AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. TIME FOR MEDITATION

V. APPROVAL OF THE MINUTES FROM JUNE 9, 2015

VI. ADDITIONS TO THE AGENDA

VII. PETITIONS AND COMMUNICATIONS

1. A LETTER FROM LIVINGSTON COUNTY DEPARTMENT OF PLANNING REGARDING THE NOTICE OF INTENT TO PREPARE A NEW LIVINGSTON COUNTY MASTER PLAN

2. AN EMAIL FROM TIYAH ISOM-MORRIS REGARDING HER RESIGNATION FROM THE EQUAL OPPORTUNITY COMMITTEE

3. A LETTER FROM THE HONORABLE ANDY SCHOR, STATE REPRESENTATIVE OF THE 68TH DISTRICT, REGARDING THE LIFE O’RILEY MOBILE HOME PARK AND HOUSE BILL 4054


5. A LETTER FROM MANER COSTERISAN REGARDING THE ANNUAL ACCOUNTING FOR THE INGHAM COUNTY 9-1-1 SERVICE DISTRICT

6. INGHAM COUNTY SHERIFF’S OFFICE 2014 ANNUAL REPORT

VIII. LIMITED PUBLIC COMMENT

IX. CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIR
X. CONSIDERATION OF CONSENT AGENDA

XI. COMMITTEE REPORTS AND RESOLUTIONS

7. COUNTY SERVICES COMMITTEE - RESOLUTION AMENDING RESOLUTION 76-275 BY REVISING THE GOALS OF THE INGHAM COUNTY WOMEN’S COMMISSION

8. COUNTY SERVICES COMMITTEE - RESOLUTION HONORING SCOTT D. SKRIBA

9. COUNTY SERVICES COMMITTEE - RESOLUTION TO AUTHORIZE A POSITION CONVERSION FROM THE MIS HELP DESK SPECIALIST TO COMPUTER TECH 1 FOR THE INNOVATION AND TECHNOLOGY DEPARTMENT

10. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION PLEDGING THE FULL FAITH AND CREDIT OF THE COUNTY FOR THE GROESBECK PARK DRAIN DRAINAGE DISTRICT BONDS

11. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AMEND RESOLUTION #15-192 WHICH AUTHORIZED A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND THE INGHAM COUNTY ROAD DEPARTMENT AND A THIRD PARTY AGREEMENT BETWEEN DELHI TOWNSHIP AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO A FEDERALLY FUNDED PATHWAY PROJECT ALONG HOLT ROAD FROM KAHRES ROAD TO EIFERT ROAD

12. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE THE PURCHASE OF AN UPGRADE TO THE SOFTWARE FOR THE OnSSI VIDEO WALL FROM VIDCOM SOLUTIONS

13. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH STOCKBRIDGE TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT

14. COUNTY SERVICES AND FINANCE COMMITTEES - 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 KIPP ROAD FROM US-127 TO DEXTER TRAIL

15. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO RESCIND RESOLUTION #15-138 TO AUTHORIZE THE ACCEPTANCE OF
THE PROJECT AGREEMENT FOR A MICHIGAN RECREATION PASSPORT GRANT FOR TRAIL REPAIR AND IMPROVEMENTS AT HAWK ISLAND COUNTY PARK

16. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A MICHIGAN RECREATION PASSPORT GRANT FOR TRAIL REPAIR AND IMPROVEMENTS AT HAWK ISLAND COUNTY PARK

17. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MANNIK SMITH GROUP FOR THE PURPOSE OF PROVIDING PROFESSIONAL CONSULTING SERVICES TO ASSIST THE INGHAM COUNTY TRAILS AND PARKS TASK FORCE IN ASSEMBLING A PLAN FOR THE EXPENDITURE OF TRAILS & PARKS MILLAGE DOLLARS

18. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION AUTHORIZING A CONTRACT WITH LJ TRUMBLE, LLC FOR IMPROVEMENTS TO THE MOOSE EXHIBIT AT POTTER PARK ZOO

19. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO ENTER INTO AN AGREEMENT WITH CENTER PARK PRODUCTIONS TO PROMOTE REGIONAL ECONOMIC DEVELOPMENT

20. FINANCE COMMITTEE - RESOLUTION TO AUTHORIZE PLANTE MORAN TO ASSIST THE TREASURERS OFFICE WITH BANK RECONCILIATION STRUCTURE AND GENERAL LEDGER RECONSTRUCTION

21. HUMAN SERVICES COMMITTEE - RESOLUTION HONORING RUBIE ZUCHOWSKI

22. HUMAN SERVICES COMMITTEE - RESOLUTION HONORING VALERIE GLESNES-ANDERSON

23. HUMAN SERVICES COMMITTEE - RESOLUTION IN SUPPORT OF THE MY LANSING/MY BROTHER’S KEEPER INITIATIVE AND ACCEPTING THE MY BROTHERS KEEPER (MBK) CHALLENGE

24. HUMAN SERVICES, COUNTY SERVICES, AND FINANCE COMMITTEES - RESOLUTION AWARDING A CONTRACT TO DLZ MICHIGAN, INC. TO PROVIDE ENGINEERING DESIGN SERVICES FOR THE REMOVAL AND REPLACEMENT OF TWO YOUTH CENTER (YC) BOILERS, TWO
HUMAN SERVICES (HSB) BOILERS AND THE REPLACEMENT OF TWO AIR HANDLER UNITS AT FOREST COMMUNITY HEALTH CENTER (FCHC)

25. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO ACCEPT HEALTHY! CAPITAL COUNTIES FUNDS

26. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION #14-518 TO DISTRIBUTE COUNTY URBAN REDEVELOPMENT FUNDS

27. LAW & COURTS COMMITTEE - RESOLUTION HONORING DEPUTY KELLEY BOWDEN

28. LAW & COURTS COMMITTEE - RESOLUTION DECREASING THE SIZE OF THE INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS ADVISORY BOARD

29. LAW & COURTS AND FINANCE COMMITTEES - RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION AND ENTERING INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND ENTERING INTO PROGRAM SUBCONTRACTS FOR FY 2015-2016

30. LAW & COURTS AND FINANCE COMMITTEES - RESOLUTION TO ACCEPT THE TWO SEVEN OH, INC. GRANT NO. 3

XII. SPECIAL ORDERS OF THE DAY

XIII. PUBLIC COMMENT

XIV. COMMISSIONER ANNOUNCEMENTS

XV. CONSIDERATION AND ALLOWANCE OF CLAIMS

XVI. ADJOURNMENT

THE COUNTY OF INGHAM WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS INTERPRETERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING FOR THE VISUALLY IMPAIRED, FOR INDIVIDUALS WITH DISABILITIES AT THE MEETING UPON FIVE (5) WORKING DAYS NOTICE TO THE COUNTY OF INGHAM.
INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF INGHAM IN WRITING OR BY CALLING THE FOLLOWING: INGHAM COUNTY BOARD OF COMMISSIONERS, P.O. BOX 319, MASON, MI 48854, 517-676-7200.

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

FULL BOARD PACKETS ARE AVAILABLE AT: www.ingham.org
CALL TO ORDER

Chairperson McGrain called the June 9, 2015 Regular Meeting of the Ingham County Board of Commissioners to order at 6:30 p.m.


Members Absent: Tennis.

A quorum was present.

PLEDGE OF ALLEGIANCE

Chairperson McGrain asked Bruce McAttee, Regional Director for Senator Gary Peters, to lead the Board in the Pledge of Allegiance.

TIME FOR MEDITATION

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

APPROVAL OF THE MINUTES OF MAY 26, 2015

Commissioner Crenshaw moved to approve the minutes of the May 26, 2015 meeting. Commissioner Schafer supported the motion.

The motion to approve the minutes carried unanimously. Absent: Commissioner Tennis.

ADDITIONS TO THE AGENDA

None.

PETITIONS AND COMMUNICATIONS

A letter from the State of Michigan Department of Treasury regarding the Tri-County Convention Facilities Tax/4% State-Wide Liquor Tax. Chairperson McGrain referred the letter to the Human Services Committee.

A letter from Frank Hatfield regarding the funding of the Meridian River Front Trail. Chairperson McGrain referred the letter to the County Services Committee.

A letter from Capital Area Literacy Coalition regarding a grant received from Ingham County. Chairperson McGrain stated that this letter would be placed on file.
An email from Todd L. Eldred regarding his resignation from the Ingham County Farmland and Open Space Preservation Board. Chairperson McGrain stated that Mr. Eldred’s resignation was accepted and that the email would be placed on file.

**LIMITED PUBLIC COMMENT**

Mr. McAttee introduced himself to the Board of Commissioners.

**CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIR**

None.

**CONSIDERATION OF CONSENT AGENDA**

Commissioner Maiville moved to adopt a consent agenda consisting of all action items except Agenda Item No. 31. Commissioner Schafer supported the motion.

The motion carried unanimously. Absent: Commissioner Tennis.

Items on the consent agenda were adopted by unanimous roll call vote. Items voted on separately are so noted in the minutes. Absent: Commissioner Tennis.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RESCINDING RESOLUTION 93-83 REVISING
THE INGHAM COUNTY ADVISORY BOARD APPLICATION FORM

RESOLUTION # 15 – 203

WHEREAS, Resolution 93-83 revised the Ingham County advisory board application to include questions inquiring if applicants have been convicted of a felony or if felony charges are pending; and

WHEREAS, the Board adopted Resolution #15-159 Supporting the Ban the Box Initiative and removed the requirement that applicants disclose past convictions on the preliminary employment application for Ingham County unless otherwise required by local, state, or federal law; and

WHEREAS, the Board feels it is also appropriate to remove these questions from the advisory board application.

THEREFORE BE IT RESOLVED, that Resolution 93-83 is hereby rescinded and the following questions are hereby removed from the Ingham County advisory board application form effective immediately:

- Have you been convicted of a felony within the past 10 years? If so, please explain. (You do not need to disclose a felony that has been legally expunged.

- Are there any felony charges pending against you? If so, please explain. (Answering yes to either question does not necessarily disqualify an applicant.)

COUNTY SERVICES:  Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None Absent: Koenig Approved 6/02/15

Adopted as part of the consent agenda.
ADOPTED - JUNE 9, 2015
AGENDA ITEM NO. 6

INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION # 15 – 204

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 May 19, 2015 as submitted.

COUNTY SERVICES:  Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None      Absent: Koenig    Approved 6/02/15

Adopted as part of the consent agenda.
LIST OF CURRENT PERMITS ISSUED

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<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT / CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
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<td>ACD.NET</td>
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<td>CEDAT ST</td>
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<td>COMCAST</td>
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<td>JIM GIGUERE BUILDERS</td>
<td>WALKWAY CONST.</td>
<td>BENNETT RD</td>
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<td>ALAIEDON</td>
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</table>
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH LAYNE CHRISTENSEN COMPANY FOR THE EMERGENCY REPLACEMENT OF AN IRRIGATION WELL PUMP AND HOUSING AT HAWK ISLAND COUNTY PARK

RESOLUTION # 15 – 205

WHEREAS, the irrigation well at Hawk Island County Park was not working; and

WHEREAS, park staff contacted Dyer Well Drilling & Service, Inc. to pull the pump and piping for a repair estimate; and

WHEREAS, it was determined the pump needed repair and the piping/housing is extensively corroded, has several holes in it and needs replacing; and

WHEREAS, this is an emergency request that the Park Commission recommended pursuing with the Board of Commissioners; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced firms for the purpose of installing an irrigation well pump and housing at Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Layne Christensen Company who submitted the most responsive and responsible proposal.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Layne Christensen Company, for a cost not to exceed $7,850 for the installation of an irrigation well pump and housing at Hawk Island County Park.

BE IT FURTHER RESOLVED, that funds are available in the Machinery and Equipment Revolving fund balance (664-75299-978000).

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

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.

COUNTY SERVICES:  Yeas:  Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
    Nay: None  Absent: Koenig  Approved  6/02/15
FINANCE: Yea: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None  Absent: Bahar-Cook  Approved 6/03/15

Adopted as part of the consent agenda.
PROPOSED RESOLUTION

RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE PARKS DEPARTMENT’S 
TWO VACANT RANGER II POSITIONS

WHEREAS, the Parks Department has experienced significant changes in the last year, including the vacancy 
of two Park Ranger II positions; and

WHEREAS, the two Ranger II positions no longer fit the needs of the department; and

WHEREAS, the two vacated positions present an opportunity to restructure the Parks Department to better fit 
the needs of park operations; and

WHEREAS, the Parks Department would like to convert one vacant Ranger II position into a newly created job 
description-Mechanic-Parks Department; and

WHEREAS, the Parks Department would like to convert the second vacant Ranger II position into an 
established classification, Park Ranger I; and

WHEREAS, the Human Resources Department has reviewed the proposed changes and has no objections; and

WHEREAS, the ICEA Professionals union has reviewed the proposed changes and have no objections.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the reorganization of the 
Ingham County Parks Department to eliminate the two vacant Ranger II positions (Position #759006 and 
Position #759007) and replace these positions with one Mechanic-Parks Department position and one Ranger I 
position using the same position numbers:

<table>
<thead>
<tr>
<th>POSITION #</th>
<th>CURRENT TITLE</th>
<th>NEW TITLE</th>
</tr>
</thead>
</table>
| 759006 (Vacant) | 1.0 FTE Park Ranger II  
Salary scale – ICEA Park Ranger  
Ranger II, $36,960- $45,238 | 1.0 FTE Mechanic – Parks Department  
Salary range - ICEA Park Ranger  
Asst Manager 1, Mechanic; salary scale  
$39,965.78 - $48,921.20 |
| 759007 (Vacant) | 1.0 FTE Park Ranger II  
Salary scale – ICEA Park Ranger  
Ranger II, $36,960- $45,238 | 1.0 FTE Park Ranger I  
Salary range - ICEA Park Ranger  
Ranger I, salary scale $33,146- $40,199 |
BE IT FURTHER RESOLVED, that the Mechanic position will be posted and filled with the new job description.

BE IT FURTHER RESOLVED, that the Ranger I position will be posted and filled with the current Ranger I job description.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the budget and position allocation list in accordance with this resolution.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
   Nays: None  Absent: Koenig  Approved 6/02/15

FINANCE: Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
   Nays: None  Absent: Bahar-Cook  Approved 6/03/15

Adopted as part of the consent agenda.
Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A PURCHASE ORDER WITH LAUX CONSTRUCTION, LLC TO FABRICATE AND INSTALL FOUR (4) CORNER SUPPORT POSTS ON THE PAVILION II ROOF AT POTTER PARK ZOO

RESOLUTION # 15 – 207

WHEREAS, after inspection by an architect, it was discovered that in order to keep the roof corners from sagging additional corner support posts are necessary; and

WHEREAS, Pavilion II is the most heavily used shelter and its lack of completion would pose a safety concern to the patrons of the zoo; and

WHEREAS, the four (4) posts will be fabricated and installed for a total cost not to exceed $5,425.00; and

WHEREAS, Potter Park Zoo and the Facilities Department request a balance transfer of $5,425.00 from Line Item 258-69200-698010 into Line Item 258-69900-977000-1208Z for Pavilion II roof repairs.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a Purchase Order to be issued to Laux Construction, LLC, 4218 Charlar Drive, Holt, Michigan 48842 to fabricate and install four (4) corner support posts on the Pavilion II roof at Potter Park Zoo for a total cost not to exceed $5,425.00.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to transfer $5,425.00 from line item 258-69200-6980110 into Line Item 258-69900-977000-1208Z for Pavilion II roof repairs.

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.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None  Absent: Koenig  Approved 6/02/15

FINANCE: Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None  Absent: Bahar-Cook  Approved 6/03/15

Adopted as part of the consent agenda.
RESOLUTION AUTHORIZING AND ENDORSING SUBMISSION OF A GRANT APPLICATION UNDER THE MDOT TEDF-A PROGRAM FOR THE RECONSTRUCTION OF CEDAR STREET FROM US-127 TO COLLEGE ROAD IN ALAIEDON AND DELHI TOWNSHIPS, INGHAM COUNTY, MICHIGAN FOR THE INGHAM COUNTY ROAD DEPARTMENT

RESOLUTION # 15 – 208

WHEREAS, per Resolution #14-159, adopted April 15, 2014, the Ingham County Board of Commissioners approved and endorsed application by the Ingham County Road Department for USDOT TIGER and Michigan Transportation Economic Development Fund grants to reconstruct Cedar Street from US-127 to Holbrook Drive in Alaiedon and Delhi Townships, Ingham County, Michigan; and

WHEREAS, the above-mentioned Cedar Street project did not, and is not expected by the Road department to qualify for USDOT TIGER funding based on not likely meeting the high benefit-cost parameters of the USDOT TIGER program given Cedar Street’s relatively low traffic volume and low traffic accident rates; and

WHEREAS, Cedar Street nonetheless is in very poor condition and thus the Road Department recommends that it eventually be recycled, rehabilitated and resurfaced in segments as funding can be obtained, with single-directional channelized turn-arounds and other geometric improvements for improved traffic safety and mobility; and

WHEREAS, Cedar Street supports Dart Container Manufacturing Company located on Cedar Street, between Howell and College Road; and

WHEREAS, the aforementioned Dart Container Company is currently expanding its container manufacturing plant and operations including the planned addition of at least 300 permanent jobs currently and possibly additional jobs in the future; and

WHEREAS, the Road Department submitted an application for a Michigan Transportation Economic Development Fund (TEDF), Category A (transportation projects supporting new job growth in Michigan) grant (TEDF-A) from the Michigan Department of Transportation (MDOT) to fund rehabilitating and resurfacing Cedar Street between Howell and College Road in conjunction with the aforementioned Dart Container Company job expansion; and

WHEREAS, MDOT requires that an updated resolution approving the above-mentioned TEDF-A application be submitted to finalize this application; and

WHEREAS, the estimated cost of rehabilitating and resurfacing Cedar Street between Howell and College Roads together with related engineering is $2,187,500, of which TEDF-A grant funds would fund 80%
($1,750,000) and the remaining minimum 20% ($437,500) must be local match per TEDF-A program requirements; and

WHEREAS, the above-mentioned local match of $437,500 can be any combination of soft match, such as engineering for the project, and cash contribution towards construction, which would come from engineering completed to date, engineering to be completed by Road department staff, and cash contribution estimated at $175,000 (included in the $437,500 local match) from the County Road Fund and possibly from other local match sources to be arranged.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes and endorses the above-mentioned Ingham County Road Department (ICRD) application for MDOT TEDF-A grant funding for the aforementioned, currently proposed Cedar Street rehabilitation and resurfacing project, Howell to College Roads.

BE IT FURTHER RESOLVED, that the ICRD Managing Director is hereby authorized to execute, sign and submit any necessary, related grant application documents consistent with this resolution on behalf of Ingham County.

COUNTY SERVICES: Yeas: Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville  
Nays: None  Absent: None  Approved 6/02/15

FINANCE: Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert  
Nays: None  Absent: Bahar-Cook  Approved 6/03/15

Adopted as part of the consent agenda.
JUNE 9, 2015 REGULAR MEETING

ADOPTED - JUNE 9, 2015
AGENDA ITEM NO. 11

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXECUTE WATERBORNE CENTERLINE PAVEMENT MARKING AGREEMENTS WITH THE CITY OF LESLIE, CITY OF MASON, CITY OF WILLIAMSTON, AND THE VILLAGE OF WEBBERVILLE

RESOLUTION # 15 – 209

WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for contractor applied waterborne pavement markings, on behalf of the Road Department; and

WHEREAS, the Road Department uses the bid unit prices and estimated quantities to determine and recommend a contractor to perform the work; and

WHEREAS, the Road Department refreshes the centerline and edgeline paint on all 433 miles of our primary roads as part of an annual program; and

WHEREAS, the Road Department also invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the program, which they pay all costs for the work performed on the roads within their jurisdiction; and

WHEREAS, the estimated costs to the three cities and the Village of Webberville are as follows:

City of Leslie: $1,666.40
City of Mason: $3,516.20
City of Williamston: $1,400.80
Village of Webberville: $1,464.80

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into 2015 road centerline pavement marking agreements with the City of Leslie ($1,666.40), City of Mason ($3,516.20), City of Williamston ($1,400.80), and the Village of Webberville ($1,464.80) if they choose to participate in the Road Department’s 2015 pavement marking program.

