation to [Signal Installation Projects](#) at Hagadorn Road and Eyde Parkway and Hannah Boulevard and Esoteric Way
 - e. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for [Shoeman Road](#) from the North County Line to Haslett Road
 - f. Resolution Authorizing the Purchase of One Used Telescopic [Boom Excavator](#) for the Ingham County Road Department

6. Controller/Administrator's Office - Resolution to (Approve or Decline) the City of Lansing's Request for the Ingham County Sheriff's Office to Provide Traffic Enforcement Services through the Secondary Road Patrol [P.A. 416 Grant Program](#)
7. Board Referral - City of Lansing Notice of Public Hearing on June 2, 2014 on the Approval of [Brownfield Plan #55a](#) – Amendment #1 – Ballpark North

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
May 21, 2014
Draft – Minutes

Members Present: Carol Koenig, Sarah Anthony, Brian McGrain, Rebecca Bahar-Cook, Randy Schafer and Don Vickers.

Members Absent: Todd Tennis

Others Present: Teri Morton, Rick Terrill, Michael Ashton, Patrick Lindemann, Willis Bennett, Sandy Gower, Paul Pratt, Jennifer Shuster and others.

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

Approval of the May 7, 2014 Minutes

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. BAHAR-COOK , TO APPROVE THE MINUTES OF THE MAY 7, 2014 MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis.

Additions to the Agenda

None.

Limited Public Comment

None.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHAFER , TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

2. Register of Deeds - Resolution Authorizing a Contract for Microfilm and Indexing Services for the Register of Deeds
3. Animal Control - Resolution to Authorize Continuation of the Full-Time Volunteer Assistant Position for the Purpose of Ensuring the Sustainability of Department Programs and Private Funding Sources at the Animal Control Department
4. 30th Circuit Court - Resolution to Accept the FY 2014 Michigan Mental Health Court Grant Program Planning Grant, Create a Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court – Court Services Coordinator Position and Enter into Subcontracts
5. Health Department

- a. Resolution to Authorize Lease Agreement for 1115 South Pennsylvania Avenue, Lansing for a Health Center Site
 - b. Resolution to Accept Health Center Capital Development Financial Assistance from the Michigan Primary Care Association
 - c. Resolution to Authorize Amendment #2 to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health
 - d. Resolution to Amend the Collaborative Agreement with the Capital Area United Way
 - e. Resolution to Update Authorized Signers of Forms 855A and 855B
6. Parks
- a. Resolution Authorizing the Utilization of Grant Matching Funds for the Lake Lansing Park-South Beach House Renovation Project
7. Economic Development - Resolution Approving the Ingham County Brownfield Authority Brownfield Plan for the New Dunkin Donuts/Sunoco Development Located at 3340 Okemos Road and 2221 University Park Drive, Alaiedon Township, Michigan
8. Innovation & Technology (IT) Department - Resolution to Authorize the Establishment of a Deputy Information Officer and Project Manager in the Innovation & Technology Department
9. Facilities
- a. Resolution Authorizing a Purchase Order to Sunrise Seamless, LLC to Replace the Gutters and Downspouts at the Ingham County Annex Building
 - b. Resolution Authorizing a Contract with VJM Design and Build Corporation to Provide Asphalt Roof Replacement on Pavilion II at Potter Park
 - c. Resolution Authorizing the Ingham County Building Authority to Proceed with the Health Department Renovations to the Human Services Building and to Authorize a Contract with the Architectural and Engineering Firm of Hobbs and Black to Provide Architectural and Engineering Services for the Renovation Project
10. Road Department
- a. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for Bennett Road from Hagadorn Road to Okemos Road
 - b. Resolution Authorizing an Agreement with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture for the Road Department
 - c. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to Intersection Reconstruction Projects Located at the College Road and Kipp Road Intersection, Williams Road and DeCamp Road Intersection, and the Williams Road and Fogg Road Intersection
 - d. Resolution Authorizing the Purchase of 2014 Seasonal Requirement of Sand and Gravel for the Ingham County Road Department

- e. Resolution Authorizing the Purchase of 2014 Seasonal Requirement of 29A Aggregate for the Ingham County Road Department

11. Controller/Administrator's Office - Resolution Approving Criteria for Evaluating 2015 Applications for Community Agency Funding

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHAFER , TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis.

6. Parks

- b. Resolution Authorizing the Signing of a Road Assessment Petition for the Pavement of a Gravel Portion of Perry Road

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION AUTHORIZING THE SIGNING OF A ROAD ASSESSMENT PETITION FOR THE PAVEMENT OF A GRAVEL PORTION OF PERRY ROAD.

Discussion.

Willis Bennett, Parks Director, addressed the Committee regarding the resolution.

Commissioner Vickers asked Mr. Bennett if the portion of Perry Road was public or private.

Mr. Bennett stated that it is a public road that stretches from Lake Drive to Old 78.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis.

- 1. Drain Office - Resolution to Authorize the Ingham County Board of Commissioners to File a Petition with the Ingham County Drain Commissioner for Maintenance and Improvements to the Montgomery Drain (also known as the Montgomery Drain Extension)

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO AUTHORIZE THE INGHAM COUNTY BOARD OF COMMISSIONERS TO FILE A PETITION WITH THE INGHAM COUNTY DRAIN COMMISSIONER FOR MAINTENANCE AND IMPROVEMENTS TO THE MONTGOMERY DRAIN (ALSO KNOWN AS THE MONTGOMERY DRAIN EXTENSION).

Discussion.

Paul Pratt, Deputy Drain Commissioner, addressed the Committee regarding the resolution.

Commissioner Bahar-Cook asked Mr. Pratt about the lawsuit involving Frandor.

Mr. Pratt stated that the lawsuit is premature as it is regarding who pays for what and that is usually decided at the end of the project. He added that he thinks the drain project is necessary whether the development goes through or not.

There was then a brief discussion on assessments and the flood plain process with the Department of Environmental Quality.

Patrick Lindemann, Drain Commissioner, arrived at the meeting and also addressed the Committee regarding the resolution.

Mr. Lindemann addressed questions from the Committee regarding a time frame of completion and a cost estimate. He said he predicted the project would take a couple of years to fully complete. Mr. Lindemann also stated that he doesn't see the project costing more than \$20 million. He then discussed grant opportunities that are being explored.

Mr. Lindemann stated that he believes this is a landmark project that the community can be proud of.

Lastly, Mr. Lindemann discussed the chemical make-up of the Red Cedar River and also stated that part of the project will be to remove the maximum amount of pollution out of the water.

Commissioner Schafer complimented Mr. Lindemann on his quick responses to e-mails and phone calls.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis.

12. Board Referrals

- a. Notice of Hearing from Delhi Charter Township for Application for Industrial Facilities Exemption Certificate by Orchid Orthopedic Solutions, LLC
- b. Letter from the City of East Lansing Regarding the Brownfield Development Authority Plan #18 – Trowbridge Plaza

No action was taken on these two agenda items.

Announcements

Commissioner Schafer stated that he picked up one of the books available from the Fair Office and he said he was impressed with them.

Public Comment

None.

The meeting was adjourned at approximately 6:47 p.m.