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

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None  Absent: Koenig  Approved 6/02/15

FINANCE: Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None  Absent: Bahar-Cook  Approved 6/03/15

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Adopted as part of the consent agenda.
JUNE 9, 2015 REGULAR MEETING

ADOPTED - JUNE 9, 2015
AGENDA ITEM NO. 12

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A RAILROAD CROSSING AGREEMENT WITH THE JACKSON & LANSING RAILROAD COMPANY IN RELATION TO A ROAD RECONSTRUCTION PROJECT FOR MICHIGAN AVENUE FROM 1500 FEET WEST OF WAVERLY ROAD TO 1500 FEET EAST OF CLARE STREET

RESOLUTION # 15 – 210

WHEREAS, the Ingham County Road Department (ICRD) received a State of Michigan, Road and Risk Reserve (RRR) funds, pursuant to Public Act 59 of 2013, to reconstruct Michigan Avenue from 1500 feet west of Waverly Road to 1500 feet east of Clare Street (Project); and

WHEREAS, the road work is needed to replace deteriorated pavement along Michigan Avenue, provide much needed sidewalk upgrades and water main work, and repair and update the City of Lansing’s sanitary sewer infrastructure under the roadway; and

WHEREAS, the Project will be undertaken pursuant to a contract between Ingham County, on behalf of the Road Department, and the recommended bidder Michigan Paving & Materials of Lansing, Michigan; and

WHEREAS, ICRD staff brokered an arrangement where the project will provide resurfacing of the Jackson & Lansing Railroad Company track crossing (J&LRC responsibility) as part of the project if the railroad company provides the federally mandated track flagger (project responsibility) at no cost to the project; and

WHEREAS, the Jackson & Lansing Railroad Company track resurfacing and the project’s mandatory flagger costs are estimated to be about equal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a Railroad Crossing Agreement with Jackson & Lansing Railroad Company to effectively resurface the Michigan Avenue and Jackson & Lansing Railroad Company track crossing.

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

COUNTY SERVICES: Yea: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None    Absent: Koenig     Approved 6/02/15

FINANCE: Yea: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None    Absent: Bahar-Cook     Approved 6/03/15
Adopted as part of the consent agenda.
WHEREAS, Leroy Township desires that improvements be performed on various Leroy Township local roads throughout the Township as part of the 2015 local road program to include asphalt leveling and maintenance pads where necessary, approximately 1300 tons of asphalt paving total for all roads, at a total estimated cost for materials on all the roads of $52,000.00; 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 2015 calendar year.

BE IT FURTHER RESOLVED, that for 2015, 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.

COUNTY SERVICES: **Yea**: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville  
**Nays**: None  
**Absent**: Koenig  
**Approved**: 6/02/15

FINANCE: **Yea**: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert  
**Nays**: None  
**Absent**: Bahar-Cook  
**Approved**: 6/03/15

Adopted as part of the consent agenda.
ADOPTED - JUNE 9, 2015
AGENDA ITEM NO. 14

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION # 15 – 212

WHEREAS, Aurelius Township desired that improvements be performed on Edgar Road, Bunker to Columbia Roads, a distance of approximately 2.0 miles, as part of the 2014 local road program, to include asphalt maintenance skip-paving where necessary and single course chip-sealing throughout, at a total estimated cost of $70,000.00 for materials to be applied by Road Department crews; and

WHEREAS, the chip-sealing portion of the above-mentioned Edgar Road project, Bunker to Columbia Roads, at an estimated cost of $30,000 was not completed in 2014 and thus remains to be completed in 2015; and

WHEREAS, Aurelius Township desires to use 2015 local road matching funds to complete the above-mentioned Edgar Road project, Bunker to Columbia Roads, and to use the remaining Aurelius Township 2015 local road matching funds to have road department crews place asphalt skip-paving where needed on Aurelius Township local roads at an estimated cost for material only of $22,866 for approximately 572 tons of asphalt; 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 as indicated below 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 twice the maximum road department match contribution set forth below, 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 at a total estimated cost of $52,866.00 and incorporated herein by reference to be performed by Road Department crews during the 2015 construction season.

BE IT FURTHER RESOLVED, that for 2015, the County on behalf of the Road Department has allocated to Aurelius Township’s local roads, a maximum sum of $22,200.00, plus carry-over from 2014 of $4,232.94, for a total available in 2015 of $26,432.94 from the County Road Fund, 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 $26,432.94 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 be split evenly between the parties.

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 Aurelius 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.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
                      Nays: None   Absent: Koenig   Approved 6/02/15

FINANCE: Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
           Nays: None    Absent: Bahar-Cook  Approved 6/03/15

Adopted as part of the consent agenda.
Adopted - June 9, 2015
Agenda Item No. 15

Introduced by the County Services and Finance Committees of the:

Ingham County Board of Commissioners

Resolution to Approve Local Road Agreement with Leslie Township for the Ingham County Road Department

Resolution # 15 – 213

WHEREAS, Leslie Township desires that improvements be performed on Covert Road between Eden and Wright Roads, 1.5 miles, to include single course chip-sealing, at an estimated cost of $22,500.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken with road department crews, to contribute labor at no cost to the project, and to pay for a portion of the cost of said improvements from the County Road Fund; 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 shall 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 this 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 2015 calendar year.

Be it further resolved, that for 2015, the County on behalf of the Road Department has allocated to Leslie Township’s local roads, a maximum sum of $24,000 plus carryover from 2014 of $5,381.00 for a total available in 2014 of $29,381.00 from the County Road Fund, which shall be matched equally by the Township to the extent used.

Be it further resolved, the County on behalf of the Road Department agrees to contribute labor and one half up to a maximum of $29,381.00 toward the cost of said improvement from the County Road Fund.

Be it further resolved, in the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.

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 Leslie 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.

**COUNTY SERVICES:** **Yeas:** Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
   **Nays:** None  **Absent:** Koenig  **Approved 6/02/15**

**FINANCE:** **Yeas:** Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
   **Nays:** None  **Absent:** Bahar-Cook  **Approved 6/03/15**

Adopted as part of the consent agenda.
WHEREAS, Vevay Township desires that improvements be performed on Diamond Road, M-36 to Columbia Road, 1.6 miles, as part of the 2015 local road program, to include asphalt leveling and maintenance pads where necessary and single course chip-sealing throughout at a total estimated cost of $65,000.00 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 2015 construction season.

BE IT FURTHER RESOLVED, that for 2015, 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.
JUNE 9, 2015 REGULAR MEETING

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.

COUNTY SERVICES:  Yeas:  Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
                      Nays:  None  Absent:  Koenig  Approved  6/02/15

FINANCE:  Yeas:  Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
          Nays:  None  Absent:  Bahar-Cook  Approved  6/03/15

Adopted as part of the consent agenda.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION # 15 – 215

WHEREAS, Alaiedon Township desires that improvements be performed on the following local roads:

Lamb Road, Every to Meridian Roads, a distance of approximately 1 mile, to include drainage improvements by Road Department crews, and 2 inch asphalt paving throughout by a contractor per a bid to be let, at an estimated cost of $111,500.00, and

Baldwin Road, Howell to Wolverine Roads, a distance of approximately 0.5 mile, to include asphalt skip-paving where needed and single course chip-sealing by Road Department crews,

for a total estimated cost of $136,500.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken, to contribute road department labor where used on the above projects, and to pay for a portion of the cost of said improvements from the County Road Fund; 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 twice the maximum Road Department match amount set forth below, 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 this 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 during the construction season of the 2015 calendar year.

BE IT FURTHER RESOLVED, that for 2015, the County on behalf of the Road Department has allocated to Alaiedon Township’s local roads, a maximum sum of $30,000.00, from the county road fund 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 provide labor by road department crews without charge to the project.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate provided above, for any final cost amount greater than twice the maximum Road Department match amount set
forth above ($60,000), the savings shall first accrue to the Township, and then, shall be split evenly between the Township and the Road Department for any final cost amount below $60,000.

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 Alaiedon 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.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None Absent: Koenig Approved 6/02/15

FINANCE: Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None Absent: Bahar-Cook Approved 6/03/15

Adopted as part of the consent agenda.
WHEREAS, Meridian Township desires that improvements be performed on the streets listed below this resolution, a total distance of approximately 4.4 miles, to include Hot In Place Recycling (HIPR) and complete paving of one course asphalt at 1 inch thickness, with sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, and other miscellaneous repairs where necessary, at an estimated cost of $637,234.00, which is necessary due to normal deterioration of the pavement; and

WHEREAS, Meridian Township may need to reduce the scope of this project to fit available budget, which would be determined by its Township Board of Trustees at their next regularly scheduled meeting; 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 under the 2015 Local Road Program; 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 twice the maximum Road Department match amount set forth below, 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 under contracts per bid to be let and to be approved in separate resolutions by the Board of Commissioners during the construction season of the 2015 calendar year subject to final approval by, or as modified by the Meridian Township Board of Trustees at their next regularly scheduled meeting.

BE IT FURTHER RESOLVED, that for 2015, the County on behalf of the Road Department has allocated to Meridian Township’s local roads, a maximum sum of $115,000.00 from the County Road Fund, 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 $115,000.00 from the County Road Fund toward the cost of said improvement.

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 $230,000.00 (2 times the
maximum match available of $115,000), and then be split evenly between the parties for any final cost amounts below $230,000.00.

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 Meridian 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.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
   Nays: None   Absent: Koenig   Approved 6/02/15
FINANCE: Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
   Nays: None   Absent: Bahar-Cook   Approved 6/03/15

Adopted as part of the consent agenda.
### MERIDIAN TOWNSHIP PROPOSED 2015 LOCAL ROAD PROGRAM:

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**Total Miles**: 4.4
RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH WILLIAMSTOWN TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT

RESOLUTION # 15 – 217

WHEREAS, Williamstown Township desires that improvements be performed on the following local roads in the 2015 local road program:

Beeman Road, Williamston City limit to Brookshire Court, 0.6 miles, completion of asphalt maintenance skip-paving where necessary (started in late 2014) and single course chip-sealing throughout at a total estimated cost to complete of $15,000.00;

Beeman Road, Sherwood Road to Brookshire Court, 1.25 miles, asphalt maintenance skip-paving where necessary and single course chip-sealing throughout at a total estimated cost of $50,000.00;

Germany Road, Zimmer to Williamston Roads. 1.5 miles, asphalt maintenance skip-paving where necessary and single course chip-sealing throughout at a total estimated cost of $60,000.00;

for a total estimated cost for materials only of $125,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken by road department crews, to contribute labor without charge to the project, and to pay for a portion of the cost of said improvements; 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 twice the maximum Road Department match amount set forth below, 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 this 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 construction season of the 2015 calendar year.

BE IT FURTHER RESOLVED, that for 2015, the County on behalf of the Road Department has allocated to Williamstown Township’s local roads, a maximum sum of $30,000.00, plus carry-over of $25,108.17 from 2014, for a total available in 2015 of $55,108.17, 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 labor and up to one half of the final cost of this project, or a maximum of $55,108.17 toward the cost of said project, whichever is less.

BE IT FURTHER RESOLVED, that the final cost of the improvements is less than the estimate provided above, the savings shall first accrue to the Township for any final cost down to twice the above indicated Road department contribution ($110,216.34), and then for any lower final costs, be split evenly between the Township and the Road Department.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Williamstown 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.

COUNTY SERVICES:  Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
    Nays: None  Absent: Koenig  Approved 6/02/15

FINANCE:  Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
    Nays: None  Absent: Bahar-Cook  Approved 6/03/15

Adopted as part of the consent agenda.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH BUNKER HILL TOWNSHIP
FOR THE INGHAM COUNTY ROAD DEPARTMENT

RESOLUTION # 15 – 218

WHEREAS, Bunker Hill Township desires that improvements be performed on the following roads:

- Nims Road, County Line to Meridian Road, a distance of 2.5 miles
- Vicary Road, Meridian to Nims Roads, a distance of 0.9 mile
- Olds Road, Meridian Road to West Township Line, a distance of approximately 0.5 mile
- Williams Road, a 0.4 mile segment between Catholic Church and DeCamp Roads

to include single course chip-sealing all above roads at an estimated total cost of $64,500.00 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 this 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 2015 calendar year.

BE IT FURTHER RESOLVED, that for 2015, the County on behalf of the Road Department has allocated to Bunker Hill Township’s local roads, a maximum sum of $22,200.00 from the county Road Fund, 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 $22,200.00 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, 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 $44,400, and then be split evenly between the parties for any final costs below $44,400.00.

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 Bunker Hill Township to effect the above described local road improvement as provided above.

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

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville  
Nays: None  Absent: Koenig  Approved 6/02/15

FINANCE: Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert  
Nays: None  Absent: Bahar-Cook  Approved 6/03/15

Adopted as part of the consent agenda.
WHEREAS, two employees in the Western District of the Ingham County Road Department have or are expecting to go on worker comp medical leave for possibly extended periods; and

WHEREAS, the above mentioned two employees are Highway Workers, Class 4, and are represented by the American Federation of State, County, and Municipal Employees (AFSCME) Union, Local 1499, bargaining unit; and

WHEREAS, with only 70 full time employees down from a high of 106 in 2004, and no decrease in demand for services, the Road department cannot sustain its expected work activity during these medical leaves without temporarily filling the above-mentioned two positions; and

WHEREAS, the AFSCME-Ingham County labor contract does not provide for hiring temporary workers outside the bargaining unit to perform all duties of a regular AFSCME highway worker, only certain manual and light labor duties for not more than 6 months, and not including operation of heavy trucks and equipment, whereas the Road department needs workers in these two positions to be able to perform all necessary duties, and possibly for longer than 6 months; and

WHEREAS, per the attached email, the AFSCME bargaining unit is, however, agreeable to establishing two new, term limited positions in the bargaining unit to fill this need; and

WHEREAS, the Road Department thus recommends creating two new, term-limited, AFSCME class 4 highway worker positions which would be filled until the existing employees return from their medical leaves; and

WHEREAS, per the attached Personnel Cost Projection provided by the Ingham County Budget Office, the net weekly personnel cost increase over budget of funding two new full bargaining unit positions and benefits only for the two employees on workers comp benefits (wages not paid while on workers comp.) is $485.31 per week for both positions; and

WHEREAS, the 2015 County Road Fund Budget has capacity for the personnel cost increase estimated for this change per the attached Ingham County Budget Office Personnel Cost Projection; and

WHEREAS, per the AFSCME Local 1499 labor contract, the two new term-limited positions would be treated as new positions, and thus would be filled and then terminated per the labor contract when the two permanent employees on medical leave return.
THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Road Department to create two new, term-limited, AFSCME class 4 highway worker positions which would be filled until the two incumbent employees on medical leave return.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes any necessary budgetary changes to fund the increased personnel cost for the above mentioned two new term-limited positions.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes posting, hiring for and then terminating the above mentioned two new term-limited positions when the two incumbent employees on medical leave return in accordance with the AFSCME Local 1499 – Ingham County labor contract.

COUNTY SERVICES:  Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
   Nays: None   Absent: Koenig   Approved 6/02/15

FINANCE:  Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
   Nays: None   Absent: Bahar-Cook   Approved 6/03/15

Adopted as part of the consent agenda.
WHEREAS, the Ingham County Road Department employs Engineering Technicians at various professional levels or grades who perform a variety of road and bridge project support functions including, among other duties, computer aided design/drafting (CAD) work, survey and field information collection, and construction inspection on outsourced projects performed by contractors; and

WHEREAS, the Road Department Engineering Technicians are represented by the Office & Professional Employees International Union (OPEIU) Local 512, Technical-Clerical Unit; and

WHEREAS, the Road Department employs 1 incumbent in the Technician I—OPEIU grade 3 position, 2 incumbents in the Technician II—OPEIU grade 5 positions, and 1 incumbent in the Technician III—OPEIU Grade 6 position; and

WHEREAS, to better handle current and future expected project needs and thus to better serve the public, the Road Department recommends reclassifying the one Engineering Technician I position (OPEIU Grade 3) to one Engineering Technician II position (OPEIU Grade 5) in the Road Department’s Engineering Division; and

WHEREAS, the County Road Fund budget also has, and is expected to have in the future, funding for the personnel cost increase estimated for this change per the attached Ingham County Budget Office Personnel Cost Projection; and

WHEREAS, in conformance with Ingham County’ Re-organization Policy & Procedure, the OPEIU Bargaining Unit has submitted the attached email correspondence indicating their support of this reclassification; and

WHEREAS, per the OPEIU Technical-Clerical Unit labor contract, the new Technician II-Grade 5 position would be treated as a new position, and thus would be internally posted within the OPEIU Technical-Clerical bargaining unit; and

WHEREAS, the current Technician I-grade 3 incumbent, has achieved the Technician II-grade 5 qualifications per the Technician II job description, and thus would be eligible to apply and be considered for the new Technician II position, or could be considered for whatever position is vacated by any other OPEIU Technical-Clerical unit member hired for the new Technician II position; and

WHEREAS, in no case will this re-organization/reclassification proceed if or in such a manner that the Technician I incumbent would be displaced from employment; and
WHEREAS, per Ingham County’s Re-organization Policy & Procedure, discussion was held on this proposed re-organization/reclassification at the May 5, 2015, County Services Committee meeting, at which no opposition was expressed.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes reclassifying the one Engineering Technician I position (OPEIU Grade 3) to one Engineering Technician II position (OPEIU Grade 5) in the Road Department’s Engineering Division.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes any necessary budgetary changes to fund the increased personnel cost for this reclassification.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes posting the new Technician II-Grade 5 position as a new position within the OPEIU Technical-Clerical bargaining unit and hiring for this new position in accordance with the OPEIU Technical-Clerical Unit labor contract.

COUNTY SERVICES:  Yeas:  Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville  
Nays:  None  Absent:  Koenig  Approved  6/02/15

FINANCE:  Yeas:  Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert  
Nays:  None  Absent:  Bahar-Cook  Approved  6/03/15

Adopted as part of the consent agenda.
ADOPTED - JUNE 9, 2015
AGENDA ITEM NO. 23

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING A FREEDOM OF INFORMATION ACT (FOIA) POLICIES AND GUIDELINES, PUBLIC SUMMARY OF PROCEDURES AND GUIDELINES, AND FOIA OPERATIONAL PROCEDURES FOR INGHAM COUNTY

RESOLUTION # 15 – 221

WHEREAS, the Michigan legislature adopted 2014 Public Act 563 enacting numerous amendments to the Michigan Freedom of Information Act (FOIA), being MCL 15.231 et seq, that require revision of the current County FOIA Policy adopted in 2008 by Resolution #08-071; and

WHEREAS, from time to time Ingham County Departments will receive Freedom of Information Act (FOIA) requests; and

WHEREAS, it is necessary to adopt, and to post online, “FOIA Policies and Guidelines” and a “FOIA Policy Summary” to ensure that the FOIA requests are addressed in an efficient and consistent manner, and to comply with these FOIA statutory amendments; and

WHEREAS, it is necessary to adopt FOIA Operational Procedures to implement these County FOIA Policies and Guidelines.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby adopts, effective from and after July 1, 2015, the attached:

1. “Ingham County FOIA Policies and Guidelines,” including the FOIA Forms attached to these Policies and Guidelines; and

2. “Ingham County FOIA Public Summary of Procedures and Guidelines”; and

3. “Ingham County FOIA Operational Procedures.”

BE IT FURTHER RESOLVED, that copies of the “Ingham County FOIA Policies and Guidelines,” including the attached FOIA forms, and the “Ingham County FOIA Public Summary of Procedures and Guidelines” shall be posted on the County’s website.

BE IT FURTHER RESOLVED, that the Board of Commissioners Board Coordinator is the County FOIA Coordinator for Ingham County per the designation by the Board Chairperson, and each elected County Officer and each appointed Department Head may designate an individual to act as Department FOIA Coordinators.

BE IT FURTHER RESOLVED, that the attached Ingham County FOIA Policies and Guidelines, including the attached FOIA Forms, the Ingham County FOIA Public Summary of Procedures and Guidelines, and the
Ingham County FOIA Operational Procedures will be effective July 1, 2015, and will supersede any previous resolutions setting FOIA policies or establishing formulas for the cost of FOIA requests.

BE IT FURTHER RESOLVED, that the County Clerk will forward a copy of this resolution to each County Department.

COUNTY SERVICES:  Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
    Nays: None    Absent: Koenig    Approved 6/02/15

FINANCE:  Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
    Nays: None    Absent: Bahar-Cook    Approved 6/03/15

Adopted as part of the consent agenda.
Ingham County

FOIA Procedures and Guidelines

Preamble: Statement of Principles
It is the policy of Ingham County that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The County’s policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The County acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The County acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

Ingham County will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The County’s policy is to disclose public records consistent with and in compliance with State law.

The County Board of Commissioners has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

Section 1: General Policies
The County Board of Commissioners, acting pursuant to the authority at MCL 15.236, designates Becky Bennett, Board Coordinator as the FOIA Coordinator. She is authorized to designate other County staff to act on her behalf to accept and process written requests for the County’s public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a County spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review County spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with County Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect County systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.
The County is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other County staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves. The FOIA Coordinator shall keep a copy of all written requests for public records received by the County on file for a period of at least one year.

The County will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the County cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance. A copy of this Procedures and Guidelines document and the County’s Written Public Summary must be publicly available by providing free copies both in the County’s response to a written request and upon request by visitors at County offices.

This Procedures and Guidelines document and the County’s Written Public Summary will be maintained on the County’s website at: www.ingham.org, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2: Requesting a Public Record
No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the County may be submitted on the County’s FOIA Request Form, in any other form of writing (letter, fax, email, etc.).

If a person makes a verbal, non-written request for information believed to be available on the County’s website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable County personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any County office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The County will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by Ingham County on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request
Unless otherwise agreed to in writing by the person making the request, the County will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The County will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
• Issue a notice indicating that due to the nature of the request the County needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
• Issue a written notice indicating that the public record requested is available at no charge on the County’s website.

When a request is granted:
If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available. The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the County’s website at: www.ingham.org, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is $50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed $50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the County will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the County to process the request and also provide a best efforts estimate of a time frame it will take the County to provide the records to the requestor. The best efforts estimate shall be nonbinding on the County, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:
If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

• An explanation as to why a requested public record is exempt from disclosure; or
• A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the County; or
• An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
• An explanation of the person’s right to submit an appeal of the denial to either the County Board of Commissioners, or seek judicial review in the Ingham County Circuit Court; and
• An explanation of the right to receive attorneys’ fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of $1,000, should they prevail in Circuit Court.
• The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:
The County shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records
may be viewed so as to protect County records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal County operations.

**Requests for certified copies:**
The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

**Section 4: Fee Deposits**

If the fee estimate is expected to exceed $50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the County in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the County’s possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the County to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the County; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request’s increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the County;
- The County is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the County.

**Section 5: Calculation of Fees**

A fee may be charged for the labor cost of copying/duplication.

A fee will not be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the County because of the nature of the request in the particular instance, and the County specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are “unreasonably high” when they are excessive and beyond the normal or usual amount for those services compared to the costs of the County’s usual FOIA requests, not compared to the County’s operating budget.

The following factors shall be used to determine an unreasonably high cost to the County:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
• Whether the public records are from more than one County department or whether various County offices are necessary to respond to the request.
• The available staffing to respond to the request.
• Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the County to charge for the following costs associated with processing a request:

• Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
• Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the County.
• Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the County.
• The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the County’s website if you ask for the County to make copies.
• The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the County’s website if you ask for the County to make copies.
• The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

• All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
• Labor costs will be charged at the hourly wage of the lowest-paid County employee capable of doing the work in the specific fee category, regardless of who actually performs work.
• Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
• The County may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
• Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
• Contracted labor costs will be charged at the hourly rate of $48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

• Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
• This cost will only be assessed if the County has the technological capability necessary to provide the public record in the requested non-paper physical media format.
• The County will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the County’s technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

• Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed $.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
• The County will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

• The actual cost to mail public records using a reasonably economical and justified means.
• The County may charge for the least expensive form of postal delivery confirmation.
• No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the County must:

• Reduce the labor costs by 5% for each day the County exceeds the time permitted under FOIA up to a 50% maximum reduction, if any of the following applies:
  o The County’s late response was willful and intentional,
  o The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
  o The written request included the words, characters, or abbreviations for “freedom of information,” “information,” “FOIA,” “copy” or a recognizable misspelling of such, or legal code reference to MCL 15.231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.

• Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The County Board of Commissioners may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

Indigence
The FOIA Coordinator will discount the first $20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

• Indigent and receiving specific public assistance, or
• If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

• The requestor has previously received discounted copies of public records from the County twice during the calendar year; or
• The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals
The FOIA Coordinator will discount the first $20.00 of the processing fee for a request from:

• A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
  o Is made directly on behalf of the organization or its clients.
  o Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
§ 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the County Board of Commissioners, by filing an appeal of the denial with the office of the County Board of Commissioners.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The County FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The County Board of Commissioners is not considered to have received a written appeal until the first regularly scheduled County Board of Commissioners meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the County Board of Commissioners will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reversing the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the County Board of Commissioners shall respond to the written appeal. The County Board of Commissioners shall not issue more than 1 notice of extension for a particular written appeal.

If the County Board of Commissioners fails to respond to a written appeal, or if the County Board of Commissioners upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the County Board, he or she may file a civil action in Ingham County Circuit Court within 180 days after the County’s final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the County to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys’ fees, costs, and disbursements. If the person or County prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the County has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the County to pay a civil fine of $1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of $1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

§ 9: Appeal of an Excessive FOIA Processing Fee

“Fee” means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the County to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the County Board of Commissioners by submitting a written appeal for a fee reduction to the office of the County Board of Commissioners.
The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The County FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The County Board of Commissioners is not considered to have received a written appeal until the first regularly scheduled County Board of Commissioners meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the County Board of Commissioners will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the County Board of Commissioners will respond to the written appeal. The County Board of Commissioners shall not issue more than 1 notice of extension for a particular written appeal.

Where the County Board of Commissioners reduces or upholds the fee, the determination must include a certification from the County Board of Commissioners that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the County Board’s determination of an appeal, the requesting person may commence a civil action in Ingham County Circuit Court for a fee reduction.

If a civil action is commenced against the County for an excess fee, the County is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless one of the following applies:

- The County does not provide for appeals of fees,
- The County Board of Commissioners failed to respond to a written appeal as required, or
- The County Board of Commissioners issued a determination to a written appeal.

If a court determines that the County required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the County has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the County to pay a civil fine of $500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of $500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date
To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by County Board of Commissioners or the County Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the County Board of Commissioners or the County Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.
To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the County Board of Commissioners or the County Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the County Board of Commissioners of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

Section 11: Appendix of Ingham County FOIA Forms

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form
# FOIA Request for Public Records


<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Firm/Organization</td>
<td>Fax</td>
</tr>
<tr>
<td>Street</td>
<td>Email</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

**Request No.:** _________  **Date Received:** _________  **Check if received via:** Email  Fax  Other Electronic Method

**Date delivered to junk/spam folder:** ____________  **Date discovered in junk/spam folder:** ____________

**Request for:** Copy  Certified copy  Record inspection  Subscription to record issued on regular basis

**Delivery Method:** Will pick up  Will make own copies onsite  Mail to address above  Email to address above

Deliver on digital media provided by the County: ___________________________________________________________________________________

**Note:** The County is not required to provide records in a digital format or on digital media if the County does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

____________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________
**Consent to Non-Statutory Extension of County's Response Time**

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.* I understand that the County must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the County's response time for this request until: _______________ (month, day, year).

<table>
<thead>
<tr>
<th>Requestor’s Signature</th>
<th>Date</th>
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</table>

**Records Located on Website** *(Complete both sides)*

If the County directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the County must notify the Requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the County must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the County has included the website address for a record in its written response to the Requestor and the Requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the County must provide the public records in the specified format (if the County has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

**Request for Copies/Duplication of Records on County Website**

I hereby stipulate that, even if some or all of the records are located on the County website, I am requesting that the County make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

<table>
<thead>
<tr>
<th>Requestor’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Overtime Labor Costs**

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

**Consent to Overtime Labor Costs**

I hereby agree and stipulate to the County using overtime wages in calculating the following labor costs as itemized in the following categories:

1. Labor to copy/duplicate
2. Labor to locate
3a. Labor to redact
3b. Contract labor to redact
6b. Labor to copy/duplicate records already on County’s website

<table>
<thead>
<tr>
<th>Requestor’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Request for Discount: Indigence**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge** for the first $20.00 of the fee for each request by an individual who is entitled to information under this act and who:

1. Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
2. If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a Requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

<table>
<thead>
<tr>
<th>Office Use: Affidavit Received</th>
<th>Eligible for Discount</th>
<th>Ineligible for Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request: Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requestor’s Signature:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Request for Discount: Nonprofit Organization**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first $20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

(i) Is made directly on behalf of the organization or its clients.

(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.

(iii) Is accompanied by documentation of its designation by the state, if requested by the County.

<table>
<thead>
<tr>
<th>Office Use:</th>
<th>Documentation of State Designation Received</th>
<th>Eligible for Discount</th>
<th>Ineligible for Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:</td>
<td></td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

Requestor's Signature:

(Form created by MTA, MAMA and CS&T, PC, May 2015)
Notice to Extend Response Time for FOIA Request

Request No.: __________ Date Received: __________ Check if received via: Email Fax Other Electronic Method
Date of This Notice: __________ Date delivered to junk/spam folder: __________
(Please Print or Type)

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Firm/Organization</td>
<td>Fax</td>
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<tr>
<td>Street</td>
<td>Email</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
Deliver on digital media provided by the County: __________________________

Record(s) You Requested: (Listed here or see attached copy of original request)
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

We are extending the date to respond to your FOIA request for no more than 10 business days, until _________(month, day, year). Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact __________________________ at __________________________

Estimated Time Frame to Provide Records: __________________________(days or date)
The time frame estimate is nonbinding upon the County, but the County is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

Reason for Extension:

1. The County needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the County must:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

2. The County needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the County office. Specifically, the County must coordinate documents from the following locations:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

3. Other (describe):
____________________________________________________________________
____________________________________________________________________

Signature of FOIA Coordinator: __________________________ Date: __________________________

(Form created by MTA, MAMA and CS&T, PC, May 2015)
**Notice of Denial of FOIA Request**  
**Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.**

<table>
<thead>
<tr>
<th>Request No.</th>
<th>Date Received</th>
<th>Check if received via</th>
<th>Name</th>
<th>Phone</th>
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<th>Firm/Organization</th>
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<tr>
<th>Street</th>
<th>Email</th>
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<th>City</th>
<th>State</th>
<th>Zip</th>
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<tr>
<th>Date of This Notice:</th>
<th>Date delivered to junk/spam folder:</th>
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<table>
<thead>
<tr>
<th>Request for:</th>
<th>Copy</th>
<th>Certified copy</th>
<th>Record inspection</th>
<th>Subscription to record issued on regular basis</th>
</tr>
</thead>
<tbody>
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<tr>
<th>Delivery Method:</th>
<th>Will pick up</th>
<th>Will make own copies onsite</th>
<th>Mail to address above</th>
<th>Email to address above</th>
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**Record(s) You Requested:** (Listed here or see attached copy of original request)

<table>
<thead>
<tr>
<th>Record(s) You Requested</th>
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**All OR Part** of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact______ at ________

**Reason for Denial:**

1. **Exempt from Disclosure:** This item is exempt from disclosure under FOIA Section 13, Subsection ________ (insert number), because: ________

2. **Record Does Not Exist:** This item does not exist under the name provided in your request or by another name reasonably known to the County. A certificate that the public record does not exist under the name given is attached. If you believe this record does exist, provide a description that will enable us to locate the record: ________

3. **Redaction:** A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection ________ (insert number), because: ________

A brief description of the information that had to be separated or deleted: ________

---

**Notice of Requestor’s Right to Seek Judicial Review**

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the County Board of Commissioners or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the Court determines that the County has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys’ fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

**Signature of FOIA Coordinator:** ________

**Date:** ________

(Form created by MTA, MAMA and CS&T, PC, May 2015)
FREEDOM OF INFORMATION ACT (EXCERPT)
Act 442 of 1976

15.240 amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys’ fees, costs, and disbursements; assessment of award; damages.

Sec. 10.
(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:
   (a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.
   (b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body’s disclosure of the public records within 180 days after a public body’s final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:
   (a) Reverse the disclosure denial.
   (b) Issue a written notice to the requesting person upholding the disclosure denial.
   (c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
   (d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys’ fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys’ fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of $1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of $1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

FOIA Appeal Form—To Appeal a Denial of Records

Request No.: __________ Date Received: __________ Check if received via: Email Fax Other Electronic Method
Date of This Notice: __________ Date delivered to junk/spam folder: __________
(Please Print or Type) Date discovered in junk/spam folder: __________

Name __________ Phone __________
Firm/Organization __________ Fax __________
Street __________ Email __________
City __________ State __________ Zip __________

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
Deliver on digital media provided by the County: __________

Record(s) You Requested: (Listed here or see attached copy of original request) __________

Reason(s) for Appeal:
The appeal must identify the reason(s) for the denial. You may use this form or attach additional sheets:


Requestor's Signature: __________ Date: __________

County Response:
The County must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

County Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until __________ (month, day, year). Only one extension may be taken per FOIA appeal.
Unusual circumstances warranting extension: __________
If you have any questions regarding this extension, contact: __________

County Determination:
Denial Reversed Denial Upheld Denial Reversed in Part and Upheld in Part
The following previously denied records will be released:


Notice of Requestor’s Right to Seek Judicial Review
You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the County Board of Commissioners or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the Court determines that the County has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys’ fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: __________ Date: __________

(Form created by MTA, MAMA and CS&T, FC, May 2015)
FREEDOM OF INFORMATION ACT (EXCERPT)
Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys’ fees, costs, and disbursements; assessment of award; damages.

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(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:
   (a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.
   (b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body’s disclosure of the public records within 180 days after a public body’s final determination to deny a request.

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   (c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
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(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys’ fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys’ fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of $1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of $1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

FOIA Appeal Form—To Appeal an Excess Fee

<table>
<thead>
<tr>
<th>Request No.:</th>
<th>Date Received:</th>
<th>Check if received via: Email</th>
<th>Fax</th>
<th>Other Electronic Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of This Notice:</td>
<td>Date delivered to junk/spam folder:</td>
<td>Date discovered in junk/spam folder:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Please Print or Type)

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<tr>
<th>Name</th>
<th>Phone</th>
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<table>
<thead>
<tr>
<th>Firm/Organization</th>
<th>Fax</th>
</tr>
</thead>
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<th>Street</th>
<th>Email</th>
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<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Request for: Copy</th>
<th>Certified copy</th>
<th>Record inspection</th>
<th>Subscription to record issued on regular basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Method: Will pick up</td>
<td>Will make own copies onsite</td>
<td>Mail to address above</td>
<td>Email to address above</td>
</tr>
<tr>
<td>Deliver on digital media provided by the County:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Record(s) You Requested: (Listed here or see attached copy of original request)

Reason(s) for Appeal:
The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

Requestor's Signature: ___________________________ Date: __________

County Response:
The County must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

County Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until __________ (month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: ___________________________

If you have any questions regarding this extension, contact: ___________________________

County Determination: Fee Waived Fee Reduced Fee Upheld

Written basis for County determination: ___________________________

Notice of Requestor’s Right to Seek Judicial Review
You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the amount permitted under the County’s written Procedures and Guidelines to the County Board of Commissioners or to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the County Board of Commissioners. If a civil action is commenced in court, the County is not obligated to compete processing the request until the Court resolves the fee dispute. If the Court determines that the County required a fee that exceeded the permitted amount, the Court shall reduce the fee to a permissible amount. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: ___________________________ Date: __________

(Form created by MTA, MAMA and CS&T, PC, May 2015)
FREEDOM OF INFORMATION ACT (EXCERPT)
Act 442 of 1976

15.240a.added Fee in excess of amount permitted under procedures and guidelines or MCL 15.234.
Sec. 10a.

(1) If a public body requires a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4, the requesting person may do any of the following:

(a) If the public body provides for fee appeals to the head of the public body in its publicly available procedures and guidelines, submit to the head of the public body a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the public body's available procedures and guidelines or section 4.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, in the court of claims, for a fee reduction. The action must be filed within 45 days after receiving the notice of the required fee or a determination of an appeal to the head of a public body. If a civil action is commenced against the public body under this subdivision, the public body is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. An action shall not be filed under this subdivision unless 1 of the following applies:

(i) The public body does not provide for appeals under subdivision (a).

(ii) The head of the public body failed to respond to a written appeal as required under subsection (2).

(iii) The head of the public body issued a determination to a written appeal as required under subsection (2).

(2) Within 10 business days after receiving a written appeal under subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Waive the fee.

(b) Reduce the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the remaining fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and section 4.

(c) Uphold the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the required fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the fee amount complies with the public body's publicly available procedures and guidelines and section 4.

(d) Issue a notice extending for not more than 10 business days the period during which the head of the public body must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a).

(4) In an action commenced under subsection (1)(b), a court that determines the public body required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4 shall reduce the fee to a permissible amount. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located. The court shall determine the matter de novo, and the burden is on the public body to establish that the required fee complies with its publicly available procedures and guidelines and section 4. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the public body to pay a civil fine of $500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of $500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

(8) As used in this section, "fee" means the total fee or any component of the total fee calculated under section 4, including any deposit.

### Freedom of Information Act Request Detailed Cost Itemization

<table>
<thead>
<tr>
<th>Date: ________</th>
<th>Prepared for Request No.: __________________________</th>
<th>Date Request Received: ________</th>
</tr>
</thead>
</table>

The following costs are being charged / estimated in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the County’s FOIA Policies and Guidelines. If the County is seeking a 50% deposit prior to providing the public records sought, the estimate is itemized on this form, lines 1-5 below.

**If all or a portion of the requested information is available on the County’s website,** the County is required to tell you it is available on the website and, where practicable, include a specific webpage address where the information is available. In this case

- [ ] None
- [ ] Some
- [ ] All

of the requested material can be found at the following webpage(s):

______________________________________________________,

______________________________________________________,

______________________________________________________,

______________________________________________________,

If the webpage is all the information you need, it is provided without charge. If, however, you still wish to receive a copy of material from the webpage, please let us know. The FOIA charges will apply if the County is required to produce copies of material from the webpage.

- [ ] Requestor has stipulated that some / all of the requested records that are already available on the County’s website but requests they be provided in a paper or non-paper physical digital medium and acknowledges that providing the records in that format shall be subject to the County’s normal charges outlined below.
1. **Labor Cost to Locate:**

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. **This fee is being charged because failure to do so will result in unreasonably high costs to the County because of the nature of the request in this particular instance, specifically:**

| The County will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor. |
| These costs will be estimated and charged in **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.* |

| **Hourly Wage Charged: $________** | **Charge per ¼ hour: $________** |
| **OR** | |
| **Hourly Wage with Fringe Benefit Cost: $________** | **Multiply the hourly wage by the percentage multiplier: ______% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.** |
| **Charge per ¼ hour: $________** |

[For records already available on the County’s website that Requestor has requested in a paper or non-paper digital medium, greater than the 50% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage]

| Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost) |

| Number of increments | x _________ = $________ |

2. **Labor Cost for Copying / Duplication**

This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.

This shall not be more than the hourly wage of the County’s lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments** as set by the County Board of Commissioners (for example: 15-minutes or more); all partial time increments must be rounded down. *If the number of minutes is less than one increment, there is no charge.*

| **Hourly Wage Charged: $________** | **Charge per ¼ hour: $________** |
| **OR** | |
| **Hourly Wage with Fringe Benefit Cost: $________** | **Multiply the hourly wage by the percentage multiplier: ______% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.** |
| **Charge per ¼ hour: $________** |

[For records already available on the County’s website that Requestor has requested in a paper or non-paper digital medium, greater than the 50% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage]
3a. **Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

*(Fill this out if using a County employee. If contracted, use No. 3b instead)*.

The County will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the County that are excessive and beyond the normal or usual amount for those services compared to the County’s usual FOIA requests, because of the nature of the request in this particular instance, specifically:

_______________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

This is the cost of labor of a County employee, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the County’s lowest-paid employee capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged 15-minute time increments; all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

<table>
<thead>
<tr>
<th>Hourly Wage Charged: $________</th>
<th>Charge per ¼ hour: $________</th>
</tr>
</thead>
</table>

**OR**

<table>
<thead>
<tr>
<th>Hourly Wage with Fringe Benefit Cost: $________</th>
</tr>
</thead>
</table>

Multiply the hourly wage by the percentage multiplier: ____% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

<table>
<thead>
<tr>
<th>Charge per ¼ hour: $________</th>
</tr>
</thead>
</table>

To figure the number of increments, take the number of minutes: ______, divide by 15-minute increments, and round down. Enter below:

Number of increments $________

3a. **Labor Cost** $________

[For records already available on the County’s website that Requestor has requested in a paper or non-paper digital medium, greater than the 50% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage].
| Overtime rate charged as stipulated by Requestor *(overtime is not used to calculate the fringe benefit cost)* |   |
### 3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

*(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)*

The County will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the County that are excessive and beyond the normal or usual amount for those services compared to the County’s usual FOIA requests, because of the nature of the request in this particular instance, specifically:

_______________________________________________________________________________  
_________________________________________________________________________________________  
_________________________________________________________________________________________

As this County does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a *contractor* (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of ____ (currently $8.15).