JUNE 4, 2014 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Controller's Office is recommending approval of the following resolutions:

1. *Prosecuting Attorney - Resolution to Approve a Temporary Prosecutor's Warrant Clerk and the Transfer of Prosecuting Attorney Funds*

This resolution authorizes the establishment of a temporary Warrant Clerk Position, UAW/G Step 1, for the period of up to twenty nine weeks, beginning on or around June 11, 2014 and continuing through December 31, 2014. This position is needed to help clear a backlog of criminal arrest warrants that need processing. The cost for this nineteen hour a week position is \$10,546 with the funds to come from forfeiture bond revenues. (See attached memo for details)

2. *Circuit Court/FOC - Resolution to Authorize a Time Extension for the Safe Haven Supervised Visitation and Safe Exchange Grant Program and Subcontracts*

This resolution authorizes a modification of the grant budget and an extension of the grant until September 30, 2014, as approved by the Office on Violence Against Women, U.S. Department of Justice. In addition, this resolution approves the appropriate sub contracts with End Violent Encounters, Inc. (EVE, Inc.) for \$114,941 to provide for a Project Coordinator and with Michigan State University Chance at Childhood Program for \$122,107, to provide the Program Director, monitors, interns, staff and supervision of staff, and volunteers for the time period October 1, 2008 through September 30, 2014. (see attached memo for details)

3. *Health Department - Resolution to Authorize the Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services*

This resolution authorizes a renewal of the Client Services Agreement between Ingham County and the Michigan Department of Human Services (MDHS) for Refugee Medical Assessment Services under which the Health Department conducts health assessments of refugees within thirty days of arrival in the United States. The assessment includes a comprehensive physical examination, lab tests, immunizations, TB services and community referrals where appropriate for further evaluation. The renewal of this agreement will be for the period of October 1, 2014 through September 30, 2015. The screening service reimbursement rates and the annual maximum of \$418,900 are the same as the current agreement terms. All other terms of the agreement will remain the same.

4. *Facilities – Resolution Creating Two New Building Maintenance Positions for the Ingham County Community Health Center*

The Facilities Department requests authorization to establish two new building maintenance positions for the Ingham County Community Health Center, effective July 1, 2014. The proposal seeks creation of one new full-time Building Maintenance Supervisor position at UAW/H, Step 1 (Salary Range \$62,639.00 - \$71,695.00 including benefits) and one new part-time Building Maintenance Mechanic I position at UAW/E, Step 1 (Salary Range \$28,843.00 -

\$32,633.00 including benefits). The two new positions are necessary in order to assure proper and timely maintenance of this new facility. The total cost for both positions for the first year, including benefits, will be \$91,482.00. Adequate funds have been budgeted for this purpose.

5a. *Road Department - Resolution to Approve Local Road Agreement with Leroy Township for the Ingham County Road Department*

Leroy Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 local road program. These projects involve approximately 1,290 tons of asphalt paving for all roads at a total estimated cost of \$53,200. A County Road Department allocation of \$22,200 was reserved for local road improvement in Leroy Township pending Township approval of matching funds. If project costs exceed the \$53,200 estimate, they will be paid by Leroy Township.

5b. *Road Department – Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Road Department*

Vevay Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 local road program. Improvements are proposed for the following roads:

- Every Road from Columbia to Howell Roads, a distance of approximately 1 mile
- Hawley Road from Plains to Barnes Roads, a total distance of approximately 1 mile
- Ives Road from Barnes to Rolfe Roads, a total distance of approximately 0.6 mile
- Rolfe Road from Hull to Eden Roads, a total distance of approximately 0.8 mile

These projects involve asphalt leveling and maintenance pads where necessary and single course chip-sealing at a total estimated cost of \$120,000. A County Road Department allocation of \$30,000 was reserved for local road improvement in Vevay Township pending Township approval of matching funds. If project costs exceed the \$120,000 estimate, they will be paid by Vevay Township.

5c. *Road Department – Resolution to Approve Local Road Program Agreement with Delhi Township for the Ingham County Road Department*

Delhi Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 and 2015 local road program. Improvements are proposed for the following roads as part of the Green Drain No. 4 project:

- Dean Avenue from Holt Road to Richard Street
- Auburn Avenue from Holt Road to Richard Street
- Phillips Avenue from Holt Road to more or less its north end
- Adelpha Avenue from Holt Road to Kathy Kourt
- Burton Avenue from Holt Road to Kathy Kourt
- Kathy Kourt from Phillips Avenue to Burton Avenue
- Richard Street from west end to Auburn Avenue

Streets within this drain district will be built to residential street standards, a standard that is significantly better than standards of original construction, at a total cost of \$181,694.88. A County Road Department allocation of \$66,000 was reserved for local road improvement in Delhi Township pending Township approval of matching funds.

Delhi Township and the Road Department desire to split construction costs incurred as part of the drain project and using local road program funds for Delhi Township. Under this proposal, both Delhi Township and the Road Department would pay \$90,847.44. The Road Department's annual local road match allocation for Delhi Township would be applied against the County's portion of the cost, with the remaining \$24,847.44 coming from the 2015 local road match allocation to Delhi Township.

5d. Road Department – Resolution to Approve a Second Party Agreement Between MDOT and Ingham County and a Third Party Agreement Between Capstone Collegiate Communities and Ingham County in Relation to Signal Installation Projects at Hagadorn Road and Eyde Parkway and Hannah Boulevard and Esoteric Way

The Road Department wishes to enter into a “second party agreement” with the State of Michigan/MDOT to complete signal installation projects at the Hagadorn Road / Eyde Parkway and Hannah Boulevard / Esoteric Way intersections. Congestion Mitigation and Air Quality (CMAQ) grant funds will be used to offset costs at the Hagadorn / Eyde intersection, and the Hannah / Esoteric signal costs will be paid by private developer Capstone Collegiate Communities. The cost of both projects will be reduced if completed simultaneously. A “second party agreement” between MDOT and Ingham County defines Road Department responsibilities, including administration of the construction contract on behalf of MDOT. A “third party agreement” between Ingham County and Capstone Collegiate Communities is required to define the cost, payment, and construction administration responsibilities.

5e. Road Department - Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for Shoeman Road from the North County Line to Haslett Road

The Road Department received federal Rural Surface Transportation Program (STP), Urban STP, and STP Safety funds to reconstruct Shoeman Road from the north county line to Haslett Road. The project involves safety improvements at the Barry Road intersection, recycling of the existing asphalt pavement, drainage improvements, and repaving. A “second party agreement” between MDOT and Ingham County is required to define Road Department responsibilities and as well as administration of the construction contract on behalf of MDOT.

5f. Road Department - Resolution Authorizing the Purchase of One Used Telescopic Boom Excavator for the Ingham County Road Department

Bids were recently sought for a used carrier mounted, single engine, full hydraulic telescoping boom excavator for the Road Department. The excavator will be used for excavating, grading, sloping, and backfilling purposes. Only one vendor, AIS Construction Equipment Corp., submitted a bid for \$68,000. This used excavator, a 2002 Gradall XL 3100, has 2,371 hours and meets the specifications of the Road Department. The Road Department seeks authorization for this purchase.