Name of contracted person or firm: ______________________________________________________

These costs will be estimated and charged in **15-minute time increments** *(must be 15-minutes or more)*; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Cost Charged: $________  
Charge per increment: $________

<table>
<thead>
<tr>
<th>Number of increments</th>
<th>3b. Labor Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>x ________ =</td>
<td>________</td>
</tr>
</tbody>
</table>

### 4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection *(for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).*

No more than the **actual** cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 ½ x 11-inch, single and double-sided): _____ cents per sheet
- Legal (8 ½ x 14-inch, single and double-sided): _____ cents per sheet

No more than the **actual** cost of a sheet of paper for **other** paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

*Actual and most reasonably economical cost of non-paper physical digital media:*

- *Circle applicable:* Disc / Tape / Drive / Other Digital Medium  
  Cost per Item: __________

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee **cannot exceed** 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. The County **must** utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

<table>
<thead>
<tr>
<th>Number of Sheets</th>
<th>Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>x ________ =</td>
<td>________</td>
</tr>
<tr>
<td>x ________ =</td>
<td>________</td>
</tr>
<tr>
<td>x ________ =</td>
<td>________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No. of Items</th>
<th>Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>x ________ =</td>
<td>________</td>
</tr>
</tbody>
</table>

4. Total Copy Cost: $________
5. **Mailing Cost:**

The County will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The County *may* charge for the least expensive form of postal delivery confirmation.
- The County *cannot* charge more for expedited shipping or insurance unless specifically requested by the requestor.*

<table>
<thead>
<tr>
<th>Actual Cost of Envelope or Packaging:</th>
<th>$__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Cost of Postage:</td>
<td>$__________ per stamp</td>
</tr>
<tr>
<td></td>
<td>$__________ per pound</td>
</tr>
<tr>
<td></td>
<td>$__________ per package</td>
</tr>
<tr>
<td>Actual Cost (least expensive) Postal Delivery Confirmation:</td>
<td>$__________</td>
</tr>
</tbody>
</table>

*Expedited Shipping or Insurance as Requested: $__________

☐ * Requestor has requested expedited shipping or insurance

<table>
<thead>
<tr>
<th>Number of Envelopes or Packages:</th>
<th>Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>x _________ = $_______</td>
<td></td>
</tr>
<tr>
<td>x _________ = $_______</td>
<td></td>
</tr>
<tr>
<td>x _________ = $_______</td>
<td></td>
</tr>
<tr>
<td>x _________ = $_______</td>
<td></td>
</tr>
<tr>
<td>x _________ = $_______</td>
<td></td>
</tr>
</tbody>
</table>

5. **Total Mailing Cost**

$________

---

### Subtotal Fees Before Waivers, Discounts or Deposits:

<table>
<thead>
<tr>
<th>Estimated Time Frame to Provide Records:</th>
<th>Cost estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________ (days or date)</td>
<td></td>
</tr>
</tbody>
</table>

The time frame estimate is nonbinding upon the

<table>
<thead>
<tr>
<th>1. Labor Cost to Locate:</th>
<th>$________</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Labor Cost for Copying:</td>
<td>$________</td>
</tr>
<tr>
<td>3a. Labor Cost to Redact:</td>
<td>$________</td>
</tr>
<tr>
<td>3b. Contract Labor Cost to Redact:</td>
<td>$________</td>
</tr>
<tr>
<td>4. Copying/Duplication Cost:</td>
<td>$________</td>
</tr>
<tr>
<td>5. Mailing Cost:</td>
<td>$________</td>
</tr>
</tbody>
</table>

**Subtotal Fees:** $________

---

### Waiver: Public Interest

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the County determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

☐ All fees are waived OR ☐ All fees are reduced by: ________%

**Subtotal Fees After Waiver:** $________
## Discount: Indigence

A public record search must be made and a copy of a public record must be furnished without charge for the first $20.00 of the fee for each request by an individual who is entitled to information under this act and who:

1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**

2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, **OR**

- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

| Subtotal Fees After Discount (subtract $20): | $________ |
| Eligible for Indigence Discount | ☐ |

## Discount: Nonprofit Organization

A public record search must be made and a copy of a public record must be furnished without charge for the first $20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.


- (iii) Is accompanied by documentation of its designation by the state, if requested by the County.

| Subtotal Fees After Discount (subtract $20): | $________ |
| Eligible for Nonprofit Discount | ☐ |

## Deposit: Good Faith

The County may require a good-faith deposit before providing the public records to the Requestor if the entire fee estimate or charge authorized under this section exceeds $50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. **Percent of Deposit:** ________%

| Deposit Amount Required: | $________ |
| Date Paid: | ________ |
# Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full

After the County has granted and fulfilled a written request from an individual under this Act, if the County has not been paid in full the total amount of fees for the copies of public records that the County made available to the individual as a result of that written request, **the County may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:**

- (a) The final fee for the prior written request was not more than 105% of the estimated fee.
- (b) The public records made available contained the information being sought in the prior written request and are still in the County’s possession.
- (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.
- (d) Ninety (90) days have passed since the County notified the individual in writing that the public records were available for pickup or mailing.
- (e) The individual is unable to show proof of prior payment to the County.
- (f) The County calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request’s increased estimated fee deposit.

The County **can no longer require an increased estimated fee deposit** from an individual if **ANY** of the following apply:

- (a) The individual is able to show proof of prior payment in full to the County, **OR**
- (b) The County is subsequently paid in full for the applicable prior written request, **OR**
- (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the County.

### 14. Late Response Labor Costs Reduction

If the County does not respond to a written request in a timely manner as required under MCL 15.235(2), the County **must** do the following:

- (a) **Reduce the charges for labor costs** otherwise permitted by 5% for each day the County exceeds the time permitted for a response to the request, **with a maximum 50% reduction.**

<table>
<thead>
<tr>
<th>Number of Days Over Required Response Time:</th>
<th>Multiply by 5%</th>
<th>Total Percent Reduction:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\[ \text{Total Labor Costs} \times 0.05 = \text{Total Percent Reduction} \]

\[ \text{Reduced Total Labor Costs} = \text{Total Labor Costs} - \text{Total Percent Reduction} \]

### 15. Balance Due (Deduct amount on Line 14 from amount on Line 13c)

<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Total Balance Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$__________</td>
</tr>
</tbody>
</table>

The Public Summary of the County’s FOIA Procedures and Guidelines is available free of charge from:

- Website: [www.ingham.org](http://www.ingham.org)
- Email: bbennett@ingham.org
- Phone: (517) 676-7200
- Address: P.O. Box 319, Mason, MI 48854

Request Will Be Processed, But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed

(Form created by MTA, MAMA and CS&T, PC, June 2015)
Ingham County

Public Summary of FOIA Procedures and Guidelines

It is the public policy of this state that all persons (except those persons incarcerated in state or local correctional facilities) are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees.

The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the County’s FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the County’s FOIA Procedures and Guidelines. For more details and information, copies of the County’s FOIA Procedures and Guidelines are available at no charge at any County office and on the County’s website: www.Ingham.org.

1. How do I submit a FOIA request to the County?

- A request must sufficiently describe a public record so as to enable the County to find it.

- Please include the words “FOIA” or “FOIA Request” in the request to assist the County in providing a prompt response.

- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the County may be submitted on the County’s FOIA Request Form, in any other form of writing (letter, fax, email, etc.).
  
  - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the County’s website at www.Ingham.org, and at the County Board of Commissioners’ Office (“County BOC Office”), Ingham County Courthouse, Mason, MI 48854.

- Written requests may be delivered to the County BOC Office in person or by mail: Attn: Becky Bennett, FOIA Coordinator, P.O. Box 319, Mason, MI 48854

- Requests may be faxed to: (517) 676-7264. To ensure a prompt response, faxed requests should contain the term “FOIA” or “FOIA Request” on the first/cover page.

- Requests may be emailed to: bbennett@ingham.org. To ensure a prompt response, email requests should contain the term “FOIA” or “FOIA Request” in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the County will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The County will respond to your request in one of the following ways:
• Grant the request,
• Issue a written notice denying the request,
• Grant the request in part and issue a written notice denying in part the request,
• Issue a notice indicating that due to the nature of the request the County needs an additional 10 business days to respond, or
• Issue a written notice indicating that the public record requested is available at no charge on the County’s website

• If the request is granted, or granted in part, the County will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.

• If the cost of processing the request is expected to exceed $50, or if you have not paid for a previously granted request, the County will require a deposit before processing the request.

3. What are the County’s deposit requirements?

• If the County has made a good faith calculation that the total fee for processing the request will exceed $50.00, the County will require that you provide a deposit in the amount of 50% of the total estimated fee. When the County requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.

• If the County receives a request from a person who has not paid the County for copies of public records made in fulfillment of a previously granted written request, the County will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when all of the following conditions exist:
  • The final fee for the prior written request is not more than 105% of the estimated fee;
  • The public records made available contained the information sought in the prior written request and remain in the County’s possession;
  • The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the County to provide the records;
  • Ninety (90) days have passed since the County notified the individual in writing that the public records were available for pickup or mailing;
  • The individual is unable to show proof of prior payment to the County; and
  • The County has calculated an estimated detailed itemization that is the basis for the current written request’s increased fee deposit.

• The County will not require the 100% estimated fee deposit if any of the following apply:
  • The person making the request is able to show proof of prior payment in full to the County;
  • The County is subsequently paid in full for all applicable prior written requests; or
  • Three hundred sixty-five (365) days have passed since the person made the request for which full payment was not remitted to the County.

4. How does the County calculate FOIA processing fees?

The Michigan FOIA statute permits the County to charge for the following costs associated with processing a request:

• Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the County.

- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the County.

- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the County’s website if you ask for the County to make copies.

- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the County’s website if you ask for the County to make copies.

- The cost to mail or send a public record to a requestor.

**Labor Costs**

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.

- Labor costs will be charged at the hourly wage of the lowest-paid County employee capable of doing the work in the specific fee category, regardless of who actually performs work.

- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. County may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.

- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.

- Contracted labor costs will be charged at the hourly rate of $48.90 (6 times the state minimum hourly wage)

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the County. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the County’s usual FOIA requests, because of the nature of the request in the particular instance. The County must specifically identify the nature of the unreasonably high costs in writing.

**Copying and Duplication**

The County must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

**Non-paper Copies on Physical Media**

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.

- This cost will be charged only if the County has the technological capability necessary to provide the public record in the requested non-paper physical media format.
**Paper Copies**

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed $.10 per sheet of paper.
- Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.

**Mailing Costs**

- The cost to mail public records will use a reasonably economical and justified means.
- The County may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

**Waiver of Fees**

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The County Board of Commissioners may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. **How do I qualify for an indigence discount on the fee?**

The County will discount the first $20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the $20.00 discount if you:

- Have previously received discounted copies of public records from the County twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement. For your convenience, the County has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the County FOIA Request Form, which is available on the County’s website: www.ingham.org.

6. **May a nonprofit organization receive a discount on the fee?**

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a $20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
Is accompanied by documentation of its designation by the state, if requested by the public body.

7. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the County Board of Commissioners by filing a written appeal of the denial with the office of the County Board of Commissioners.

The appeal must be in writing, specifically state the word “appeal,” and identify the reason or reasons you are seeking a reversal of the denial. You may use the County FOIA Appeal Form (To Appeal a Denial of Records), which is available on the County’s website: www.ingham.org.

The County Board of Commissioners is not considered to have received a written appeal until the first regularly scheduled County Commission meeting following submission of the written appeal. Within 10 business days of receiving the appeal the County Board of Commissioners will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reversing the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the County Board of Commissioners, you may file a civil action in the County Circuit Court within 180 days after the County's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys’ fees, costs and disbursements. If the court determines that the County acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of $1,000.

Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by the County to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the County Board of Commissioners by filing a written appeal for a fee reduction to the office of the County Board of Commissioners.

The appeal must specifically state the word “appeal” and identify how the required fee exceeds the amount permitted. You may use the County FOIA Appeal Form (To Appeal an Excess Fee), which is available at the County Building and on the County’s website: www.ingham.org.

The County Board of Commissioners is not considered to have received a written appeal until the first regularly scheduled County Commission meeting following submission of the written appeal. Within 10 business days after receiving the appeal, the County Board of Commissioners will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the County Board of Commissioners will respond to the written appeal.

Within 45 days after receiving notice of the County Board of Commissioner’s determination of the processing fee appeal, you may commence a civil action in the County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys’ fees, costs and disbursements. If the court determines that the County acted
arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of $500.
Ingham County
Operational Procedures--Freedom of Information Act

I. PURPOSE: These Operational Procedures have been developed to implement the Ingham County FOIA Procedures and Guidelines adopted by the Board of Commissioners.

II. DEFINITIONS:


B. County FOIA Coordinator: The County FOIA Coordinator, pursuant to MCL 15.236(1), is the Chairperson of the County Board of Commissioners. As used in this policy, the term “County FOIA Coordinator” shall mean the Chairperson of the County Board of Commissioners, or the Chairperson’s designee under MCL 15.236(3).

C. Department FOIA Coordinator: The Department FOIA Coordinator is the person designated by an appointed County Department Head or by a County Elected Officer to coordinate with the County FOIA Coordinator in implementing the County FOIA Procedures and Guidelines and ensuring compliance with the Michigan Freedom of Information Act.

D. Public Body: Public Body shall include, but not be limited to, the following:

1. Ingham County departments: Animal Control, Community Corrections, Controller, Economic Development, Equalization Facilities, Farmland & Open Spaces Preservation, Financial Services, Health Department, Housing Commission, Human Resources, Ingham County 911, Ingham County Fair, Innovation & Technology, Jury Administration, Medical Examiner, MSU Extension, Parks Department, Potter Park Zoo, Purchasing, Road Department, and Veterans Affairs.

2. Elected Officers: Ingham County elected officers including the Board of Commissioners, Clerk, Register of Deeds, Treasurer’s Office, Sheriff’s Office, Prosecuting Attorney’s Office, and Drain Commissioner’s Office.

   Exception: County Clerk and Clerk’s employees when acting as clerks of the Courts do not represent a Public Body.

E. Public Record: A writing prepared, owned, used, in the possession of, or retained by a Public Body in the performance of an official function, from the time it is created.

   Exception: computer software.

F. Redaction: Editing of a public record by deletion, masking or separation to remove exempt material from non-exempt material.
G. **Requesting Person:** An individual, corporation, Limited Liability Company, partnership, firm, organization, association, governmental entity, or other legal entity.

H. **Writing:** The written word, a photocopy, photograph, map, microfilm, sound, symbol, computer file, e-mail or digitally scanned image.

III. **FOIA COORDINATORS:**

A. **Designations:** The statutory County FOIA Coordinator, being the Chairperson of the County Board of Commissioners may, pursuant to MCL 15.236(3), designate another individual to act on his or her behalf in accepting and processing requests for the public body's public records, and in approving a denial of requests under FOIA.

Each appointed Department Head and each elected County Officer may designate an individual to act as Department FOIA Coordinators.

B. **Responsibilities:** The County FOIA Coordinator and, where applicable, the Department FOIA Coordinators shall be responsible for accepting and processing requests for the Public Body’s public records, and shall be responsible for granting or denying public records where appropriate.

1. **Training:** The County FOIA Coordinator and Department FOIA Coordinators shall receive training in the application of FOIA and the use of the required form packet, and shall be advised of amendments to FOIA as necessary. The County FOIA Coordinator and Department FOIA Coordinators shall seek the advice of County Corporate Counsel, when questions of legal interpretation arise.

2. **Form Packet:** The County FOIA Coordinator and Department FOIA Coordinators shall use the Ingham County FOIA Forms adopted with the Ingham County FOIA Procedures and Guidelines to process and respond to requests.

3. **Filed Requests:** The County FOIA Coordinator shall keep all FOIA requests, responses and appeals on file for no less than one (1) year from the date of final response or written decision on appeal, whichever is later.

4. **Monitoring:** The County FOIA Coordinator and Department FOIA Coordinators shall ensure that any FOIA requests he/she receive by electronic device or system are monitored and responded to by a responsible person when the County FOIA Coordinator or Department FOIA Coordinators will not have access to said device or system for more than one (1) business day.

IV. **PROCEDURES:**

A. **Receive Request:** The requesting person shall provide the Public Body with a written request that describes a public record sufficiently to enable the Public Body’s FOIA Coordinator to find it. The written request may be transmitted by facsimile, electronic mail or other electronic means, but if it is transmitted by such means, it will be considered received by the Public Body one (1) business day after the transmission is made.
B. **Forward Request to FOIA Coordinators:** All County officers and employees who receive a FOIA request shall note the date of receipt on the request and forward it within one (1) business day to the County FOIA Coordinator and, where applicable, the Department FOIA Coordinators for the department or agency where the records are kept. If a County officer or employee is unable to determine where to direct the request, it shall be submitted to the County FOIA Coordinator within one (1) business day of receipt. Upon receipt of a FOIA request, the County FOIA Coordinator and any Department FOIA Coordinators receiving a request shall promptly log the request pursuant to the system established by the County FOIA Coordinator for tracking FOIA requests.

If the County FOIA Coordinator receives a FOIA request directly from a Requestor, or from another Department FOIA Coordinator, a digital copy of the request shall be sent to the Department FOIA Coordinator(s) that may possess the requested documents within one (1) business day. If the Department involved does not have an appointed Department FOIA Coordinator, the request will be sent to applicable Department Head(s). When the County receives requests submitted to more than one department involving the same or closely related records, the County FOIA Coordinator shall advise each of the departments involved and assist coordination of handling the request to avoid duplication of efforts and costs, and in assuring that the requests are dealt with in a consistent matter.

C. **Review Request:** After receiving a request and within sufficient time to ensure compliance with the FOIA response requirements, a Department FOIA Coordinator, or Department Head if there is no Department FOIA Coordinator, shall:

1. Determine if there is an existing public record that satisfies the request.

2. Determine if any requested records, in whole or in part, are available on the County’s website.

3. Determine if any requested records, in whole or in part, are subject to denial or exempt from disclosure. A requested record which is subject to denial or exempt from disclosure, in whole or in part, shall not be disclosed unless approved by County Corporate Counsel.

D. **Determine if Request Contains Grounds for Denial:**

1. A FOIA request shall be denied if the requesting person is serving a sentence of imprisonment in a local, state or federal correctional facility.

2. A FOIA request shall be denied if the requesting person does not describe a public record sufficiently to enable the Public Body to find it.

3. A FOIA request shall be denied if it requires the Public Body to create a new public record or make a compilation, summary or report of information.
E. **Examine Request for Exemptions:** The requested public records shall be reviewed as to whether, in whole or in part, they are exempt from disclosure, and whether any portions of the records are subject to redactions prior to disclosure. Any questions concerning the general legal parameters of an exemption, redactions, or applicability in a particular situation, should be directed to County Corporate Counsel or the County FOIA Coordinator.

F. **Redaction:** If a public record contains both exempt and nonexempt material, the County FOIA Coordinator or Department FOIA Coordinators shall edit the record by deletion, masking or separation of the exempt from the nonexempt material, and shall then provide the nonexempt material to the requesting person. The County FOIA Coordinator or Department FOIA Coordinator shall generally describe the redacted material, unless the description would reveal its contents.

G. **Reporting Status:** The Department FOIA Coordinator, or Department Head if there is no Department FOIA Coordinator, shall advise the County FOIA Coordinator as to whether the requested records exist and whether they are, in whole or in part, available on the County website, and are subject to denial or exempt from disclosure. If additional time is necessary to provide this information, the County FOIA Coordinator will be advised and provided the good faith estimate of when the information can be provided. Digital copies of all FOIA forms sent to a Requester, as well as a digital copy of the FOIA request, will be provided the County FOIA Coordinator by the Department FOIA Coordinator or Department Head.

If there is no Department FOIA Coordinator, the Department Head shall within three (3) days of receipt of the request forward the records to the County FOIA Coordinator to be sent to the Requester, and if applicable, a draft copy shall be filled out of any applicable Notice of Denial of FOIA Request, or Notice to Extend Response Time for FOIA Request. The County FOIA Coordinator will finalize these forms when needed, and will prepare the FOIA Cost Worksheet when charges apply to the request.

When there is a designated Department FOIA Coordinator, the Department FOIA Coordinator will prepare the FOIA response forms, and will prepare a draft copy of the FOIA Cost Worksheet.

H. **Respond to Request:** The County FOIA Coordinator or Department FOIA Coordinator shall respond to a request, using the required form packet, within five (5) business days from the date upon which he/she receives the request, unless otherwise agreed to in writing by the requesting person. Copies of the forms used to respond prepared by a Department FOIA Coordinator shall be forwarded to the County FOIA Coordinator.

I. **Process Response:** If the requested record is not subject to one of the grounds for denial or an exemption, it shall be processed in the following manner:

1. **Response Options:** Within five (5) business days, unless otherwise agreed to in writing by the requesting person, the County FOIA Coordinator or Department FOIA Coordinator shall do one of the following:
   a. Grant the request.
   b. Deny the request and provide the reason why the request is subject to denial or exempt.
c. Grant the request in part and deny the request in part.

d. Using the FOIA response form, provide notice extending the response deadline for not more than an additional ten (10) business days. The notice shall contain the reasons for the extension and the date by which the Public Body will respond to the request. Not more than one (1) notice of extension shall be issued.