6. *Controller/Administrator's Office- Resolution to (Approve or Decline) the City of Lansing's Request for the Ingham County Sheriff's Office to Provide Traffic Enforcement Services Through the Secondary Road Patrol P.A. 416 Grant Program.*

This resolution is written to give the Board of Commissioners the flexibility to either approve or decline a request from the City of Lansing to provide traffic enforcement services through the Secondary Road Patrol P.A. 416 grant program. This is a discretionary matter for the Board of Commissioners. The County Board has 30 days to approve or reject the request. However, failure to act in the 30 days is considered an approval. Therefore a decision should be made by the June 10, 2014 Board of Commissioners meeting. The Sheriff has stated his position on this matter at the May 15 Law & Courts Committee meeting and will be at the Committee meetings when this resolution is debated. (see attached memo for details)

BOARD REFERRAL:

7. *City of Lansing Notice of Public Hearing on June 2, 2014 on the Approval of Brownfield Plan #55a – Amendment #1 – Ballpark North*

Agenda Item 1

TO: Law & Courts, County Services and Finance Committees
FROM: Stuart Dunnings III
DATE: May 19, 2014
RE: Temporary Warrant Clerk

Our Chief Warrant Room Clerk is also the President of the UAW local for the county. As such, per contract, is required to handle union matters which take the employee away from processing warrants. The employee also is on intermittent FMLA which requires frequent absences from work. These two circumstances; either alone or together, have resulted in a backlog of the processing of criminal arrest warrants. This is of concern because until the warrants are processed those alleged to have committed crimes have not been detained, the criminal case does not begin, and in some instances there is a delay in detaining those who may pose a risk to the community. We believe that having a temporary clerk available to come in as needed would be the solution.

We have the monies available, through forfeiture bond revenues, so there would be no cost to the general fund. The UAW would not oppose this proposal.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A TEMPORARY PROSECUTOR'S WARRANT CLERK
AND THE TRANSFER OF PROSECUTING ATTORNEY FUNDS**

WHEREAS, the Prosecuting Attorney is required to have adequate staffing levels in its Warrant Room in order to process criminal complaints for defendants in detention and also to process warrants for additional criminal defendants; and

WHEREAS, the Chief Warrant Clerk is currently on a reduced work schedule due to union work for the county as well as intermittent FMLA; and

WHEREAS, the limited staffing of the Warrant Room has resulted in a backlog of criminal cases; and

WHEREAS, the Prosecuting Attorney seeks to reduce the backlog so that criminal complaints are processed in a timely manner; and

WHEREAS, the Prosecuting Attorney seeks to use available department funds to eliminate this backlog through the assignment of a temporary Warrant Clerk; and

WHEREAS, the UAW Union representing Warrant Clerks has no objection to the use of temporary labor as addressed in this resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the temporary hire of a Warrant Clerk for a period of up to 29 weeks beginning on or around June 11, 2014 and continuing through December 31, 2014.

BE IT FURTHER RESOLVED, the temporary warrant clerk would be a UAW/G Step 1 position.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the Prosecuting Attorney's approved position list consistent with this resolution.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to transfer up to \$10,546 from forfeiture bond revenues (line items 266-23050-659000 and 266-23060-659000) to the Prosecuting Attorney's temporary budget line item.

M E M O R A N D U M

TO: LAW & COURTS AND FINANCE COMMITTEES

FROM: HARRY MOXLEY, INTERIM FOC

**RE: RESOLUTION TO AUTHORIZE EXTENSION OF SAFE HAVEN
GRANT AND AMENDMENT OF BUDGET AND SUBCONTRACTS**

DATE: MAY 19, 2014

**CC: SHAUNA DUNNINGS, COURT ADMINISTRATOR; ROBERT
HOTCHKISS, ASS'T FOC/LEGAL**

In 2008 Ingham County, in collaboration with End Violent Encounters (EVE, Inc.) and the MSU Department of Social Work "Chance at Childhood" program, was awarded and accepted a \$350,745, three-year federal "Safe Havens" grant from the Office on Violence Against Women/Department of Justice to establish a parenting time visitation exchange center. The purpose of the center is to facilitate parenting time in cases where independent exchanges may place one or both of the parties at risk due to a history of or potential for domestic violence. In 2012 (having received a grant extension from DOJ/OVW through 9/30/13), the "Oasis Center" for visitation exchange opened at the Cedar Point office complex in Lansing.

Attached you will find an amended budget approved by the Office on Violence Against Women, U.S. Department of Justice. To allow for more time for expenditure of federal funds (of which \$132,776 remained as of 9/30/13) OVW/DOJ has approved an extension of this grant until September 30, 2014. The total amount of the grant remains the same, although there were changes within the categories and for the subcontractors (EVE and MSU). None of the changes exceeds \$10,000. As all expenditures for the grant are reimbursed by the federal government, there are no financial implications for the county. The subcontracts with EVE and MSU will be amended upon approval of the resolution.

A representative of Friend of the Court will be in attendance at the May 29 Law & Courts Committee meeting and June 4 Finance Committee meeting.

Budget Detailed Worksheet & Narrative

A & B. Personnel & Fringes

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
County Employee/ Representative Shauna Dunnings, Project Director (Ingham County Court Administrator)		
	1 hour/week x \$66.75/hour* x 52 weeks	\$3,471 year 1
	1 hour/week x \$70.84/hour* x 52 weeks	\$3,684 year 2
	1 hour/week x \$72.20/hour* x 52 weeks	\$3,754 year 3
	Salary Subtotal	\$7,641
	Fringes Subtotal	\$3,268
	<u>TOTAL</u>	\$10,909

* year 1 breakout=\$46.22/hour salary, \$20.53/hour fringes; year 2 breakout=\$49.90/hour salary, \$20.94 fringes; year 3 breakout=\$50.84/hour salary, \$21.36/hour fringes

The Project Director will provide oversight for Ingham County of the Save Havens Supervised Visitation and Safe Exchange grant contract including compliance with reporting requirements. In addition, the Project Director will provide training to the Advisory Committee and Oasis Center staff regarding the legal system and its role in working with victims of DV, child abuse, SA, dating violence, and stalking. These services will be provided as **in-kind services and funding will not be required from this grant.**

<u>Computation</u>	<u>Cost</u>
Parenting Time Referral Specialist Tarra Ray (Ingham County Friend of the Court employee)	
Year 1 (66.24% salary, 33.76% fringes)	\$3,516
Year 2 (65.72% salary, 34.28% fringes)	\$7,201
Year 3 (65.15% salary, 34.85% fringes)	\$4,356

Year 4 (65.22% salary, 34.78% fringes)	\$3,924
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Year 5 (65.88% salary, 34.12% fringes)	\$617
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Robert Hotchkiss
(Ingham County Friend of the Court
employee)

Year 6, \$70/hour salary & fringes, 200 hours (64.92% salary, 35.08% fringes)	\$14,000
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Subtotal salary	\$21,955
Subtotal fringes	\$11,659

<u>TOTAL</u>	\$33,614
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The Parenting Time Referral Specialist will work under the umbrella and direction of Ingham County Friend of the Court to provide program referral criteria, and assist with the development of policies and procedures for Oasis. Additionally, this individual will development and implement a process to hold parents accountable for inappropriate actions; track cases through the referral process; maintain records and documentation related to the Court process for each case referred. The Referral Specialist will respond on behalf of the Court regarding center decisions.

C. Travel

OVW Training and travel

Cost

Years 1-5 Actual	\$37,788
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Year 6 Budgeted	\$12,562
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<u>TOTAL</u>	\$50,350
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The remaining \$12,562 will be expended in year six through attendance of Board members and staff at upcoming DOJ/OVW training, and any DOJ/OVW-approved community partner training which may become available for board and staff development.

D. Equipment	<u>Computation</u>	<u>Cost</u>
Computer	\$2,050 (year 5 actual)	\$2,050
Security system	\$22,257 (year 5 actual)	\$22,257
Wiring for security	\$1,410 (year 5 actual)	\$1,410
Direct phone charges	\$298 (year 5 actual)	\$298
Security cameras	\$2,000 (year 6 estimate)	\$2,000
Security system monitoring	\$420 (year 6 estimate)	\$420
Direct phone charges	\$1,000 (year 6 estimate)	\$1,000
	<u>TOTAL</u>	<u>\$29,435</u>

The equipment above is for the Program Coordinator position located at the Oasis Center. Equipment for the Program Director through the Chance at Childhood Program and the Referral Specialist through Friend of the Court will be provided as in-kind support/contribution to the project.

E. Supplies	<u>Cost</u>
Years 1-5 actual	\$1,663
Year 6 budget	\$462
	<u>TOTAL</u>
	<u>\$2,125</u>

F. Construction

Construction costs are not being requested in this funding \$0

G. Consultants/Contracts

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
1a. Chance at Childhood Program Michigan State University	Visitation/Exchange monitors (volunteer)		
	Year 5 actual	89.75 hours @ \$15/hour	\$1,346
	Year 6 budget, 100 hours/month x 12 months	3,662 hours @ \$15/hour	\$54,926

The interns and volunteers will be utilized through Michigan State University Chance at Child Program until additional funding is secured for the project to hire paid supervisors. The interns/volunteers will receive the same extensive training as the paid staff. **Paid staff will not be hired during the planning phase of the grant.** Interns and volunteers will continue in the supervision in addition to paid staff. The rate for their service is calculated at \$15 per hour through the existing program, and will continue at that same rate. The service will be provided **in-kind as the students benefit from extensive training and professional development while providing a community service.**

We determine that the Center will offer twenty-seven (27) hours per week of supervised visitation. This breaks down to three (3) hours per night Monday through Friday, and a six-hour time block on Saturdays and Sundays.

1b. Chance at Childhood Program
Michigan State University

Visitation/Exchange monitors (paid)

Year 6 budget, 2 monitors x 20 hours/week
x \$15/hour x 52 weeks

\$31,200

We believe that it will be necessary to supplement intern monitors with paid staff in order to ensure adequate coverage during dates/times that volunteer staff may be unavailable.

	<u>TOTAL</u>	\$87,472
	<u>Computation</u>	<u>Cost</u>
2. Program Director Kimberly Steed (Employer: Michigan State University)	Years 1-5 actual	\$26,768
	Year 6 budget, 20 hours/month @ \$32.78/hour	\$7,867
	<u>TOTAL</u>	\$34,635

The Program Director will provide general oversight of the Supervised Visitation project, and is responsible for working with the Project Coordinator to provide supervision to the monitors, interns, and staff. The Program Director is also responsible for developing the center. This individual will submit the OVW progress reports to Ingham County.

	<u>Computation</u>	<u>Cost</u>
3. Project Coordinator & Oasis Family Center Service Coordinator		
	Years 1-5 actual	\$64,327
	Year 6 budget, Oasis Center Coordinator, 40 hours/week @ \$23.175/ hour	\$48,204
	Year 6 budget, Project Coordinator, 2 hours/week @ 22.50/hour	\$2,410
	<u>TOTAL</u>	\$114,941

4. Oasis Board of Directors—hours volunteered for board meetings (in-kind contributions):

Years 1-5 actual, 418.75 hours @ \$15/hour	\$6,281
Year 6 budget, 81.25 hours @ \$15/hour	\$1,219
<u>TOTAL</u>	\$7,500

The Project Coordinator will work under the umbrella and direction of Eve, Inc. and will be directly supervised by the Oasis Center to provide program leadership, and guidance for all direct service staff and volunteers within Oasis. This individual will be responsible for the development planning including start-up, feasibility study assistance, community coordination, policies and procedures.

H. Other Costs

Rent	Years 4-5 actual (includes 6 month prepayment)	\$42,879
	Year 6 budgeted (6 months @ \$2,261)	\$13,566
	<u>TOTAL</u>	\$56,445

The above costs are estimated, as part of this planning phase will be used to acquire space to conduct supervised parenting time for the target families.

I. Indirect Costs

No indirect costs are being requested at this time.

Budget Summary

	Years 1-5	Year 6	Total	As Approved	+/-
A. Personnel	\$20,507	\$9,089	\$29,596	\$38,095	(\$8,499)
B. Fringe Benefits	\$10,016	\$4,911	\$14,927	\$18,797	(\$3,870)
C. Travel	\$37,788	\$12,562	\$50,350	\$50,350	\$0
D. Equipment	\$26,015	\$3,420	\$29,435	\$26,800	\$2,635
E. Supplies	\$1,663	\$462	\$2,125	\$4,344	(\$2,219)
F. Construction	\$0	\$0	\$0	\$0	\$0
G. Contractual	\$92,441	\$152,107	\$244,548	\$226,642	\$17,906
H. Other (Rent)	\$42,879	\$13,566	\$56,445	\$62,398	(\$5,953)
Total Direct Costs	\$231,309	\$196,117	\$427,426	\$427,426	\$0
H. Indirect Costs	\$0	\$0	\$0	\$0	\$0
Total Project Cost	\$231,309	\$196,117	\$427,426	\$427,426	\$0
Federal Funds	\$218,225	\$132,520	\$350,745	\$350,745	\$0
Non-Federal Funds	\$12,255	\$64,426	\$76,681	\$76,681	\$0

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A TIME EXTENSION FOR THE SAFE HAVEN SUPERVISED VISITATION AND SAFE EXCHANGE GRANT PROGRAM AND SUBCONTRACTS

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #08-286, which authorized accepting a three-year grant for the time period October 1, 2008 through September 30, 2011, from the Office on Violence Against Women, U.S. Department of Justice; and Resolutions #09-399 and #12-020 amending Resolution #08-286 and authorizing an extension of the grant through September 30, 2013; and

WHEREAS, the Ingham County Board of Commissioners Resolutions #08-286, #09-399 and #12-020 authorized a subcontract with End Violent Encounters, Inc. (EVE, Inc.) for \$110,503, to provide for a Project Coordinator for the time period October 1, 2008 through September 30, 2013; and

WHEREAS, the Ingham County Board of Commissioners Resolutions #08-286, #09-399 and #12-020 authorized a subcontract with Michigan State University Chance at Childhood Program for \$116,511, to provide the Program Director, monitors, interns, staff and supervision of staff, interns, and volunteers for the time period October 1, 2008 through September 30, 2013; and

WHEREAS, implementation of the grant has extended beyond the term of the grant, and the Office on Violence Against Women, U.S. Department of Justice has granted an extension of the grant until September 30, 2014; and

WHEREAS, due to the extension of the grant, the same total budget was approved with some amendments between categories by the Office on Violence Against Women, U.S. Department of Justice.

THEREFORE BE IT RESOLVED, that Resolutions #08-286, #09-399 and #12-020 are amended to authorize an extension of the subcontract with Michigan State University, Chance at Childhood Program, for an amount not to exceed \$122,107, until September 30, 2014.

BE IT FURTHER RESOLVED, that Resolutions #08-286, #09-399 and #12-020 are amended to authorize an extension of the subcontract with End Violent Encounters, Inc. (EVE, Inc.), for an amount not to exceed \$114,941, until September 30, 2014.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes a modification of the grant budget and an extension of the grant until September 30, 2014, as approved by the Office on Violence Against Women, U.S. Department of Justice.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments to the Circuit Court Family Division, Friend of the Court 2014 budget in accordance with this Resolution.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 19, 2014

RE: Resolution to Authorize a Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services

The attached resolution will authorize a Client Services Agreement between the Health Department and the Michigan Department of Human Services (MDHS) for Refugee Medical Assessment Services.