J. Fees for Public Records:

1. **Permissible Fees:** The Public Body may charge a fee for copying public records for the requesting person or to enable inspection. A fee may also be charged for search, examination, review or redaction of public records, but only if failure to charge a fee would result in unreasonably high costs specifically identified by the Public Body. Collected fees shall be credited to the Public Body that incurred the cost of processing the request.

2. **Calculation of Fees:** The applicable fees shall be calculated by the County FOIA Coordinator or Department FOIA Coordinator in accordance with the County’s FOIA Procedures and Guidelines and using the Detailed FOIA Cost Worksheet Form. When there is a Department FOIA Coordinator, the Department FOIA Coordinator will prepare and forward a draft copy of the FOIA Cost Worksheet to the County FOIA Coordinator. When there is no Department FOIA Coordinator, the Department Head with the records shall assist in providing the applicable labor and copying costs to the County FOIA Coordinator, and the County FOIA Coordinator will prepare the FOIA Cost Worksheet.

K. **Deposit:** If the total fee exceeds $50.00, the County FOIA Coordinator or Department FOIA Coordinators may require a deposit of not more than one-half of the fee. The Requestor will also be provided a good faith estimate of when the records will provided to the requester when a deposit is required.

L. **Fee Payment Enforcement:** Once copies of the requested records have been made, the Public Body is authorized to require payment of fees in full before it delivers the records to the requesting person.

**Exception:** If a deposit is required, the Public Body may refuse to process the request until the deposit is paid.

M. **Exceptions to Fee Procedure:**

1. Public records may be provided without charge or at reduced charge if the Public Body determines that the record primarily benefits the general public, and it is in the public interest to provide it without charge or at reduced charge.

2. The first $20.00 of the total fee for requested records shall be waived if the requesting person submits an Affidavit of Indigence (contained in the required form packet).
N. **Appeal:** A requesting person has the right to appeal the denial of a request for public records, or to appeal the fees charged. All such Appeals shall be filed with the Board of Commissioners Board Coordinator, a copy will be provided to the elected County Officer or Department Head that handled the FOIA request, and the appeal shall be processed in accordance with the Ingham County FOIA Procedures and Guidelines.
JUNE 9, 2015 REGULAR MEETING

ADOPTED - JUNE 9, 2015
AGENDA ITEM NO. 24

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING THE LANSING JUNETEENTH COMMITTEE ON THE
22nd ANNUAL JUNETEENTH CELEBRATION

RESOLUTION # 15 – 222

WHEREAS, when Union Army General Gordon Granger landed in Galveston to take command of the military district of Texas, one of his first actions in June of 1865, was to read General Order #3 to the people stating all slaves are free, as a result June 19th became the emancipation date of those long suffering for freedom, the newly freed slaves of Texas; and

WHEREAS, the celebration of Juneteenth is a multi-cultural recognition of the triumph of the human spirit over the cruelty of slavery, for African-Americans, it is a tribute to the strength, endurance and faith of their ancestors, for all of America it is a reminder that none of us is free until all of us are free; and

WHEREAS, in June of 2005, Michigan Governor Jennifer M. Granholm signed legislation officially designating the third Saturday in June as Juneteenth National Freedom Day in Michigan; and

WHEREAS, the Lansing Juneteenth Celebration began in 1994, from the vision of Gordon Haskins, a long time member of Mask Memorial CME Church who was originally from Texas, who had a vision that some day the history of Juneteenth would be communicated and celebrated in Lansing as it is celebrated in Texas; and

WHEREAS, the original Juneteenth Committee consisted of the following members from Mask Memorial CME Church: Gordon Haskins, Debra Plummer, Mary Plummer, Marilyn Plummer, Marsha Plummer, Jim Hughes, Charles Johnson, Jerrye Wynne Scates, Rodney Shepard, Daulton Tansil, Edwin Thompson and Earl Chapman, the pastor of Mask Memorial CME church at that time was Reverend Sterling O. Littlejohn; and

WHEREAS, today the 21 member committee includes many of the original members, the mission of the Lansing Juneteenth Committee is to commemorate the ending of slavery in the United States by celebrating the joys of liberty, educating the community about our heritage and by promoting positive cultural interaction.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby commends the Lansing Juneteenth Committee for hosting Lansing's 22nd Annual Juneteenth Celebration.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes the Lansing Juneteenth Committee continued success in all of their future endeavors.

FINANCE: Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None Absent: Bahar-Cook Approved 6/03/15

Adopted as part of the consent agenda.
JUNE 9, 2015 REGULAR MEETING

ADOPTED - JUNE 9, 2015
AGENDA ITEM NO. 25

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO PAVEMENT CONSULTANTS, INC. TO PROVIDE PROFESSIONAL ASPHALT CONSULTING AND PROJECT MANAGEMENT SERVICES FOR THE PARKING LOT REPLACEMENT AT FOREST COMMUNITY HEALTH CENTER

RESOLUTION # 15 – 223

WHEREAS, the parking lot at Forest Community Health Center has exceeded its functional design life and is in need of replacement; and

WHEREAS, after careful review of the bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Pavement Consultants, Inc. who submitted the lowest responsive and responsible bid in the amount of $9,300.00; and

WHEREAS, funds for this project are available within the approved CIP Line Item 511-61553-931000-02012 which has an available balance of $346,550.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Pavement Consultants, Inc., 840 South Smith Road, Eaton Rapids, Michigan 48827, to provide professional asphalt consulting and project management services for the Forest Community Health Center parking lot replacement for a not to exceed cost of $9,300.00.

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

HUMAN SERVICES: Yeas: Tennis, Nolan, Anthony, Banas, McGrain, Maiville, Case Naeyaert
Nays: None Absent: None Approved 6/01/15

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None Absent: Koenig Approved 6/02/15

FINANCE: Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None Absent: Bahar-Cook Approved 6/03/15

Adopted as part of the consent agenda.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RENEW THE AGREEMENT WITH CROSS COUNTRY STAFFING, INC. FOR PER DIEM PROFESSIONAL STAFFING FOR MEDICATION PASSING SERVICES AT THE INGHAM COUNTY JAIL

RESOLUTION # 15 – 224

WHEREAS, in Resolution #14-361 the Ingham County Board of Commissioners authorized an agreement with Cross Country Staffing, Inc., to provide per diem professional staffing for medication passing services at the Ingham County Jail; and

WHEREAS, the Ingham County Health Department (ICHD) entered into a per diem professional staffing agreement with Cross Country Staffing, Inc., for medication passing services at the Ingham County Jail; and

WHEREAS, medication passing is a necessity in the delivery of high quality and efficient health care services to jail inmates; and

WHEREAS, the current agreement with Cross Country Staffing, Inc., expires on July 28th, 2015; and

WHEREAS, the Ingham Community Health Center Board of Directors supports renewing the agreement with Cross Country Staffing, Inc. for per diem professional staffing for medication passing services at the Ingham County Jail for one year at the same terms; and

WHEREAS, the Health Officer recommends renewing the agreement with Cross Country Staffing, Inc. for per diem professional staffing for medication passing services at the Ingham County Jail for one year at the same terms.

THEREFORE BE IT RESOLVED, that renewal of the agreement is authorized with Cross Country Staffing Inc. for per diem professional staffing for medication passing services at the Ingham County Jail for the term of July 29th, 2015 through July 28th, 2016.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain 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.

HUMAN SERVICES: Yeas: Tennis, Nolan, Anthony, Banas, McGrain, Maiville, Case Naeyaert
Nays: None  Absent: None  Approved 6/01/15

FINANCE: Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None    Absent: Bahar-Cook    Approved 6/03/15

Adopted as part of the consent agenda.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE SUBCONTRACT AGREEMENTS WITH THE GREAER LANSING AFRICAN AMERICAN HEALTH INSTITUTE, THE SOUTH SIDE COMMUNITY COALITION, AND SHIRLEY CARTER

RESOLUTION # 15 – 225

WHEREAS, the Health Department was awarded funding by the U.S. Department of Health and Human Services (HHS) Division of Health Resources and Services Administration (HRSA) to continue with and expand its Healthy Start Program for the period of September 1, 2014 through May 31, 2019 in the amount of $3,532,933; and

WHEREAS, Resolution #14-413 previously authorized a grant agreement from HRSA in support of the Healthy Start Project; and

WHEREAS, the Healthy Start Project’s goal is to improve perinatal outcomes, promote women’s health, and eliminate racial disparities in Ingham County, Michigan utilizing a collective impact framework; and

WHEREAS, African-American women bear an undue disease burden with disproportionately high rates of infant mortality, with rates of 17.8 per 1,000 live births, as compared to the white infant mortality rate of 8.0 per 1,000 live births; and

WHEREAS, engagement of African-American women and men in areas where the census data demonstrates a high rate of our target population and at community organizations where they are currently being served is a high priority for participant recruitment and enrollment; and

WHEREAS, the Greater Lansing African American Health Institute (GLAAHI) is a non-profit organization that mobilizes the greater Lansing community to address the issue of health disparities among individuals and families. Additionally, GLAAHI provides education, outreach, advocacy, and coalition building on all aspects of health concerns including physical, mental, oral, and environmental health; and

WHEREAS, the South Side Community Coalition (SSCC) provides educational programs, job training, life skills, and recreational opportunities for youth and community members on the south side of Lansing; and

WHEREAS, Mrs. Shirley Carter has extensive experience providing event coordination and marketing services to established individuals and entities in Ingham County and around the nation.

THEREFORE BE IT RESOLVED, that a subcontract agreement is authorized with the Greater Lansing African-American Health Institute to provide services to assist with successful program implementation including recruitment, referrals, marketing, and facility usage, with the period of the subcontract agreement being June 1, 2015 through May 31, 2016 for an amount up to $4,000.
BE IT FURTHER RESOLVED, that a subcontract agreement is authorized with the South Side Community Coalition to provide services to assist with successful program implementation, including recruitment, referrals, marketing, and facility usage, with the period of the subcontract agreement being June 1, 2015 through May 31, 2016 for an amount up to $4,000.

BE IT FURTHER RESOLVED, that a subcontract agreement is authorized with Shirley Carter to plan, develop, execute, and evaluate a Family Health and Fitness Day to take place on June 27, 2015 at Bethlehem Temple Church, with the period of the subcontract agreement being June 1, 2015 through July 1, 2015 for an amount up to $5,000.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Nolan, Anthony, Banas, McGrain, Maiville, Case Naeyaert  
**Nays:** None  
**Absent:** None  
**Approved 6/01/15**

**FINANCE: Yeas:** Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert  
**Nays:** None  
**Absent:** Bahar-Cook  
**Approved 6/03/15**

Adopted as part of the consent agenda.
Introduce by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FUNDING FROM THE W. K. KELLOGG FOUNDATION, FUNDING FROM MICHIGAN ASSOCIATION OF UNITED WAYS, AND TO ACT AS THE FIDUCIARY/PAYEE FOR THE WAYNE CHILDREN’S HEALTHCARE ACCESS PROGRAM

RESOLUTION # 15 – 226

WHEREAS, Wayne Children’s Healthcare Access Program (WCHAP) is a pediatric medical home implementation program now in its fifth year; and

WHEREAS, WCHAP is a program that coordinates an integrated system of early childhood support services that are voluntary, accessible, and culturally competent to families with children who are on Medicaid or are Medicaid eligible; and

WHEREAS, the W.K. Kellogg Foundation (WKKF) has awarded WCHAP up to $360,000 and the Michigan Association of United Ways (MAUW) has awarded WCHAP up to $200,000 ($560,000 total) to provide these services, and WCHAP has requested that ICHD be the fiduciary/payee for both WKKF and MAUW; and

WHEREAS, Resolution #14-200 authorized an agreement between WKKF and ICHD to act as fiduciary/payee for WCHAP and WCHAP has asked the ICHD to continue to serve as its fiduciary/payee; and

WHEREAS, WCHAP is requesting ICHD to serve as fiduciary/payee for new funding received from MAUW; and

WHEREAS, as the fiduciary/payee of the WKKF and MAUW funds, ICHD will:

1. Receive funds from WKKF up to $360,000 and MAUW up to $200,000 ($560,000 total) on behalf of WCHAP.
2. Set up a system to provide an initial payment to WCHAP and subsequent reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on site, quarterly sub-recipient monitoring of WCHAP.
5. Forward any required reports as provided by WCHAP.

WHEREAS, WCHAP will:

1. Provide quarterly financial reports of all expenses as provided by their third party accounting firm, Angeline Smith and Associates.
2. Provide quarterly reports for Medicaid Outreach.
3. Provide any and all programmatic reports to be sent to WKKF and MAUW.
4. Keep the ICHD up-to-date on any changes in funding.
WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of funds in the amount of up to $360,000 from the W. K. Kellogg Foundation and up to $200,000 from the Michigan Association of United Ways ($560,000 total) and enter into two separate Fiduciary Agreements with both agencies and the Wayne Children’s Healthcare Access Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of funds in the amount of up to $360,000 from the W. K. Kellogg Foundation and up to $200,000 from the Michigan Association of United Way ($560,000 total) and enter into two separate Fiduciary Agreements with both agencies and the Wayne Children’s Healthcare Access Program.

BE IT FURTHER RESOLVED, that ICHD will retain an administrative fee in the amount not to exceed 7.5% of the total funds received during the duration of each Fiduciary Agreement.

BE IT FURTHER RESOLVED, that ICHD will:

1. Receive funds from WKKF up to $360,000 and MAUW up to $200,000 ($560,000 total) on behalf of WCHAP.
2. Set up a system to provide an initial payment to WCHAP and subsequent reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on site, quarterly sub-recipient monitoring of WCHAP.
5. Forward any required reports as provided by WCHAP.

BE IT FURTHER RESOLVED, that WCHAP will:

1. Provide quarterly financial reports of all expenses as provided by their third party accounting firm, Angeline Smith and Associates.
2. Provide quarterly reports for Medicaid Outreach.
3. Provide any and all programmatic reports to be sent to WKKF and MAUW.
4. Keep ICHD up-to-date on any changes in funding.

BE IT FURTHER RESOLVED, that the period of each Fiduciary Agreement shall be June 1, 2015 through May 31, 2016.

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

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

HUMAN SERVICES: Yeas: Tennis, Nolan, Anthony, Banas, McGrain, Maiville, Case Naeyaert
Nays: None Absent: None Approved 6/01/15

FINANCE: Yeas: Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None Absent: Bahar-Cook Approved 6/03/15

Adopted as part of the consent agenda.
JUNE 9, 2015 REGULAR MEETING

ADOPTED - JUNE 9, 2015
AGENDA ITEM NO. 29

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A SUBCONTRACT WITH METROPOLITAN ORGANIZING STRATEGY ENABLING STRENGTH (MOSES) FOR ATTENDANCE AT THEIR SUMMIT ON RACE AND POWER

RESOLUTION # 15 – 227

WHEREAS, health equity – the elimination of the root causes of health disparity—is one of the core values for the Ingham County Health Department (ICHD); and

WHEREAS, since 2011 representatives of ICHD have been building relationships with local, state, and national organizations, looking for promising ways to align the health equity work of public health practitioners and community organizers; and

WHEREAS, organizers and public health personnel from eight counties in Michigan have worked together to create a new network called Michigan Power to Thrive; and

WHEREAS, in Resolutions #13-285, #14-168, and #14-417, the Board of Commissioners authorized agreements between the ICHD and the National Association of County and City Health Officials (NACCHO) accepting funding in the amount of $142,300 to coordinate the “Building Networks” activity in Michigan; and

WHEREAS, funds received through these agreements are to be used to subcontract with other departments and organizations to carry out any of the following activities: 1) develop new community organizing groups to work with local departments; 2) provide training and technical assistance to local health departments and organizers working collaboratively in Michigan; 3) educate and familiarize health department personnel with the tools, methods, and strategies used by organizers to achieve policy victories that improve health equity in communities; 4) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 5) coordinate community dialogues that use the documentary series The Raising of America to develop a regional or statewide issue campaign for health equity; and

WHEREAS, Metropolitan Organizing Strategy Enabling Strength (MOSES), a community organizing partner and active member of the Michigan Power to Thrive network, will be coordinating a four-day Summit on Race and Power which takes place June 8 – 11, 2015, in Detroit, Michigan; and

WHEREAS, this event will be a major planning and organizing opportunity for the members of Michigan Power to Thrive; and

WHEREAS, more than 30 participants in Michigan Power to Thrive have requested financial support in attending this important event, and there are sufficient funds remaining in the two grants from NACCHO to support these requests in an amount not to exceed $15,000.
THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a subcontract not to exceed $15,000 with MOSES to be used as funding for members of Michigan Power to Thrive to attend the Summit on Race and Power which takes place June 8 – 11, 2015.

BE IT FURTHER RESOLVED, that these funds may be applied to the fee for attending the summit, including lodging and food expenses for non-commuters.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Nolan, Anthony, Banas, McGrain, Maiville, Case Naeyaert  
**Nays:** None  
**Absent:** None  
**Approved 6/01/15**

**FINANCE: Yeas:** Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert  
**Nays:** None  
**Absent:** Bahar-Cook  
**Approved 6/03/15**

Adopted as part of the consent agenda.
Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MAKING AN APPOINTMENT TO THE JURY BOARD

RESOLUTION # 15 – 228

WHEREAS, a vacancy currently exists on the Jury Board; and

WHEREAS, the Law & Courts Committee interviewed an applicant interested in serving on this Board; and

WHEREAS, the Chief Circuit Court Judge has also reviewed the applicant’s information and recommends his appointment to the Jury Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints Theodore W. Seitz, 1508 Hitching Post Road, East Lansing, 48823 to the Jury Board, to a term expiring April 30, 2021.

LAW & COURTS: Yeas: Tsernoglou, Koenig, Celentino, Nolan
Nays: None     Absent: Crenshaw, Hope, Schafer       Approved 5/28/15

Adopted as part of the consent agenda.
Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH REDSTONE ARCHITECTS, INC. TO CONDUCT A NEEDS ASSESSMENT AND FEASIBILITY STUDY OF THE INGHAM COUNTY SHERIFF’S OFFICE, LANSING POLICE DEPARTMENT INCLUDING DETENTION, AND 55TH AND 54A DISTRICT COURTS

RESOLUTION # 15 – 229

WHEREAS, Ingham County, in cooperation with the City of Lansing, through RFP #71-14 solicited proposals from experienced and qualified architectural and/or engineering firms to conduct a needs assessment and feasibility study of the Ingham County Sheriff’s Office, Lansing Police Department including detention, and 55th and 54A District Courts to evaluate and forecast current, short-term and long-term facility space needs, conditions, operational improvements, and recommend improvements; and

WHEREAS, the Purchasing Department solicited professional proposals and after careful review of the five proposals, it is the recommendation of the joint Ingham County and City of Lansing Interview Team to award a contract to Redstone Architects, Inc. who submitted the most responsive and responsible proposal in the amount of $169,835 to conduct a needs assessment and feasibility study of the Ingham County Sheriff’s Office, Lansing Police Department including detention, and 55th and 54A District Courts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Redstone Architects, Inc. for a not to exceed cost of $169,835 to conduct a needs assessment and feasibility study of the Ingham County Sheriff’s Office, Lansing Police Department including detention, and 55th and 54A District Courts.

BE IT FURTHER RESOLVED, that the City of Lansing will subcontract with Ingham County in the amount of $41,850 to fund their portion of the project.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to $127,985 from the 2015 Ingham County Contingency Fund to the Controllers Budget for this purpose.

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

LAW & COURTS: Yeas: Tsernoglou, Koenig, Celentino, Nolan
Nays: None Absent: Crenshaw, Hope, Schafer Approved 5/28/15

COUNTY SERVICES: Yeas: Koenig, Crenshaw, Banas, Hope, Maiville
Nays: Celentino, Bahar-Cook Absent: None Approved 6/02/15

Page 90 of 94
Commissioner Tsernoglou moved to adopt the resolution. Commissioner Koenig supported the motion.

Commissioner Tsernoglou introduced the resolution. She identified that there was some disagreement among the commissioners because Redstone Architects, Inc. was not a local firm.

Commissioner Bahar-Cook thanked staff for their analysis and recommendation in this project. She stated that there were two local vendors that were available, they were good firms, and both appeared able to perform this project. Commissioner Bahar-Cook stated that it would be unfortunate to spend this amount of money on a firm that was not located in the county. She further stated that for these reasons, she would vote against the resolution.

Commissioner Maiville stated that he was satisfied that staff performed their jobs and therefore would vote in support of the resolution.