Since 2001, the Health Department has maintained a Client Services Agreement with the Department of Human Services (formerly known as the Michigan Family Independence Agency) to conduct health assessments of refugees within thirty days of arrival in the United States. The assessment includes a comprehensive physical examination, lab tests, immunizations, TB services and community referrals where appropriate for further evaluation.

The current Client Services Agreement will expire on September 30, 2014, but has an option to renew for one year. This resolution will authorize the renewal of this agreement between the Health Department and MDHS for the period of October 1, 2014 through September 30, 2015. The screening service reimbursement rates and the annual maximum of \$418,900 are the same as the current agreement terms. All other terms of the agreement will remain the same.

I recommend that the Ingham County Board of Commissioners authorize the Client Services Agreement between the Health Department and MDHS for Refugee Medical Assessment for the period of October 1, 2014 through September 30, 2015.

c: John Jacobs, w/attachment
Barbara Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CLIENT SERVICES AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES FOR REFUGEE MEDICAL ASSESSMENT SERVICES

WHEREAS, since FY 2001-2002 Ingham County has had a Client Services Agreement with the Michigan Department of Human Services; and

WHEREAS, the current Agreement was authorized in Resolution #12-283; and

WHEREAS, under the agreement the Health Department conducts health assessments of refugees within 30 days of arrival in the United States and the assessments include a comprehensive health assessment, an age appropriate physical examination, a number of laboratory tests, immunizations, TB services, and community referrals when appropriate for further evaluation; and

WHEREAS, the Michigan Department of Human Services would like to renew the term of the agreement from October 1, 2014 through September 30, 2015 for a total amount not to exceed \$418,900; and

WHEREAS, the Health Department shall be reimbursed based upon the following rates per unit of services delivered: Adult (18 yrs. and older) Refugee Health Screening \$819 and Child (less than age 18 years) Refugee Health Screening \$518; and

WHEREAS, the funds generated from refugee screening services shall be included as revenue in the Health Department's FY 2015 budget; and

WHEREAS, the Ingham Community Health Center Board of Directors supports the authorization of a Client Services Agreement with the Michigan Department of Human Services; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the renewal of the Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services, for an amount not to exceed \$418,900 for the period of October 1, 2014 through September 30, 2015, with all other terms remaining the same.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the renewal of the Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services, for an amount not to exceed \$418,900 for the period of October 1, 2014 through September 30, 2015, with all other terms remaining the same.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 21, 2014

SUBJECT: **RESOLUTION CREATING TWO NEW BUILDING MAINTENANCE POSITIONS FOR THE INGHAM COUNTY COMMUNITY HEALTH CENTER**

The resolution before you authorizes two new building maintenance positions for the Ingham County Community Health Center, effective July 1, 2014.

The Facilities Department would like to create one new full-time Building Maintenance Supervisor position at UAW/H, Step 1 (Salary Range \$62,639.00 - \$71,695.00 including benefits) and one new part-time Building Maintenance Mechanic I position at UAW/E, Step 1 (Salary Range \$28,843.00 - \$32,633.00 including benefits). The two new positions will be necessary to maintain the facility.

The total cost for both positions for the first year, including benefits, will be \$91,482.00.

The funds for the two new positions have been budgeted for and are available within the approved Line Item 511-61580-704000-02013.

I recommend approval of this resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CREATING TWO NEW BUILDING MAINTENANCE POSITIONS
FOR THE INGHAM COUNTY COMMUNITY HEALTH CENTER**

WHEREAS, two new building maintenance positions will be needed, effective July 1, 2014, to maintain the new Ingham County Community Health Center; and

WHEREAS, the Facilities Department would like to create one new full time Building Maintenance Supervisor position and one new part time Building Maintenance Mechanic I position to maintain this facility; and

WHEREAS, the cost of the creation of two new Facilities Department positions is detailed below:

- One New Full-Time Building Maintenance Supervisor at UAW/H, Step 1 (Salary Range \$62,639.00 - \$71,695.00 including benefits)
- One New Part-Time Building Maintenance Mechanic I at UAW/E Step 1 (Salary Range \$28,843.00 - \$32,633.00 including benefits)

WHEREAS, the total cost for both positions for the first year, including benefits, will be \$91,482.00; and

WHEREAS, the funds for the two new positions have been budgeted for and are available within the approved Line Item 511-61580-704000-02013.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the creation of one new full time Building Maintenance Supervisor position at UAW/H Step 1, with a beginning annual salary of \$62,639.00 including benefits and one new part time Building Maintenance Mechanic I position at UAW/E Step 1, with a beginning annual salary of \$28,843.00 including benefits, for a total cost of \$91,482.00, to maintain the new Ingham County Community Health Center.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to make any necessary adjustments to the Facilities Department approved position list consistent with this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LEROY TOWNSHIP
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Leroy Township desires that improvements be performed on various Leroy Township local roads throughout the Township as part of the 2014 local road program to include asphalt leveling and maintenance pads where necessary, approximately 1290 tons of asphalt paving total for all roads, at a total estimated cost for materials on all the roads of \$53,200.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to provide labor on this work at no cost to Leroy Township for Road Department labor; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2014 calendar year.

BE IT FURTHER RESOLVED, that for 2014 the County, on behalf of the Road Department, has allocated to Leroy Township's local roads a maximum sum of \$22,200.00 which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County, on behalf of the Road Department, agrees to contribute up to \$22,200.00 toward the cost of said improvement and labor on these four projects at no cost to Leroy Township for Road Department labor.

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH VEVAY TOWNSHIP
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Vevay Township desires that improvements be performed on the following roads as part of the 2014 local road program:

Every Road, Columbia to Howell Roads, a distance of approximately 1 mile,
Hawley Road, Plains to Barnes Roads, a total distance of approximately 1 mile,
Ives Road, Barnes to Rolfe Roads, a total distance of approximately 0.6 mile
Rolfe Road, Hull to Eden Roads, a total distance of approximately 0.8 mile

Each to include asphalt leveling and maintenance pads where necessary and single course chip-sealing throughout at a total estimated cost for the above listed roads of \$120,000.00 for materials to be applied by Road Department crews; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to contribute labor where indicated above without additional charge to the Township; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by Road Department crews during the 2014 construction season.

BE IT FURTHER RESOLVED, that for 2014 the County, on behalf of the Road Department, has allocated to Vevay Township's local roads a maximum sum of \$30,000.00 which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County, on behalf of the Road Department, agrees to contribute up to \$30,000.00 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate the cost savings shall first accrue to the Township for any final cost amounts down to \$60,000.00 (2 times the maximum match available of \$30,000.00) and then be split evenly between the parties for any final costs below \$60,000.00.

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

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

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

Agenda Item 5c

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: May 21, 2014

RE: PROPOSED RESOLUTION AUTHORIZING AN AGREEMENT WITH
DELHI TOWNSHIP FOR 2014 LOCAL ROAD PROGRAM AGREEMENT TO SPLIT COST
OF LOCAL ROAD WORK IN GREEN DRAIN NO. 4 PROJECT

The Ingham County Drain Commissioner is undertaking a project to improve the drains in the residential area northwest of Holt and Aurelius Roads in Delhi Township as part of a project known as the Green Drain No. 4 project, which will include reconstruction of the following streets:

Dean Avenue, Holt Road to Richard Street
Auburn Avenue, Holt Road to Richard Street
Phillips Avenue, Holt Road to more or less its north end
Adelpha Avenue, Holt Road to Kathy Kourt
Burton Avenue, Holt Road to Kathy Kourt
Kathy Kourt, Phillips Avenue to Burton Avenue
Richard Street, west end to Auburn Avenue

The Drain Commissioner plans to assess the Ingham County Road Department and Delhi Township together a total of \$181,694.88 separately from the normal County and Township Green Drain project assessments for reconstructing the above streets to current road department residential street standards, which are higher, and thus more costly, than that existing at which time these streets were originally constructed.

The Road Department's approved 2014 budget annually includes a local road program wherein the road department allocates matching funds for local road improvements to each township based on a formula involving each township's portion of county population and local county road mileage, and the Townships match this amount as required by PA 51 of 1951.

Delhi Township and the Road Department wish to split and pay for the cost of said special road assessment in the Green Drain No. 4 project out of the road department's local road program funds for Delhi Township, such that both the Township and Road Department would each pay \$90,847.44

The Road Department's annual local road match allocation for Delhi Township local road projects is \$66,000, which is matched by Delhi Township to the extent used. Delhi Township and the Road Department are willing and recommend to have the remaining \$24,847.44 to meet the road department's half (\$90,847.44) of the said special road assessment in the Green Drain project be provided from the road department's 2015 local road match allocation to Delhi Township. The Road Department's 2014 local road program budget has sufficient funds to cover the above said additional \$24,847.44 cost.

Delhi Township is willing to pay the remaining portion (\$90,847.44) of the said special road assessment in the Green Drain project and to enter into a local road agreement with the County on behalf of the Road Department to this effect.

Therefore approval of the attached proposed resolution is recommended which would approve an agreement with Delhi Township to this effect.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD PROGRAM AGREEMENT
WITH DELHI TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Ingham County Drain Commissioner is undertaking a project to improve the drains in the residential area northwest of Holt and Aurelius Roads in Delhi Township as part of a project known as the Green Drain No. 4 project, which will include reconstruction of the following streets:

Dean Avenue, Holt Road to Richard Street
Auburn Avenue, Holt Road to Richard Street
Phillips Avenue, Holt Road to more or less its north end
Adelpha Avenue, Holt Road to Kathy Kourt
Burton Avenue, Holt Road to Kathy Kourt
Kathy Kourt, Phillips Avenue to Burton Avenue
Richard Street, west end to Auburn Avenue

WHEREAS, the Ingham County Drain Commissioner plans to assess the Ingham County Road Department and Delhi Township together a total of \$181,694.88 separately from the normal County and Township Green Drain project assessments for reconstructing the above streets to current road department residential street standards, which are higher and thus more costly, than that existing at which time these streets were originally constructed; and

WHEREAS, the Road Department's approved 2014 budget annually includes a local road program wherein the Road Department allocates matching funds for local road improvements to each township based on a formula involving each township's portion of county population and local county road mileage and the Townships match this amount as required by PA 51 of 1951; and

WHEREAS, Delhi Township and the Road Department wish to split and pay for the cost of said special road assessment in the Green Drain No. 4 project out of the Road Department's local road program funds for Delhi Township, such that both the Township and Road Department would each pay \$90,847.44; and

WHEREAS, the Road Department's annual local road match allocation for Delhi Township local road projects is \$66,000, which is matched by Delhi Township to the extent used; and

WHEREAS, Delhi Township and the Road Department are willing and recommend to have the remaining \$24,847.44 to meet the Road Department's half (\$90,847.44) of the said special road assessment in the Green Drain project be provided from the Road Department's 2015 local road match allocation to Delhi Township; and

WHEREAS, the Road Department's 2014 local road program budget has sufficient funds to cover the above said additional \$24,847.44 cost; and

WHEREAS, Delhi Township is willing to pay the remaining portion (\$90,847.44) of the said special road assessment in the Green Drain project and to enter into a local road agreement with the County on behalf of the Road Department to this effect.

THEREFORE BE IT RESOLVED, that the County, on behalf of the Road Department, agrees to contribute \$90,847.44 toward the cost of said improvement from the County Road Fund 2014 local road program budget of which \$66,000 will be charged against the Road Department's 2014 local road match allocation to Delhi Township and \$24,847.44 will be charged against the Road Department's 2015 local road match allocation to Delhi Township.

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

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

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Ingham County Road Department

DATE: May 20, 2014

SUBJECT: Hagadorn Road & Eyde Parkway and Hannah Boulevard & Esoteric Way Signals
2nd Party Agreement and 3rd Party Agreement

The Ingham County Road Department was allocated Congestion Mitigation and Air Quality (CMAQ) funding to install a new traffic signal at the intersection of Hagadorn Road and Eyde Parkway. The new signal is to be coordinated with the nearby Hagadorn Road & Hannah Boulevard signal to address congestion along the Hagadorn Road corridor.

Additionally, recent construction of student housing developments, east of Hagadorn Road, has warranted the installation of a traffic signal at the intersection of Hannah Boulevard & Esoteric Way. The Hannah Boulevard & Esoteric Way signal is to be fully funded by the student housing developer, Capstone Collegiate Communities, and includes pedestrian push buttons and crosswalks.

Since the two signal installations are close to each other, Capstone Collegiate Communities has a vested interest in having both signals operational as soon as possible, and the opportunity to take advantage of economy of scale cost savings was present, we packaged the two signal projects together into one project. The estimated costs for the project are as follows:

Federal CMAQ Funding:	\$114,100
Capstone Collegiate Communities Funding:	\$165,800
Road Department Match:	<u>\$ 0</u>
	\$279,900

We are to the point where the funds have been secured and contracts can be executed. Construction bids are due in early June. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and to administer the construction contract on MDOT’s behalf. Lastly, a third party agreement between Ingham County and Capstone Collegiate Communities is required to define the cost, payment, and construction administration responsibilities for the combined project.

The reason for this memo and resolution is to execute the MDOT/Ingham County second party agreement and the Ingham County/Capstone Collegiate Communities third party agreement.

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 A SECOND PARTY AGREEMENT BETWEEN MDOT AND INGHAM COUNTY AND A THIRD PARTY AGREEMENT BETWEEN CAPSTONE COLLEGIATE COMMUNITIES AND INGHAM COUNTY IN RELATION TO SIGNAL INSTALLATION PROJECTS AT HAGADORN ROAD AND EYDE PARKWAY AND HANNAH BOULEVARD AND ESOTERIC WAY

WHEREAS, the Ingham County Road Department was allocated Congestion Mitigation and Air Quality (CMAQ) funding to install a new traffic signal at the intersection of Hagadorn Road and Eyde Parkway; and

WHEREAS, recent construction of student housing developments east of Hagadorn Road has also warranted the installation of a traffic signal at the intersection of Hannah Boulevard & Esoteric Way; and

WHEREAS, the two projects were packaged together as a single project because the signal installations are close to each other, Capstone Collegiate Communities has a vested interest in having both signals operational as soon as possible, and the opportunity to take advantage of economy of scale cost savings was present; and

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

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

WHEREAS, a third party agreement between Ingham County and Capstone Collegiate Communities is required to outline their costs and payment responsibilities for the Hannah Boulevard and Esoteric Way signal and to define the construction administration responsibilities for the combined project.

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

Federal CMAQ Funding:	\$114,100
Capstone Collegiate Communities Funding:	\$165,800
Road Department Match:	<u>\$ 0</u>
	\$279,900

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with State of Michigan/MDOT to effect the Hagadorn Road and Eyde Parkway and the Hannah Boulevard & Esoteric Way signal installation projects with a total estimated cost of \$279,900 consisting of \$114,100 in federal funding, \$165,800 in Capstone Collegiate Communities funding, and \$0 in Road Department funds.