Commissioner Bahar-Cook stated that she was not concerned with staff’s job performance on this issue. She further stated that staff performed a thorough analysis of the issue. Commissioner Bahar-Cook stated that when there was not a huge difference between an out-of-county firm and a local one, the Board of Commissioners should support local businesses.

The motion carried. **Yeas:** Anthony, Banas, Hope, Naeyaert, Koenig, Maiville, McGrain, Nolan, Schafer, and Tsernoglou **Nays:** Bahar-Cook, Celentino, and Crenshaw **Absent:** Tennis
ADOPTED - JUNE 9, 2015
AGENDA ITEM NO. 32

RESOLUTION AUTHORIZING A CONTRACT AMENDMENT FOR THE 2015 SMALL TALK CHILDREN’S ASSESSMENT CENTER – SEXUAL TRAUMA RECOVERY PROGRAM

RESOLUTION # 15 – 230

WHEREAS, a Juvenile Millage was approved by the voters of Ingham County in November of 2002, then renewed in 2006 and 2012 for the purpose of funding an increase to Ingham County’s capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners established a Juvenile Justice Community Agency Process, through Resolution #14-323 reserving a pool of Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the County awarded a 2015 Juvenile Justice Community Agency contract to Small Talk Children’s Assessment Center – Sexual Trauma Recovery in the amount of $18,000; and

WHEREAS, the program has not been able to fill and retain the Sexual Trauma Recovery Therapist Position necessary to get the program fully operational; and

WHEREAS, Small Talk Children’s Assessment Center – Sexual Trauma Recovery program would like to amend their contract and Scope of Services for another Juvenile Justice Millage eligible program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract amendment for the Small Talk Children’s Assessment Center – Sexual Trauma Recovery program reducing the award from $18,000 to $9,000 for the period of January 1, 2015 through December 31, 2015.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the necessary contracts and/or documents consistent with this resolution and approved as to form by the County Attorney.

LAW & COURTS:  Yeas:  Tsernoglou, Koenig, Celentino, Nolan
Nays:  None   Absent:  Crenshaw, Hope, Schafer    Approved 5/28/15

FINANCE:  Yeas:  Anthony, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays:  None   Absent:  Bahar-Cook    Approved 6/03/15

Page 92 of 94
Adopted as part of the consent agenda.
SPECIAL ORDERS OF THE DAY

Commissioner Crenshaw moved to appoint Kelli Rosenbaum and Shannon Noble to the Women’s Commission. Commissioner Bahar-Cook supported the motion.

The motion carried unanimously. Absent: Commissioner Tennis.

PUBLIC COMMENT

None.

COMMISSIONER ANNOUNCEMENTS

Commissioner Crenshaw announced that the Lansing Chapter of the A. Philip Randolph Institute would be hosting their Community Role Models celebration at the Kellogg Center in East Lansing on Saturday, June 13 beginning at 11 a.m. He stated that this year’s theme was to exercise your voting rights before they were taken away. Commissioner Crenshaw stated that Circuit Court Judge Clinton Canady III would be speaking at the celebration. He further stated that tickets were $25.

Commissioner Schafer thanked Becky Bennett, Board Coordinator, and Carole Busch-Welch, Administrative Secretary, for all their assistance to the Board of Commissioners over the years.

Commissioner Banas thanked the Haslett Beautification Association for their work to spruce up Lake Lansing Park South. She stated that there were about twelve volunteers.

Commissioner Hope announced that the Holt Lions would be hosting their Holt Community Kids Day on Friday, June 13 from 10 a.m. to 2 p.m. She stated that the event was free and would occur at Valhalla Park on Keller Road in Holt. Commissioner Hope stated that she would be attending the event and invited all to attend as well.

Commissioner Maiville stated that Valhalla Park was now attached to the trail so families could use it to travel to the Park. He further stated that he would be attending the Holt Community Kids Day and invited all to attend as well.

Commissioner Anthony announced that the Old Everett Neighborhood Association would be hosting their annual picnic at Cavanaugh Park, located at 501 West Cavanaugh Road in Lansing, on June 17 from 6:30 p.m. to 8:30 p.m. She invited all to attend.

CONSIDERATION AND ALLOWANCE OF CLAIMS

Commissioner Bahar-Cook moved to pay the claims in the amount of $4,191,503.31. Commissioner Koenig supported the motion.

The motion carried unanimously. Absent: Commissioner Tennis.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:44 p.m.
TO: Livingston County Municipal Legislative Bodies,
    Contiguous Municipal Legislative Bodies, Livingston
    County Board of Commissioners, Southeast Michigan
    Council of Governments, Public Utility Companies and
    Railroad Companies

FROM: Livingston County Planning Commission

DATE: June 1, 2015

RE: NOTICE OF INTENT TO PREPARE A NEW
    LIVINGTON COUNTY MASTER PLAN

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008 as
amended), the purpose of this correspondence is to advise your local unit of
government that the Livingston County Planning Commission intends to
prepare a new Livingston County Master Plan.

Please be aware that over the course of this planning process, we will request
the participation of local units of government in various master plan work
sessions and/or other opportunities for review and comment. Information
throughout the planning process will be provided on the Livingston County
Planning Department website at: https://www.livgov.com/plan. Comments on the
proposed plan may be submitted to the Livingston County Planning Department
at any point in the process by email, letter, fax, or telephone contact as indicated
on this letter.

Additionally, please be aware that you will be receiving a digital draft of the
master plan for comment in the near future. At the time the draft Master Plan
is ready for your review, we will provide a second notice and directions on
where to send comments and time limits for doing so. If your local unit of
government wishes to receive hard copies of future notices and plan drafts,
please contact the Livingston County Planning Department at (517) 546-7555.

We thank you for your consideration in this matter. If you have any questions
or comments on the Livingston County Master Plan process or this
correspondence, please contact Livingston County Planning Department. We
look forward to your input throughout the preparation of this master plan.
Hi Becky,

I'm officially resigning from the Equal Opportunity Committee. This past June meeting was my last. I will be moving to Florida near the end of this month.

Thanks for the opportunity to serve. I hope to see great things in the future for the EOC.

Mrs. Tiyah Isom-Morris
889-5233
June 8, 2015

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

Dear Commissioners,

In February of 2014, more than 200 Lansing residents were displaced from their homes at the Life O’Riley Mobile Homes Park. The Ingham County Health Department condemned Life O’Riley for squalid conditions that were a threat to the health and safety of the Park’s occupants. In addition to triggering an emergency housing situation during a particularly harsh winter, the incident came with a $500,000 price tag that fell on the shoulders of the taxpayers and not the responsible party.

Of course, you are already know this story because you have been with me every step of the way to ensure that an incident like Life O’Riley doesn’t happen again. Your support and input were crucial in producing a policy that brings all of the stakeholders together and improves oversight over mobile home parks. House Bill 4054 received overwhelming bipartisan support in both chambers, and after more than a year of hard work and persistence, Governor Rick Snyder has signed this legislation into law. Now PA 40 of 2015, this policy will empower local governments, improve communication between local and state agencies, provide financial assurance to ensure taxpayers aren’t stuck with the bill and increase penalties for bad actors.

Thank you again for your help and support on this important legislation that will have a positive impact on the residents of Michigan.

Sincerely,

Andy Schor, State Representative
68th District
STATE OF MICHIGAN
98TH LEGISLATURE
REGULAR SESSION OF 2015

Introduced by Reps. Schor, Derek Miller, Rutledge, Driskell, Yonker, Kivela, Victory, Crawford, Plawecki, Rendon and Dianda

ENROLLED HOUSE BILL No. 4054

AN ACT to amend 1987 PA 96, entitled “An act to create a mobile home commission; to prescribe its powers and duties and those of local governments; to provide for a mobile home code and the licensure, regulation, construction, operation, and management of mobile home parks, the licensure and regulation of retail sales dealers, warranties of mobile homes, and service practices of dealers; to provide for the titling of mobile homes; to prescribe the powers and duties of certain agencies and departments; to provide remedies and penalties; to declare the act to be remedial; to repeal this act on a specific date; and to repeal certain acts and parts of acts,” by amending sections 2, 4, 16, 17, 43, and 48 (MCL 125.2302, 125.2304, 125.2316, 125.2317, 125.2343, and 125.2348), section 2 as amended by 2012 PA 588, sections 4, 16, and 17 as amended by 2006 PA 328, and section 43 as added by 1988 PA 337, and by adding sections 48b and 50.

The People of the State of Michigan enact:

Sec. 2. As used in this act:

(a) “Campground” means a campground as defined in section 12501 of the public health code, 1978 PA 368, MCL 333.12501.

(b) “Code” means all or a part of the mobile home code promulgated under section 5.

(c) “Commission” means the manufactured housing commission.

(d) “Department” means the department of licensing and regulatory affairs, except as follows:

(i) Department means the department of state in all of the following circumstances:

(A) As used in section 5(1) with respect to rules promulgated under section 5(1)(h).

(B) As used in section 9(5) with respect to rules adjusting fees under section 30a or 30c.

(C) As used in sections 30 to 30i.

(ii) Department, as used with respect to powers and duties concerning water supply systems and sewage collection and disposal systems for mobile home parks and seasonal mobile home parks, means the department of environmental quality.

(e) “Guideline” means that term as defined in section 3 of the administrative procedures act of 1969, 1969 PA 306, MCL 24.203.
(5) If the expense of maintenance, repair, or removal is not provided for by financial assurance under section 16(2)(b) or otherwise provided for, the court may enter an order approving the expense and place a lien on the real property for the payment of the expense. The order may establish the lien as a senior lien, except as to tax and assessment liens, and except as to a mortgage of first priority recorded prior to all other liens of record. The order may also specify the time and manner for foreclosure of the lien if the lien is not satisfied. To perfect the lien, a copy of the order shall be filed with the register of deeds for the county where the mobile home park or seasonal mobile home park is located within 10 days after entry of the order.

Sec. 48b. If the condition of a mobile home park or seasonal mobile home park is an imminent danger to the health or lives of individuals, the local health department may issue an order under section 2451 of the public health code, 1978 PA 368, MCL 333.2451, including, but not limited to, an order requiring the mobile home park or seasonal mobile home park to cease operation or prohibiting the presence of individuals at all or part of the park because of the condition of the park.

Sec. 50. Any state governmental entity or local government that exercises powers or performs duties under this act shall make publicly available a list of its powers and duties under this act. For the purposes of this section, a local government may utilize a list prepared by a statewide association.

Enacting section 1. This amendatory act takes effect 90 days after the date it is enacted into law.

This act is ordered to take immediate effect.

[Signatures]

______________________________
Clerk of the House of Representatives

______________________________
Secretary of the Senate

Approved

______________________________
Governor
June 11, 2015

The Hon. Brian McGrain  
Chairperson  
Ingham County Board of Commissioners  
P.O. Box 319  
Mason, MI 48854

Reference: Cleveland-Detroit Metroplex (CLE-DTW Metroplex) Notice of Preparation for Environmental Assessment

Dear Chairperson McGrain:

This notification letter is to inform you that the Federal Aviation Administration (FAA) intends to prepare an Environmental Assessment (EA) to consider the potential environmental impacts of the implementation of the Cleveland and Detroit Metroplex airspace area (CLE-DTW Metroplex). Attached is a copy of the Notice that will be published in major newspapers in the Cleveland and Detroit areas that notifies the general public of the FAA’s intent to prepare an EA.

A “Metroplex” is a major metropolitan area with multiple airports, where heavy air traffic and environmental constraints combine to hinder efficient aircraft movement. The CLE-DTW Metroplex project would improve the efficiency of the national airspace system in the CLE-DTW Metroplex airspace by optimizing aircraft arrival and departure procedures at a number of airports.

The twelve Study Airports include:

- Detroit Metropolitan Wayne County Airport
- Cleveland-Hopkins International Airport
- Akron-Canton Regional Airport
- Oakland County International Airport
- Willow Run Airport
- Toledo Express Airport
- Cuyahoga County Airport
- Burke Lakefront Airport
- Coleman A. Young Municipal Airport
- Selfridge Air National Guard Base Airport
- Wayne County Airport
- Windsor Airport (Canada)

The CLE-DTW Metroplex project would involve changes in aircraft flight paths and altitudes in certain areas. Specifically, the FAA proposes to publish and implement optimized standard arrival and departure instrument procedures, serving air traffic flows into and out of airports in the CLE-DTW Metroplex.
To evaluate potential environmental impacts of the CLE-DTW Metroplex project, the FAA has established a General Study Area to evaluate potential impacts of changes in aircraft routing that are proposed to occur below 10,000 feet above ground level (AGL). Attached is a graphic depicting the General Study Area for the environmental review process. The FAA has begun preparation of the EA and welcomes your input. We are sending this early notification letter for the following reasons:

1. To advise you of the initiation of the EA study;
2. To provide you an opportunity to provide any background information that you may have regarding the study area established for this EA; and
3. To provide you an opportunity to advise the FAA of any issues, concerns, policies or regulations that you may have regarding the environmental analysis that will be undertaken in the EA.

The FAA will make a decision as to whether to hold public workshop(s) following publication of the Draft EA. If the decision is to hold public workshop(s), the FAA will provide public notice of the public workshop(s) and the availability of the Draft EA at a future date. If applicable, the FAA plans to hold separate consultations with the appropriate Tribal Governments and their designated Tribal Historic Preservation Office in accordance with Executive Order 13175. The appropriate Tribal Governments and their designated Tribal Historic Preservation Offices will be determined after the General Study Area is finalized.

FAA is currently working on additional details related to this project, and will be coordinating with the appropriate agencies and tribes in the near future. If you desire to provide comments and/or have any questions about the information provided, please provide them by letter or email, before July 13, 2015, at the following address:

Attn: Mr. Gregory Hines
Operations Support Group
ATO Central Service Center
2601 Meacham Blvd.
Fort Worth, TX 76137
E-mail: 9-ASW-CLE-DTWOAPM-Comment@faa.gov

Sincerely,

\[Signature\]

Robert W. Beck
Manager, Operations Support Group, AJV-C2
ATO Central Service Center

Attachment:
1. Legal Notice of Intent
2. General Study Area
Notice of the Federal Aviation Administration’s (FAA) intention to prepare a Draft Environmental Assessment for the Optimization of Airspace and Procedures in the Cleveland-Detroit Metroplex (CLE-DTW Metroplex).

SUMMARY: The FAA is issuing this notice to advise the public it intends to prepare a Draft Environmental Assessment (EA) for the CLE-DTW Metroplex, which involves flight procedure optimization for EA Study Airports including: Detroit Metropolitan Wayne County Airport (DTW), Cleveland Hopkins International Airport (CLE), Akron-Canton Regional Airport, Oakland County International Airport, Willow Run Airport, Toledo Express Airport, Cuyahoga County Airport, Burke Lakefront Airport, Coleman A. Young Municipal Airport, Selfridge Air National Guard Base Airport, Wayne County Airport, and Windsor Airport (Canada).

Windsor Airport is located in Canada – thus exempt from U.S. regulations. However, U.S. controlled airspace (a generic term referring to airspace where air traffic control service is provided) extends over Canadian territory including that above and near Windsor Airport, thus necessitating the inclusion of Windsor Airport as an EA Study Airport.

The EA will be conducted pursuant to the National Environmental Policy Act of 1969 and its implementing Regulations found at Title 40, Code of Federal Regulations, Sections 1500-1508. A “Metroplex” is a major metropolitan area with multiple airports, where heavy air traffic and environmental constraints combine to hinder efficient aircraft movement. The purpose of the proposed CLE-DTW Metroplex is to improve the efficiency of the controlled airspace using more current navigation technology called Area Navigation (RNAV). The FAA has not made any decisions about the final EA content.

SUPPLEMENTARY INFORMATION:
Air traffic procedures operating in the airspace above and near CLE and DTW in addition to the EA Study Airports will be evaluated in the draft EA. The current procedures, which are intended to provide an orderly flow of traffic in and out of a busy metropolitan area, are largely dependent upon navigational aids on the ground and/or air traffic controller issued radar vectors. Ground-based navigational aids have limited capabilities, which dictate the location of a route in/out of the airspace. Radar vectors involve multiple communication transmissions between an air traffic controller and a pilot. RNAV technology is not limited to ground-based navigational aids and not subject to the same limitations. Therefore, RNAV-based procedures can direct pilots along more direct routes with predictable location and altitude information. A predictable procedure would involve less communication between an air traffic controller and a pilot; thereby reducing workload for both individuals. The application of RNAV technology for the CLE-DTW Metroplex would enhance efficient use of the airspace.

Proposed Action
The EA is expected to evaluate at least two alternatives, the No Action and the proposed CLE-DTW Metroplex alternative (the Proposed Action). The FAA has not finalized the proposed
CLE-DTW Metroplex at this time. The proposed CLE-DTW Metroplex as it is currently being configured consists of optimizing aircraft routes within the controlled airspace into and out of the CLE-DTW Metroplex. The primary components of the proposed CLE-DTW Metroplex would include:

- **ESTABLISHING UPDATED DEPARTURE ROUTES AND/OR FIXES FROM THE EA STUDY AIRPORTS.** Aircraft departing from the EA Study Airports would transition to the high altitude routes using optimized routes based on RNAV technology.

- **ESTABLISHING UPDATED ARRIVAL ROUTES AND/OR FIXES INTO THE EA STUDY AIRPORTS.** Aircraft bound for the EA Study Airports would use optimized procedures to transition from a high altitude route to an existing approach route.

Implementation of the proposed CLE-DTW Metroplex is neither anticipated to increase the number of aircraft operations at CLE or DTW; nor involve physical construction of any facilities.

**General Study Area**

Using radar data for the EA Study Airports and the initial proposed design changes, the FAA will identify a General Study Area in which changes to aircraft routing would occur as a result of the Proposed Action.

The General Study Area will be used to evaluate and compare the potential impacts of the Proposed Action and reasonable alternatives. This evaluation will exclude all Canadian territory. This evaluation will occur where departing aircraft are anticipated to be at altitudes below 10,000 feet above ground level (AGL) and arriving aircraft at altitudes below 7,000 feet AGL under the Proposed Action or the No Action alternative. The FAA may also consider traffic flying over tribal lands, national parks or national wildlife refuges below 18,000 feet AGL to evaluate and compare the potential impacts of the Proposed Action and the No Action alternative.

**PUBLIC WORKSHOPS:**

FAA intends to hold public workshops following publication of the Draft EA. FAA will provide public notice of the public workshops and the availability of the Draft EA at a future date.

**FOR FURTHER INFORMATION CONTACT:** Federal Aviation Administration, Central Service Center, Operations Support Group, Attn: Mr. Gregory Hines, 2601 Meacham Blvd., Fort Worth, TX, 76137. E-mail: 9-ASW-CLE-DTWOAPM-Comment@faa.gov.
June 11, 2015

Chairperson
Ingham County Board of Commissioners
County Building
Mason, MI 48854

Dear Sir or Madam:

You will find enclosed an annual accounting for the Ingham County 9-1-1 Service District. Section 405 of Senate Bill No. 303 of 1986 requires that telephone service providers of each service district prepare an annual accounting of the 9-1-1 technical (network) revenues and expenses.

We have been retained by the service providers listed on the attached statement to compile this information. This report provides your district's information for each listed provider of 9-1-1 service in your district. The over (under) collection amount may result in a change in the 9-1-1 technical rate. Rate changes are generally done annually in May to be effective July 1.

If you have any questions regarding the information, please contact our office.

Very truly yours,

Edward B. Rebman, CPA
Principal

EBR:las
Enclosures
cc: 911 coordinator
INGHAM COUNTY

E911 Technical Surcharge Pool

Compiled Financial Statements

December 31, 2014 and 2013
- Contents -

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<th>Accountant’s Compilation Report</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Statements</td>
<td></td>
</tr>
<tr>
<td>Statements of Trust Assets and Liabilities</td>
<td>2</td>
</tr>
<tr>
<td>Statements of Trust Receipts and Expenditures</td>
<td>3</td>
</tr>
<tr>
<td>Statements of Cash Flows</td>
<td>4</td>
</tr>
<tr>
<td>Notes to Financial Statements</td>
<td>5 - 6</td>
</tr>
</tbody>
</table>
Accountant's Compilation Report

Telephone Service Suppliers
Ingham County E911 Technical Surcharge Pool
Lansing, MI

We have compiled the accompanying statements of trust assets and liabilities of the Ingham County E911 Technical Surcharge Pool (an association) as of December 31, 2014 and 2013, and the related statements of trust receipts and expenditures and cash flows for the years then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Telephone Service Suppliers are responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist the Telephone Service Suppliers in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

We are not independent with respect to the Ingham County E911 Technical Surcharge Pool.