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

Agenda Item 5e

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: May 20, 2014

SUBJECT: Reconstruction of Shoeman Road from the north county line to Haslett Road

The Ingham County Road Department (ICRD) received federal Rural STP, Urban STP, and STP Safety funding to reconstruct Shoeman Road from the north county line to Haslett Road. The project generally involves safety improvements at the Barry Road intersection, recycling of the existing asphalt pavement, drainage improvements, and repaving. The estimated costs for the project are as follows:

Federal Hazard Elimination Funding:	\$321,800
Federal STP Rural Funding:	\$249,900
Federal STP Urban Funding	\$ 53,500
Road Department Match:	<u>\$159,600</u>
	\$784,800

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and to administer the construction contract on MDOT's behalf.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement.

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 A SECOND PARTY AGREEMENT BETWEEN
THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)
AND THE INGHAM COUNTY ROAD DEPARTMENT
IN RELATION TO A ROAD RECONSTRUCTION PROJECT
FOR SHOEMAN ROAD FROM THE NORTH COUNTY LINE TO HASLETT ROAD**

WHEREAS, The Ingham County Road Department received federal Rural STP, Urban STP, and STP Safety funding to reconstruct Shoeman Road from the north county line to Haslett Road; and

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

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

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

Federal Hazard Elimination Funding:	\$321,800
Federal STP Rural Funding:	\$249,900
Federal STP Urban Funding	\$ 53,500
Road Department Match:	<u>\$159,600</u>
	\$784,800

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect reconstruction of Shoeman Road from the north county line to Haslett Road for a total estimated cost of \$784,800 consisting of \$625,200 in federal funding and \$159,600 in Road Department funds.

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

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: May 21, 2014
SUBJECT: Used Telescoping Boom Excavator

Project Description:

Bids were sought for one (1) used carrier mounted, single engine, full hydraulic telescoping boom excavator for the Road Department. The excavator will be used for excavating, grading, sloping, and backfilling purposes.

Bid Summary:

Vendors contacted: 21 Local: 4
Vendors responding: 1 Local: 1

Only one vendor, AIS Construction Equipment Corp., submitted a bid for \$68,000. This used excavator, a 2002 Gradall XL 3100, has 2,371 hours and meets the specifications of the Road Department.

The following local vendors did not have equipment that met specifications:

1. Central Ford Truck
2. Michigan Cat
3. Southeast Equipment

Other vendors that did not have equipment that met specifications include:

1. Dueco Inc. (Waukesha, WI)
2. Alta Equipment (Wixom, MI)
3. Grand Equipment (Hudsonville MI)
4. Midland Engine Inc. (Midland MI)

Recommendation:

The Evaluation Committee recommends awarding a Purchase Order to AIS Construction Equipment Corp. in an amount not to exceed \$68,000 for the purchase of the 2002 Gradall XL 3100.

In addition to submitting the only responsive bid, AIS is a local vendor and the County has previously purchased construction equipment and machines from AIS.

Advertisement:

LSJ / MI-ITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE).

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF ONE USED TELESCOPIC BOOM EXCAVATOR FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department needs to replace one of its existing telescopic boom excavators which has aged past the point of economical serviceability; and

WHEREAS, the Road Department's adopted 2014 budget includes in capital road equipment expenditures funds for this purchase as it is also included in the 2014 road equipment replacement plan; and

WHEREAS, bids for used telescopic boom excavators were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase a 2002 Gradall telescopic boom excavator from AIS Construction Equipment of Lansing, Michigan at a cost of \$68,000.00; and

WHEREAS, the replaced unit will be sold at auction for a price yet to be determined which will be placed in the equipment replacement fund.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid and authorizes the purchase of the 2002 Gradall telescopic boom excavator from AIS Construction Equipment of Lansing, Michigan at a cost of \$68,000.00.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.

Agenda Item 6

TO: Ingham County Law & Courts and Finance Committees

FROM: John L. Neilsen, Chief Deputy Controller

DATE: May 20, 2014

RE: Resolution to (Approve or Decline) the City of Lansing's Request for the Ingham County Sheriff's Office to Provide Traffic Enforcement Services Through the Secondary Road Patrol P.A. 416 Grant Program

Commissioners:

Attached you will find a proposed Ingham County Resolution to either accept or decline the request from the City of Lansing through their Resolution # 2014 -152 (also attached).

The City of Lansing has formally requested that the Ingham County Sheriff's Office provide the services described in MCL 51.76(2)(a), MCL 51.76(2)(c), and MCL 51.76(2)(d) on all County primary roads, County local roads, and state trunk line highways within the City. The Lansing City Council approved this resolution on Monday, May 19, 2014.

The County Board has 30 days to approve or reject the request. However, failure to act in the 30 days is considered an approval. Therefore, a decision should be made by the June 10, 2014 Board of Commissioners meeting.

Since the 1970's Ingham County has received from the Office of Highway Safety Program, P.A. 416 grants to partially pay for Secondary Road Patrol Deputies to conduct grant eligible traffic enforcement activities in Ingham County. Currently, we have four Deputies assigned to these Grant positions with the grant paying for seventy five percent of their costs. The total grant amount for the current fiscal year is \$248,002.

The allowed use of the P.A. 416 grant officers within the City is more limited than the County's use elsewhere, as MCL 51.76(2)(b) on "enforcing criminal laws" is excluded from the allowable use. Sheriff's Office deputies would still generally have authority to enforce State criminal laws anywhere in the County, but it would not be a grant eligible activity, nor would it be covered by this Act or the City's request under this Act.

The Sheriff's Office provides primary law enforcement services in the unincorporated areas of the County who do not provide their own law enforcement; provides additional support to the law enforcement activity of municipal police departments; and participates in regional law enforcement efforts such as the Tri-County Metro Squad. The Sheriff's Office also works with the City of Lansing Police Department on a number of other joint initiatives including the Violent Crime Initiative, Capital Area Dive Team, Interstate-96 Traffic Safety Details, Accident Investigation Teams, and Homeland Security Grant Cooperative Efforts.

The Sheriff's Office provides a guaranteed higher level of service than they provide to the unincorporated areas through contracts for law enforcement services with the Village of Webberville and the Charter Township of Delhi. Governmental units that provide their own law enforcement service include the cities of Lansing, East Lansing, Mason, Leslie and Williamston, the Village of Stockbridge, the charter townships of Meridian and Lansing and Williamstown Township. Approximately 12% of the County's population relies exclusively on the Sheriff and County Board for primary law enforcement without a specific law enforcement services contract. It should be pointed out that in recent years the Sheriff's Office budget has been developed to provide a very basic law enforcement response in this primary service area.

I confirmed with the State Office of Highway Safety (OHSP) that administers the P.A. 416 grant that the amount of the funds we get from the grant will not be affected by the BOC's decision to either accept or decline the request to provide traffic enforcement services within the City of Lansing per the terms of the P.A. 416 grant. Furthermore, should the BOC approve the City of Lansing's request, the level and frequency of service will be totally at the discretion of the Sheriff. Since FY 2012 the State legislature has waived the Maintenance of Effort (MOE) requirements (minimum staffing levels) at both the County and City level for the P.A. 416 Secondary Patrol Program through the 2014 State Fiscal Year (through September 30, 2014). This Maintenance of Effort requirement will have to be monitored for each grant cycle for future fiscal years.

I also confirmed that although the City of Lansing does not write traffic related tickets under the State Motor Vehicle Code, but instead writes tickets under a City of Lansing local comparable traffic ordinance, they still charge the same "Justice System Assessment" (currently set at \$40 for moving traffic offenses). A portion of this state required assessment is used to fund the P.A. 416 Grant program.

If the Board of Commissioners grants the City of Lansing's request, it may set a precedent for future requests from the cities of East Lansing, Mason, Leslie and Williamston, as well as the Village of Stockbridge.

Finally, the Sheriff's Office has always cooperated and worked well with the entire Ingham County Public Safety Community, including the City of Lansing Police Department, and I am confident these relationships will continue in the future regardless of the outcome of this particular item and request from the City.

cc: Sheriff Gene Wriggelsworth
Undersheriff Allan Spyke
Controller Tim Dolehanty

RESOLUTION #2014-152

**BY THE COMMITTEE ON PUBLIC SAFETY
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING**

WHEREAS, the State of Michigan provides funds to the Ingham County Sheriff's Department for traffic enforcement services through the Secondary Road Patrol and Traffic Accident Prevention Program Grant; and

WHEREAS, the legislative body of a city may, pursuant to MCL 51.76, request that the sheriff's department of the county in which the city is located provide certain road patrol services; and

WHEREAS, the Mayor, in furtherance of his Charter functions of conserving the peace, suppressing disorder and enforcing the laws recommends that the Council make such a request; and

WHEREAS, the City Council finds that provision of the services described in MCL 51.76(2)(a), MCL 51.76(2)(c) and MCL 51.76(2)(d) by the Ingham County Sheriff's Department on all county primary roads county local roads and state trunk line highways as those terms are defined by MCL 51.76, within the City will benefit the City by supplementing its existing resources devoted to road patrol;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lansing requests that the Ingham County Sheriff's Department provide the services described in MCL 51.76(2)(a), MCL 51.76(2)(c) and MCL (2)(d) on all county primary roads, county local roads and state trunk line highways within the City; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Ingham County Board of Commissioners for consideration in accordance with MCL 51.76.

 5/19/2014
9:44:03 PM
SIGNED BY
CHRIS SWOPE
LANSING CITY CLERK

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO (APPROVE OR DECLINE) THE CITY OF LANSING'S REQUEST FOR THE INGHAM COUNTY SHERIFF'S OFFICE TO PROVIDE TRAFFIC ENFORCEMENT SERVICES THROUGH THE SECONDARY ROAD PATROL P.A. 416 GRANT PROGRAM

WHEREAS, the Ingham County Sheriff's Office annually receives from the Office of Highway Safety Program P.A. 416 grants to partially pay for four Secondary Road Patrol Deputies to conduct grant eligible traffic enforcement activities in Ingham County; and

WHEREAS, the City of Lansing has formally requested through Resolution #2014-152 that the Ingham County Sheriff's Office provide the services described in MCL 51.76(2)(a), MCL 51.76(2)(c), and MCL 51.76(2)(d) on all County primary roads, County local roads, and state trunk line highways within the City; and

WHEREAS, the Ingham County Board of Commissioners recognizes and supports the partnerships between City of Lansing Police Department and Ingham County Sheriff's Office including the Violent Crime Initiative, Capital Area Dive Team, Interstate -96 Traffic Safety Details, Accident Investigation Teams, and Homeland Security Grant Cooperative Efforts and other initiatives; and

WHEREAS, the provision of traffic enforcement services within the City of Lansing per the terms of the P.A. 416 grant will be totally at the discretion of the Sheriff and will be contingent on the availability of the limited amount of Sheriff's Office Deputies on duty at any given time.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners (approves or respectfully declines) the City of Lansing request as outlined in Resolution #2014-152 (effective date of June 11, 2014 if the BOC passes it).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners supports and encourages future collaborative efforts between the Ingham County Sheriff's Office, the City of Lansing Police Department, and all County Public Safety Agencies in the future as limited resources allow.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners request the County Clerk to forward a copy of this resolution to the City Council, Mayor Bernero, and Lansing Police Chief Mike Yankowski.

RECEIVED
MAY 19 2014

AGENDA ITEM # 17

City of Lansing
Notice of Public Hearing

The Lansing City Council will hold a public hearing on June 2, 2014 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #55a - Amendment #1 – Ballpark North Brownfield Redevelopment Plan, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for property commonly referred to as Cooley Law School Stadium located in the City of Lansing, but more particularly described as:

33-01-01-16-276-002, N 90.75 FT LOTS 8 & 9 SUB OF LOTS 1, 2, 3, 4 & 5 OF BLOCK 244 ORIG PLAT,

33-01-01-16-276-021, S 1/2 OF N 1/2 OF S 3/5 LOTS 8 & 9 SUB OF LOTS 1, 2, 3, 4 & 5 OF BLOCK 244 ORIG PLAT,

33-01-01-16-276-031, N 41.25 FT LOT 7, S 49.5 FT LOTS 8 & 9, LOT 10 & W 46.75 FT LOT 11 SUB OF LOTS 1, 2, 3, 4 & 5 OF BLOCK 244 ORIG PLAT,

33-01-01-16-276-041, S 1/2 LOT 7 SUB OF LOTS 1, 2, 3, 4 & 5 OF BLOCK 244 ORIG PLAT,

33-01-01-16-276-191, COM 19.25 FT W OF NW COR LOT 12, TH S 165 FT, E 2.75 FT, N 4 R, E 57.25 FT, N 6 R, W 60 FT TO BEG; SUB OF LOTS 1, 2, 3, 4 & 5 OF BLOCK 244 ORIG PLAT,

33-01-01-16-276-151, LOT 14 SUB OF LOTS 1, 2, 3, 4 & 5 OF BLOCK 244 ORIG PLAT,

33-01-01-16-276-161, S 2/5 OF E 1 R LOT 11 & S 2/5 LOTS 12 & 13 SUB OF LOTS 1, 2, 3, 4 & 5 OF BLOCK 244 ORIG PLAT,

33-01-01-16-276-182, N 99 FT LOT 13 & E 25.25 FT OF N 99 FT LOT 12 SUB OF LOTS 1, 2, 3, 4 & 5 OF BLOCK 244 ORIG PLAT,

33-01-01-16-276-050, THAT PART OF: COM SE COR BLK 244, TH N 419.04 FT, E 9.87 FT, N 260 FT, W 9.23 FT, N 300.09 FT, W 428.69 FT, S 256.94 FT, W 13.32 FT, S 302 FT, E 12.64 FT, S 417.94 FT, E 428.47 FT TO BEG, WHICH LIES OUTSIDE THE EXTERIOR WALLS OF THE OLDSMOBILE PARK BASEBALL STADIUM, INCLUDING SO-CALLED

LOBBY AREA; BLOCK 244 ORIG PLAT,

33-01-01-16-276-072, THAT PART OF: COM SE COR BLK 244, TH N 419.04 FT, E 9.87 FT, N 260 FT, W 9.23 FT, N 300.09 FT, W 428.69 FT, S 256.94 FT, W 13.32 FT, S 302 FT, E 12.64 FT, S 417.94 FT, E 428.47 FT TO BEG; WHICH LIES INSIDE THE EXTERIOR WALLS OF THE OLDSMOBILE PARK BASEBALL STADIUM; BLOCK 244 ORIG PLAT.

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue, including maps, plats, and a description of the brownfield plan will be available for public inspection and may be obtained from Karl Dorshimer – Director of Economic Development, Lansing Economic Area Partnership, 1000 South Washington Avenue, Suite 201, Lansing, MI 48910, (517) 702-3390.

City Clerk