Maner Costerisan PC
June 1, 2015
Ingham County E911 Technical Surcharge Pool
(An Association)
Statements of Trust Assets and Liabilities
As of December 31, 2014 and 2013

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity in Common Funds</td>
<td>$ 118,285</td>
<td>$ 139,059</td>
</tr>
<tr>
<td>Accounts Receivable -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Suppliers</td>
<td>$ 24,300</td>
<td>$ 29,082</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>$ 142,585</td>
<td>$ 168,141</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Suppliers</td>
<td>$ 49,193</td>
<td>$ 42,592</td>
</tr>
<tr>
<td>Service Users</td>
<td>$ 93,392</td>
<td>$ 125,549</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>$ 142,585</td>
<td>$ 168,141</td>
</tr>
</tbody>
</table>

See accountant's report and notes to the financial statements.
Ingham County E911 Technical Surcharge Pool  
(An Association)  
Statements of Trust Receipts and Expenditures  
For the Years Ended December 31, 2014 and 2013

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts - Technical Surcharges</td>
<td>$156,158</td>
<td>$221,322</td>
</tr>
<tr>
<td>Expenditures - Provision of Service</td>
<td>188,315</td>
<td>199,015</td>
</tr>
<tr>
<td>Surplus (Deficit) of Receipts Over Expenditures</td>
<td>(32,157)</td>
<td>22,307</td>
</tr>
<tr>
<td>Accounts Payable - Service Users, Beginning of Year</td>
<td>125,549</td>
<td>103,242</td>
</tr>
<tr>
<td>Accounts Payable - Service Users, End of Year</td>
<td>$93,392</td>
<td>$125,549</td>
</tr>
</tbody>
</table>

See accountant's report and notes to the financial statements.
Ingham County E911 Technical Surcharge Pool  
(An Association)  
Statements of Cash Flows  
For the Years Ended December 31, 2014 and 2013

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Flows from Operating Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$ 4,782</td>
<td>$ 30,798</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>(25,556)</td>
<td>35,833</td>
</tr>
<tr>
<td>Net Cash Flows Provided (Used) by Operating Activities</td>
<td>(20,774)</td>
<td>66,631</td>
</tr>
<tr>
<td>Increase (Decrease) in Common Funds</td>
<td>(20,774)</td>
<td>66,631</td>
</tr>
<tr>
<td>Equity in Common Funds, Beginning of Year</td>
<td>139,059</td>
<td>72,428</td>
</tr>
<tr>
<td>Equity in Common Funds, End of Year</td>
<td>$ 118,285</td>
<td>$ 139,059</td>
</tr>
</tbody>
</table>

See accountant’s report and notes to the financial statements.
Ingham County E911 Technical Surcharge Pool
(An Association)

Notes to Financial Statements

Note 1 - Nature of Activities

The Ingham County E911 Technical Surcharge Pool (Pool) is an unincorporated association of suppliers of emergency (911) telephone service within Ingham County, in the State of Michigan. It was formed to provide for the settlement of costs between suppliers as required by Public Act 32 (P.A. 32) of 1986, as amended.

The service suppliers for this Pool are CenturyTel of Upper Michigan, Comcast, Frontier Communications, AT&T, Matrix Telecom, Shiawassee Telephone Company, Springfield Telephone Company, TDS Metrocom, and TelNet Worldwide. In accordance with P.A. 32, these suppliers are entitled to recovery of costs as defined by the statute. In addition, the statute requires uniform billing on a geographic basis. Each supplier reports its billings and costs. These amounts are then pooled and settlements for over or under collections are made.

Note 2 - Significant Accounting Policies

Basis of Accounting: These financial statements are prepared on the accrual basis of accounting. Receipts are recorded when billed and expenditures are recorded based upon the provisions of tariffs filed with the Michigan Public Service Commission.

Trust Funds: All funds within the Pool are held in trust solely for the service suppliers. Since the statute mandates cost recoveries, there is no income, loss or corresponding fund balance. Due to the nature of the Pool, taxes on income are not applicable. Accordingly, these financial statements do not reflect a provision for income taxes and the Pool has no other tax positions which must be considered for disclosure. Management has evaluated income tax positions taken or expected to be taken, if any, and the likelihood that upon examination by relevant jurisdictions, those income tax positions would be sustained. Based on the results of this evaluation, management determined there are no positions that necessitate disclosures and/or adjustments.

Accounts Receivable or Payable - Service Users: These amounts represent future billings or refunds to adjust for the over or under collection of telephone surcharges from the service users. These adjustments are normally made on an annual basis. Accounts receivable are carried at their estimated collectible amounts and do not bear interest.

Accounts Receivable or Payable - Service Suppliers: These amounts represent the corresponding contra asset or liability to the Accounts Receivable or Payable - Service Users and are amounts due to or from the service suppliers. Accounts receivable are carried at their estimated collectible amounts and do not bear interest.

Equity or Deficiency in Common Funds: The service suppliers utilize a common bank account for the seventy-nine service districts within the State of Michigan. Equity or Deficiency in Common Funds represents the Pool's cash and cash equivalents or advances from this bank account. Cash and cash equivalents consist of cash on deposit and short-term investments with maturities of three months or less. Interest earnings, generally immaterial, are credited to the various pools to reduce reported costs.

Technical Surcharges: Technical surcharges represent the monthly billings by the telephone service suppliers. These amounts are determined in accordance with the provisions of P.A. 32 and are subject to maximum caps as stipulated by that statute.
Ingham County E911 Technical Surcharge Pool  
(An Association) 

Notes to Financial Statements

Note 2 - Continued

Expenditures: Expenditures represent the costs of providing the emergency telephone network, switching, billing and collection and similar amounts.

Bad Debts: No provision for bad debt expense or allowance for uncollectible amounts is deemed necessary. Management writes off receivables as they are determined to be uncollectible based upon a periodic review of the accounts. Accounting principles generally accepted in the United States of America require that the allowance method be used to recognize bad debts; however, the effect of using the direct write-off method is not materially different from the results that would have been obtained under the allowance method.

Use of Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires the suppliers to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Note 3 - Surcharge Rates

P.A. 32 permits the recovery of both recurring and nonrecurring charges. Recurring charges are defined as the amounts necessary for the ongoing operation of the system. Nonrecurring charges are for the initial setup and non-operational installation of trunks, circuits and similar items. Depending on the date of commencement of service, the nonrecurring charges are subject to various amortization rates and periods of up to ten years. At December 31, the Ingham County billed access-facility monthly rates were:

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring</td>
<td>$0.20</td>
<td>$0.22</td>
</tr>
<tr>
<td>Nonrecurring</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$0.20</td>
<td>$0.22</td>
</tr>
</tbody>
</table>

Effective July 1, 2015, the recurring rate will be increased by $0.03 resulting in a total rate of $0.23.

Note 4 - Fair Value of Financial Instruments

The fair value of short-term financial instruments, including accounts receivable and accounts payable, approximates the carrying amount due to the short maturity of these instruments.

Note 5 - Subsequent Events

The date to which events occurring after December 31, 2014 have been evaluated for possible adjustment to the financial statements or disclosure is June 1, 2015, which is the date on which the financial statements were available to be issued.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION 76-275 BY REVISING THE GOALS OF THE INGHAM COUNTY WOMEN’S COMMISSION

RESOLUTION # 15 –

WHEREAS, Resolution 74-164 established the Ingham County Women’s Commission; and

WHEREAS, Resolution 76-275 restructured the Women’s Commission and charged the Commission with the following goals:

a. To serve as advisors to the County Board regarding the impact of actions and policies of the County on women in Ingham County;
b. To research and recommend better ways of meeting the needs of women through County resources;
c. To work with the Equal Opportunity Committee in recommending methods of overcoming discrimination against women in County employment and civil and political rights;
d. To secure appropriate recognition of women’s accomplishments and contributions to Ingham County; and
e. Any other duties deemed appropriate by the Board of Commissioners or the women of Ingham County.

WHEREAS, the Women’s Commission wishes to revise its goals.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution 76-275 by revising the goals of the Women’s Commission as follows:

Serve as advisors to the County Board of Commissioners regarding the impact of actions and policies of the County on women and children by:
   a. Researching and recommending better ways of meeting the needs of women and children through County resources;
   b. Recommending methods of overcoming discrimination against women in the County and collaborating with the Equal Opportunity Commission; and
   c. Encouraging civic and political recognition of women’s accomplishments and contributions to Ingham County.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
   Nays: None  Absent: Koenig  Approved 6/16/15
WHEREAS, Scott Skriba began his 35 year career in 1980 as a maintenance worker in the CETA (Comprehensive Employment and Training Act) Youth Program; and

WHEREAS, after 18 months of exceptional work, the county created a full time maintenance worker position for Scott, which he accepted; and

WHEREAS, in early 1990 Scott was promoted to Building Construction Supervisor; and

WHEREAS, Scott has demonstrated remarkable leadership skills and commitment to county buildings; and

WHEREAS, over the years Scott has led multiple successful construction projects ranging from small to large and quite complex as well as the supervision of several volunteer groups; and

WHEREAS, his expertise in the construction field has proved to be an immeasurable financial benefit to the county; and

WHEREAS, the quality of Scott’s finish carpentry is and always will be well known and appreciated throughout the county and will remain a testament to his expertise for years to come.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners recognizes the impact and quality of Scott Skriba’s work and dedication to Ingham County and expresses its sincere appreciation to him for the services and benefits which he has contributed.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners extends its best wishes to Scott for continued success in all his future endeavors.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None  Absent: Koenig  Approved 6/16/15
WHEREAS, the position of MIS Help Desk Specialist Position 958021 UAW I is vacant; and

WHEREAS, with the renaming and reorganization of the Innovation and Technology Department and changing of IT trends the use of an additional Computer Technician is needed; and

WHEREAS, both positions of MIS Help Desk Specialist and Computer Technician are classified as an UAW I; and

WHEREAS, there are currently five (5) funded positions in the Innovation and Technology Department classified as a Computer Technician; and

WHEREAS, the IT Department would like to convert position number 958021 (MIS Help Desk Specialist) to a Computer Technician 1, UAW I, to better meet operational needs; and

WHEREAS, the Chief Information Officer has recommended converting the Help Desk Specialist position to a Computer Technician 1 position; and

WHEREAS, the Human Resources Department has reviewed the conversion request and determined that both positions are in the same union and classification; and

WHEREAS, the Budgeting Office has confirmed that these are in the same classification and the change is budget neutral; and

WHEREAS, the UAW Chairperson has indicated in a written response that the UAW has no issues with this conversion.

THEREFORE BE IT RESOLVED, that the current position 958021 MIS Help Desk Specialist Dispatcher be converted to Computer Technician 1 in the Innovation and Technology Department.
BE IT FURTHER RESOLVED, that the vacant position 958021 will be posted and filled with the Computer Technician 1 job description.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Innovation and Technology Department Position Allocation List in accordance with this resolution.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None  Absent: Koenig  Approved 6/16/15
WHEREAS, the Groesbeck Park Drain Drainage District (the “Drainage District”) has been established within the County of Ingham (the “County”) pursuant to the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Drain Code”); and

WHEREAS, pursuant to the Drain Code proceedings are being undertaken by the Ingham County Drain Commissioner (the “Drain Commissioner”) for the construction and financing of improvements to the Groesbeck Park Drain (the “Project”); and

WHEREAS, pursuant to the Drain Code, the Drain Commissioner will levy assessments in the Drainage District pursuant to an assessment roll in the aggregate principal amount of $12,595,000 (the “Assessments”) to pay for the construction and financing of the Project; and

WHEREAS, the Assessments shall be paid by the Charter Township of Lansing, the City of Lansing, the County, and benefited lands, including those owned by the Lansing Board of Water and Light, according to apportionments as determined by the Drain Commissioner acting pursuant to Section 262 of the Drain Code, in annual principal installments over a period of years as determined by the Drain Commissioner, but in no event to exceed 30 years, with interest thereon at such interest rate as shall be calculated to be sufficient to pay interest on any bonds to be payable from the Assessments; and

WHEREAS, the Drain Commissioner, by order, will authorize the issuance of bonds by the Drainage District, in one or more series, to be designated as the 2015 Drainage District Bonds (Limited Tax General Obligation) in the aggregate principal amount of not to exceed Twelve Million Five Hundred Ninety-Five Thousand Dollars $12,595,000 (the “Bonds”) in anticipation of the payment of the Assessments; and

WHEREAS, the Drain Code authorizes the County to pledge its full faith and credit for the payment of the Bonds if the Board of Commissioners of the County has adopted a resolution by a majority vote of its total membership; and

WHEREAS, it is in the best interest of the County that the Bonds be secured by a pledge of the full faith and credit of the County as authorized by Section 276 of the Drain Code so that the Bonds may be sold at the lowest and most favorable interest cost.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Full Faith and Credit Pledge of County. Pursuant to the authorization provided in the Drain Code, the Board of Commissioners of the County does hereby irrevocably pledge the full faith and credit of the
County for the prompt payment of the principal of and interest on the Bonds when due, and pursuant to said pledge, in the event that the collection of the Assessments is insufficient to pay the Bonds or the interest thereon when due, the amount unpaid shall be promptly advanced from County funds as a first budget obligation, and the County Treasurer is directed to immediately make such advancement to the extent necessary.

2. **Reimbursement of Advance from Assessment Roll.** In the event that pursuant to the pledge of its full faith and credit the County advances out of County funds all or any part of the principal of or interest on the Bonds, it shall be the duty of the County Treasurer and the Drain Commissioner, for and on behalf of the County, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the enforcement and collection of the Assessments, and the reimbursement of such advances so paid by the County, including without limitation the reassessment by the Drain Commissioner of the assessment roll as provided in Section 276 of the Drain Code.

3. **Public Purpose.** The Board of Commissioners of the County does hereby determine that the Project is necessary for the protection of the public health, safety and welfare of the County and its residents.

4. **Tax Covenant.** To the extent permitted by law, the County shall take all actions within its control necessary to maintain the exclusion of the interest on the Bonds from adjusted gross income for general federal income tax purposes under the Internal Revenue Code of 1986, as amended, including but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure of proceeds of the Bonds and moneys deemed to be proceeds of the Bonds.

5. **Official Statement and Continuing Disclosure.** The County hereby agrees to co-operate in preparation of preliminary and final official statements or other marketing circular describing the Bonds and in any application for bond ratings and municipal bond insurance for the Bonds. The County hereby agrees to enter into a Continuing Disclosure Undertaking in order to enable the underwriters of the Bonds to comply with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission. The Drain Commissioner, County Controller/Administrator or County Treasurer are each individually authorized to offer such assistance and to execute and deliver final official statements, or other marketing circulars, and a Continuing Disclosure Undertaking.

6. **Application to Michigan Department of Treasury.** The Drain Commissioner, County Controller/Administrator, Chief Deputy Controller, County Treasurer or other appropriate officials are each hereby authorized to complete, execute and file any and all applications or requests for waivers with the Michigan Department of Treasury necessary to effectuate the sale, issuance and delivery of the Bonds, including, if necessary, an application for prior approval to the Bonds, and to pay any necessary fees.

7. **Recession.** All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby repealed. This resolution shall become effective immediately upon its passage.

**COUNTY SERVICES: Yeas:** Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville  
**Nays:** None  
**Absent:** None  
**Approved 6/16/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert  
**Nays:** None  
**Absent:** Tennis  
**Approved 6/17/15**
I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the County Board of Commissioners of the County of Ingham, State of Michigan, at a regular meeting held on ___________________ , 2015 at 6:30 p.m., Eastern Daylight Time, and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of the meeting were kept and will be or have been made available as required by Act 267.

I further certify that the posting required pursuant to Act 34, Public Acts of Michigan, 2001, as amended, as set forth in Exhibit A attached hereto, was done in due time and form as required by Act 34.

I further certify that the following Members were present at the meeting: ______

________________________________________________________ and that the following Members were absent:

________________________________________________________.

I further certify that Member __________________________ moved for adoption of the resolution and that Member __________________________ supported the motion.

I further certify that the following Members voted for adoption of the resolution:

________________________________________________________ and that the following Members voted against adoption of the resolution:

________________________________________________________.

I further certify that the Members voting for adoption of said resolution constitute at least a majority of the total membership of the Board of Commissioners.

____________________________________
Barb Byrum, County Clerk
EXHIBIT A
Form of Notice pursuant to Section 308, Act 34,
Public Acts of Michigan, 2001, as amended

MEETING NOTICE
County Board of Commissioners
County of Ingham, State of Michigan

At the regular meeting of the County Board of Commissioners of the County of Ingham, Michigan to be held on ____________, 2015 at 6:30 p.m. Eastern Daylight Time, at the Ingham County Courthouse, Third Floor, Mason, Michigan, the County Board of Commissioners will consider a resolution relating to issuance of bonds by the Groesbeck Park Drain Drainage District, which bonds, if issued, will pledge as security the limited tax full faith and credit of the County. It is anticipated that the bonds will be paid from assessments levied by the Drain Commissioner within the Groesbeck Park Drain Drainage District.

THIS NOTICE is given pursuant to the requirements of Section 308, Act 34, Public Acts of Michigan, 2001, as amended.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #15-192 WHICH AUTHORIZED A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND THE INGHAM COUNTY ROAD DEPARTMENT AND A THIRD PARTY AGREEMENT BETWEEN DELHI TOWNSHIP AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO A FEDERALLY FUNDED PATHWAY PROJECT ALONG HOLT ROAD FROM KARES ROAD TO EIFERT ROAD

RESOLUTION # 15 –

WHEREAS, the Ingham Board of Commissioners in Resolution No. 15-192 authorized entering into a second party agreement with the Michigan Department of Transportation (MDOT) to construct a RAM trail along Holt Road from Kahres Road to Eifert Road, on behalf of Delhi Charter Township; and

WHEREAS, the second party agreement was drafted by the Michigan Department of Transportation, pursuant to MDOT and Federal Highway Administration requirements; and

WHEREAS, $8,003 of force account local match was inadvertently omitted from the amount of matching funds to be paid by Delhi Township stated in Resolution No. 15-192; and

WHEREAS, it is necessary to amend Resolution #15-192 to include this information, which changes the funding amounts as illustrated below:

<table>
<thead>
<tr>
<th></th>
<th>Original</th>
<th>Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal CMAQ Funding</td>
<td>$1,159,500</td>
<td>$1,159,500</td>
</tr>
<tr>
<td>Delhi Township Match:</td>
<td>$ 257,100</td>
<td>$ 265,103</td>
</tr>
<tr>
<td></td>
<td>$1,416,600</td>
<td>$1,424,603</td>
</tr>
</tbody>
</table>

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #15-192, which authorizes entering into a second party agreement with the Michigan Department of Transportation by increasing the Delhi Township match by $8,003 for a total estimated cost of $1,424,603 consisting of $1,159,500 in federal CMAQ funding and $265,103 in township matching funds.

BE IT FURTHER RESOLVED, that “MDOT Contract No. 15-5132” be noted on the amended resolution and that all other terms and conditions of Resolution #15-192 shall remain the same.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None   Absent: Koenig   Approved 6/16/15

FINANCE: Yeas: Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None  Absent: Tennis  Approved 6/17/15
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF AN UPGRADE TO THE SOFTWARE FOR THE OnSSI VIDEO WALL FROM VIDCOM SOLUTIONS

RESOLUTION # 15 –

WHEREAS, the Innovation and Technology Department upgraded the OnSSI Video system from an end of life version in late 2014; and

WHEREAS, in the 2015 budget the Innovation and Technology Department budgeted to upgrade the video wall software; and

WHEREAS, the cost to upgrade is $28,280.62 and $30,000 was budgeted for in 2015; and

WHEREAS, VidCom Solutions is the only local vendor authorized to support and sell OnSSI software and is currently the vendor that supports 337 county cameras; and

WHEREAS, the purchase of the video wall also has 3 years of software support included.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Innovation and Technology Department purchase from VidCom Solutions of OnSSI Video Wall software with 3 years of software support at a cost of $28,280.62.

BE IT FURTHER RESOLVED, the video wall upgrade will be paid out of the Innovation and Technology Department Networking Maintenance Fund Account #636-25810-818000.

BE IT FURTHER RESOLVED, that the Innovation and Technology Department and Purchasing Department are hereby authorized to execute a purchase order with OnSSI for the purchase of an OnSSI Video Wall and 3 years of software maintenance.

COUNTY SERVICES:  Yeas:  Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
   Nays:  None   Absent:  Koenig   Approved 6/16/15

FINANCE:  Yeas:  Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert
   Nays:  None   Absent:  Tennis   Approved 6/17/15
WHEREAS, Stockbridge Township desires that improvements be performed on the following roads in the 2015 Local Road Program:

    Milner Road, Dexter Trail to Brogan Road, 3.3 miles;
    Obrien Road, Parman to Chapman Roads, 1.7 miles;
    Chapman Road, Heeney to Obrien Roads, 1 mile;
    Main Street, Village Limit to Dexter Trail, 0.9 mile;

each to include skip-paving asphalt repair of failed areas, leveling asphalt where needed, and single course chip-seal at an estimated cost of $402,000.00 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, $44,400 per available 2015 local road allocation to Stockbridge Township, and to contribute labor where indicated above without additional charge to the Township; and

WHEREAS, in 2013 the Road Department negotiated a non-refundable permit fee of $900,500 paid by Enbridge Energy Company, Inc., in consideration for Enbridge and/or its contractors building a petroleum pipeline through Stockbridge and other Townships at that time to use certain local, spring weight restricted roads in Stockbridge and other Townships at normal legal loading, with approximately one third, or $300,000, of this fee related to, and thus held for use on, local roads in Stockbridge Township; and

WHEREAS, the Road Department and Stockbridge Township have agreed that $200,000 of the above-mentioned Enbridge permit fee may be used on the above-listed local road projects in Stockbridge Township; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements, which is estimated to be $157,600 ($402,000 estimated total project cost less $200,000 above-mentioned Enbridge permit fee revenue, less $44,400 above mentioned 2015 local road allocation to Stockbridge Township); 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 this 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 construction season of the 2015 calendar year.

BE IT FURTHER RESOLVED, for 2015, the County on behalf of the Road Department has allocated to Stockbridge Township’s local roads, a maximum sum of $22,200.00 from the County Road Fund, plus $22,200.00 carryover from 2014 for a total available in 2015 of $44,400.00, 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 $44,400.00 toward the cost of said improvement from the County Road Fund and $200,000 from the above mentioned non-refundable Enbridge permit fee, and to contribute labor where indicated above without additional charge to the Township.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the final cost will be met first by the $200,000 Enbridge permit revenue, followed by Road Department local road match funds matched by Stockbridge Township for any final costs between $200,000 and $288,800, followed by Township contribution.

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 Stockbridge 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.

COUNTY SERVICES:  Yeas:  Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
     Nays:  None  Absent:  Koenig  Approved  6/16/15

FINANCE:  Yeas:  Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert
     Nays:  None  Absent:  Tennis  Approved  6/17/15
WHEREAS, the Ingham County Road Department is to receive federal Urban STP funding and a State of Michigan, Transportation Economic Development Fund, Category A (TEDF-A) grant to reconstruct Kipp Road from US-127 to Dexter Trail; and

WHEREAS, except for $10,200 worth of non-participating work related to salvaging excess aggregate material to ICRD, the federal STP funds serve as local match for the TEDF-A grant and the TEDF-A grant serves as local match for the federal STP funds; and

WHEREAS, the project includes 2016 federal Urban STP funding to supplement the 2015 Urban STP funding. The 2016 funding is allocated toward the project as “advance construct”, meaning that ICRD is to construct the project and be reimbursed costs not covered by the 2015 Urban STP funding when the 2016 Urban STP funding is available in fiscal year 2016, which starts October 1, 2015; 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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 Federal STP Urban Funding</td>
<td>$ 721,880</td>
</tr>
<tr>
<td>2016 Federal STP Urban Funding</td>
<td>$ 206,520</td>
</tr>
<tr>
<td>State of Michigan TEDF-A grant:</td>
<td>$ 400,000</td>
</tr>
<tr>
<td>Road Department Match:</td>
<td>$ 10,200</td>
</tr>
<tr>
<td></td>
<td>$1,338,600</td>
</tr>
</tbody>
</table>

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 Kipp Road from US-127 to Dexter Trail for a total estimated cost of $1,338,600 consisting of $712,880 in 2015 federal funding, $206,520 in 2016 federal funding, $400,000 in State of Michigan, Transportation Economic Development Fund, Category A funds, and $10,200 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.

COUNTY SERVICES:  Yeas:  Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
    Nays:  None  Absent:  Koenig  Approved  6/16/15

FINANCE:  Yeas:  Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert
    Nays:  None  Absent:  Tennis  Approved  6/17/15
 Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RESCIND RESOLUTION #15-138 TO AUTHORIZE THE ACCEPTANCE OF
THE PROJECT AGREEMENT FOR A MICHIGAN RECREATION PASSPORT GRANT FOR
TRAIL REPAIR AND IMPROVEMENTS AT HAWK ISLAND COUNTY PARK

RESOLUTION # 15 –

WHEREAS, Resolution #15-138 to authorize the acceptance of the project agreement for a Michigan
Recreation Passport Grant for trail repair and improvements at Hawk Island County Park was passed at the
April 28, 2015 Board of Commissioners meeting; and

WHEREAS, the Michigan Department of Natural Resources (MDNR) Recreation Passport Grant Program
requires a resolution that meets MDNR’s sanctioned resolution form and unfortunately Resolution #15-138
does not meet the MDNR’s requirements.

THEREFORE BE IT RESOLVED, that Resolution #15-138 is rescinded.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None Absent: Koenig Approved 6/16/15

FINANCE: Yeas: Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None Absent: Tennis Approved 6/17/15
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

\[\text{INGHAM COUNTY BOARD OF COMMISSIONERS}\]

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A MICHIGAN RECREATION PASSPORT GRANT FOR TRAIL REPAIR AND IMPROVEMENTS AT HAWK ISLAND COUNTY PARK

RESOLUTION # 15 –

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the amount of $45,000 to assist with the repair and replacement of portions of the asphalt trail within Hawk Island County Park; and

WHEREAS, the required matching funds of $15,000 will come from previously appropriated County funds reserved for this purpose in Resolution #14-116.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, approves entering into a Project Agreement to accept the $45,000 Michigan Recreation Passport Grant for trail repair at Hawk Island from the Michigan Department of Natural Resources.

BE IF FURTHER IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide fifteen thousand ($15,000) dollars to match the grant authorized by the DEPARTMENT.

2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.

3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.

4. To regulate the use of the facility constructed and reserved under this agreement to assure the use thereof by the public on equal and reasonable terms.

5. To comply with any and all terms of said agreement including all terms not specifically set forth in the foregoing portions of this resolution.

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

**COUNTY SERVICES:**  
**Yea:** Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville  
**Nays:** None  
**Absent:** Koenig  
**Approved 6/16/15**

**FINANCE:**  
**Yea:** Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert  
**Nays:** None  
**Absent:** Tennis  
**Approved 6/17/15**
JUNE 23, 2015
AGENDA ITEM NO. 17

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MANNIK SMITH GROUP
FOR THE PURPOSE OF PROVIDING PROFESSIONAL CONSULTING SERVICES TO ASSIST
THE INGHAM COUNTY TRAILS AND PARKS TASK FORCE IN ASSEMBLING A PLAN FOR THE
EXPENDITURE OF TRAILS & PARKS MILLAGE DOLLARS

RESOLUTION # 15 –

WHEREAS, on November 4, 2014 Ingham County voters passed a six-year, 0.5-mill for trails & parks; and

WHEREAS, the millage will generate a projected $3.5 million a year; and

WHEREAS, an Ingham County Trails and Parks Task Force, comprised of 11 of the 14 Board of Commissioners, has been established to guide the process; and

WHEREAS, the Task Force voted to hire a consultant who would be tasked with developing best practices, priorities, and maintenance costs, and a draft trails plan map as well as a plan to assist the Task Force to determine the expenditure of trails and parks millage dollars; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced firms for the purpose of entering into a contract with the County to provide professional consulting services to assist the Ingham County Trails and Parks Task Force in assembling a plan for the expenditure of trails & parks millage dollars; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Mannik Smith Group who submitted the most responsive and responsible proposal.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Mannik Smith Group, for a total cost not to exceed $73,514.00 from the Trails and Parks millage fund, to provide professional consulting services to assist the Ingham County Trails and Parks Task Force in assembling a plan for the expenditure of trails & parks millage dollars, of which the plan would be submitted to the Ingham County Board of Commissioners no later than 8 months from the date the contract is signed.

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

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.

COUNTY SERVICES: Yeas: Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None    Absent: None   Approved 6/16/15

FINANCE: Yea: Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None    Absent: Tennis   Approved 6/17/15
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH LJ TRUMBLE, LLC FOR IMPROVEMENTS TO THE MOOSE EXHIBIT AT POTTER PARK ZOO

RESOLUTION # 15 –

WHEREAS, the Moose Exhibit is in need of improvements; and

WHEREAS, this project has been delayed many times due to several different circumstances; and

WHEREAS, when we finally got the project out for bid, the bids came in much higher than our Architectural and Engineering Consultant imagined, forcing us to renegotiate for a lower cost; and

WHEREAS, the Purchasing Department solicited a post bid addendum and LJ Trumble, LLC, a registered, local vendor submitted the lowest responsive and responsible base bid in the amount of $706,000.00; and

WHEREAS, this vendor is recommended by both the Purchasing and Facilities Departments; and

WHEREAS, a contingency of $70,000.00 is being requested by the Facilities Department for any unforeseen circumstances that may arise with these types of improvements, bringing the project cost to a not to exceed total of $776,000.00; and

WHEREAS, the Facilities Department is asking for a Line Item transfer of $72,000.00 from the Wolf Exhibit Line Item 258-69900-977000-1514Z into the Moose Exhibit Line Item 258-69900-977000-1210Z, bringing our total available funds to $510,748.00; and

WHEREAS, the Facilities Department is also requesting $265,252.00 from the Zoo fund which has a balance of approximately $600,000.00; and

WHEREAS, the Facilities Department will utilize the additional Property Tax Revenue of $97,000.00; it will be reimbursed to the Zoo fund balance in 2016; and

WHEREAS, the Zoo has received a $200,000.00 gift from the Glassen Foundation, available over the next five (5) year period. The Zoo will reimburse this gift of $200,000.00 to the Zoo fund over the next five (5) year period; and

WHEREAS, funds will be available within the approved CIP Line Item 258-69900-977000-1210Z.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with LJ TRUMBLE, LLC, 6850 Aurelius Road, Lansing, MI 48911 for improvements to the Moose Exhibit for a not to exceed total of $776,000.00 which includes a $70,000.00 contingency.
BE IT FURTHER RESOLVED, the Facilities Department is requesting a Line Item transfer of $72,000.00 from the Wolf Exhibit Line Item 258-69900-977000-1514Z, into the Moose Exhibit Line Item 258-69900-977000-1210Z.

BE IT FURTHER RESOLVED, the Facilities Department is also requesting $265,252.00 from the Zoo fund which has a balance of approximately $600,000.00.

BE IT FURTHER RESOLVED, the Facilities Department will utilize the additional Property Tax Revenue of $97,000.00; it will be reimbursed to the Zoo fund balance in 2016.

BE IT FURTHER RESOLVED, the Zoo has received a $200,000.00 gift from the Glassen Foundation, available over the next five (5) year period. The Zoo will reimburse this gift of $200,000.00 to the Zoo fund over the next five (5) year period.

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.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None Absent: Koenig Approved 6/16/15

FINANCE: Yeas: Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None Absent: Tennis Approved 6/17/15
Introduction by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO AN AGREEMENT WITH CENTER PARK PRODUCTIONS TO PROMOTE REGIONAL ECONOMIC DEVELOPMENT

RESOLUTION # 15 –

WHEREAS, Center Park Productions promotes regional economic development through the annual Common Ground Music Festival; and

WHEREAS, the mission of Common Ground Music Festival is to present an annual summer event that provides a variety of entertainment and activities, enhances a positive community image, attracts visitors to the Lansing region and encourages unity and civic pride; and

WHEREAS, Common Ground Music Festival annually attracts more than 50,000 attendees to Ingham County to enjoy music and other Festival-related activities; and

WHEREAS, as a 501-c 3 non-profit organization, Center Park Productions depends on local economic development resources to further enhance the Common Ground Music Festival mission.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an allocation of $10,000 from the Contingency Fund to Center Park Productions to promote Ingham County economic development initiatives at the Common Ground Music Festival to be held July 7 to July 12, 2015.

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

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

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Bahar-Cook, Hope
Nays: Koenig, Banas, Maiville  Absent: None  Approved 6/16/15

FINANCE: Yeas: Anthony, Bahar-Cook, Tsernoglou, McGrain
Nays: Schafer, Case-Naeyaert  Absent: Tennis  Approved 6/17/15
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PLANTE MORAN TO ASSIST THE TREASURERS OFFICE WITH BANK RECONCILIATION STRUCTURE AND GENERAL LEDGER RECONSTRUCTION

RESOLUTION # 15 –

WHEREAS, Ingham County Treasury needs assistance to restructure and streamline the process of pooled cashed bank reconciliations; and

WHEREAS, the County has determined it needs assistance to implement a MUNIS software General Ledger Restructuring and bank reconciliation processes including financial schedules and analysis; and

WHEREAS, Plante Moran as the County’s current auditor is familiar with the internal control operations of the County and has given the County a cost not to exceed $50,000 to perform this service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Plante Moran to assist in the structure of bank reconciliation and the implementation of the County general ledger pooled cash system at a cost not to exceed $50,000.

BE IT FURTHER RESOLVED, that the funding for this service will come from the Delinquent Tax Fund.

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.

FINANCE: Yeas: Anthony, Bahar-Cook, Tsernoglou, McGrain, Case Naeyaert
Nays: Schafer  Absent: Tennis  Approved 6/17/15
WHEREAS, Rubie Zuchowski began her career with the Ingham County Health Department (ICHD) in June 1998 as a Family Support Worker with the Jump Start Family Outreach Program; and

WHEREAS, Rubie provided home visiting services to pregnant women and families with young children throughout Ingham County; and

WHEREAS, Rubie transitioned to a Public Health Advocate position with Family Outreach Services in 2010, where she was instrumental in the Interconception Care Project, providing extensive home visiting services to women who had experienced a negative pregnancy outcome; and

WHEREAS, Rubie utilizes a strengths based approach to her work with families, providing education on child development, healthy approaches to discipline, and developing support systems; and

WHEREAS, Rubie transitioned to a Community Health Worker with the Ingham Pathways to Better Health Project in 2012, providing adults with 2 or more chronic diseases with coordinated case management services; and

WHEREAS, Rubie is well-known in the community for her outreach activities and promotion of healthy lifestyles; and

WHEREAS, Rubie has connected numerous individuals and families to medical homes and monitored health behaviors in order to track positive health outcomes for those she serves; and

WHEREAS, Rubie’s impact on ICHD will last many years and her legacy of empowering individuals and families in our community will likely transcend many generations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Rubie Zuchowski for 17 years of dedicated service to the community and for the contributions she has made to the Ingham County Health Department.

BE IT FURTHER RESOLVED, that the Board wishes her well in this new chapter of her life and hopes she had continued success in all of her future endeavors.

HUMAN SERVICES:  Yeas:  Tennis, Nolan, Anthony, Banas, McGrain, Maiville, Case Naeyaert
 Nays:  None  Absent:  None  Approved 6/15/15
WHEREAS, Ms. Glesnes-Anderson served as the Executive Director of the Capital Area Health Alliance (CAHA) from 2003 to 2015; and

WHEREAS, CAHA grew under her leadership, becoming a thriving, successful, community-driven coalition that advanced the region toward an integrated approach to health care and wellness; and

WHEREAS, the advancement of CAHA included the development of a regional Health Information Exchange, made possible with the procurement of more than $2.3 million in grant funding, which ultimately became Great Lakes Health Connect; and

WHEREAS, Ms. Glesnes-Anderson led the strategic creation of the Choosing Health!® campaign, involving more than 100 community organizations across sectors and connecting thousands of residents to no-cost or low-cost healthy living resources; and

WHEREAS, Choosing Health!® incorporates Governor Rick Snyder’s 4 x 4 Tool to promote health and wellness; and

WHEREAS, CAHA, with its partners, is a recipient of the Michigan Health & Wellness 4 x 4 Plan Grant for three successive years, which encourages Michiganders to adopt health as a personal core value; and

WHEREAS, Ms. Glesnes-Anderson, a graduate of the University of Michigan with a Master of Health Services Administration, has a 28-year career that includes service on the executive staffs of several hospitals, including Newark Beth Israel Medical Center, where she led a major modernization, appointment to governmental commissions, consulting, publishing two books, and serving as Chairperson on the Michigan Health Council’s Board of Trustees; and

WHEREAS, both Ms. Glesnes-Anderson and CAHA received numerous awards and recognition under her tenure including: recognition as a Community Leader for Value-Driven Health Care from the U.S. Department of Health and Human Services, a Special Tribute from the State of Michigan, the Alvin Whitfield Community Service Award, and letters of recognition from Governor Rick Snyder, Senator Debbie Stabenow and former President George W. Bush, among others.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Ms. Valerie Glesnes-Anderson for her dedicated service to the County of Ingham and for the contributions she has made to the region.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.
HUMAN SERVICES: **Yea**: Tennis, Nolan, Anthony, Banas, McGrain, Maiville, Case Naeyaert  
**Nay**: None  
**Absent**: None  
**Approved 6/15/15**
WHEREAS, President Barack Obama issued a memorandum on February 27, 2014 establishing the Federal My Brother’s Keeper initiative and Task Force, an interagency effort to improve measurably the expected educational and life outcomes for and address the persistent opportunity gaps faced by boys and young men of color; and

WHEREAS, the initiative will help determine the public and private efforts that are working and how to expand upon them, how the Ingham County Board of Commissioners’ policies and programs can better support these efforts, and how to better involve Federal, State and local officials, the private sector, and the philanthropic community; and

WHEREAS, Lansing Mayor Virg Bernero accepted the MBK Challenge on September 31, 2014; and

WHEREAS, One Love Global, Inc. drafted the MY Lansing MBK Action plan and is contracted by the City of Lansing as the convenor MY Lansing MBK; and

WHEREAS, One Love Global, Inc. serves as White House point of contact for MY Lansing MBK; and

WHEREAS, the mission of MY Lansing/My Brother’s Keeper is closing gaps in outcomes for children throughout Ingham County across 6 key milestones: 1) Ready for School, 2) Reading at Level by 3rd Grade, 3) Graduating from High School Ready for College, Career & Civic Engagement, 4) Post-Secondary Completion, 5) Successfully Entering the Workforce, and 6) Preventing Violence, Reducing Contact with Law Enforcement & Courts, and Providing a 2nd Chance; and

WHEREAS, MY Lansing/My Brother’s Keeper is requesting support from the Ingham County Board of Commissioners as part of a regional initiative in partnership with the City of Lansing and One Love Global, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby accept the MY Lansing/My Brother’s Keeper Challenge.

BE IT FURTHER RESOLVED, where possible and appropriate, Ingham County services and programs will support the 6 key milestones listed above.

HUMAN SERVICES: Yeas: Tennis, Nolan, Anthony, Banas, McGrain, Maiville, Case Naeyaert
Nays: None   Absent: None   Approved 6/15/15
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO DLZ MICHIGAN, INC. TO PROVIDE ENGINEERING DESIGN SERVICES FOR THE REMOVAL AND REPLACEMENT OF TWO YOUTH CENTER (YC) BOILERS, TWO HUMAN SERVICES (HSB) BOILERS AND THE REPLACEMENT OF TWO AIR HANDLER UNITS AT FOREST COMMUNITY HEALTH CENTER (FCHC)

RESOLUTION # 15 –

WHEREAS, current boilers and air handlers are old and in need of replacement, they have outlived their life expectancy and repair costs are no longer cost effective; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors and both the Purchasing and Facilities Departments agree that a contract be awarded to DLZ Michigan, Inc. who submitted the lowest not to exceed bid of $14,000.00; and

WHEREAS, DLZ has more familiarity and experience with county buildings allowing them to complete this project to Ingham County standards; and

WHEREAS, the required design services for the removal and replacement of the two YC boilers will be performed for a not to exceed cost of $4,900.00, funds for said services are available in Line Item 245-66299-976000-5FC05 which has a balance of $100,000.00; and

WHEREAS, the required design services for the removal and replacement of the two HSB boilers will be performed for a not to exceed cost of $4,900.00, funds for said services are available in Line Item 631-23304-976000-5FC04 which has a balance of $55,000.00; and

WHEREAS, the required design services for the replacement of the two FCHC air handlers will be performed for a not to exceed cost of $4,200.00, funds for said services are available in Line Item 511-61553-976000-02012 which has a balance of $1,622,022.90.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with DLZ Michigan, Inc. 1425 Keystone Avenue, Lansing, Michigan 48911 to provide engineering design services for the removal and replacement of two YC boilers, two HSB boilers and the replacement of two air handler units at FCHC for a total not to exceed cost of $14,000.00.

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.

HUMAN SERVICES: Yeas: Tennis, Nolan, Anthony, Banas, McGrain, Maiville, Case Naeyaert
Nays: None  Absent: None   Approved 6/15/15
COUNTY SERVICES:  Yeas: Celentino, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None  Absent: Koenig  Approved 6/16/15

FINANCE:  Yeas: Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert
Nays: None  Absent: Tennis  Approved 6/17/15
WHEREAS, under Internal Revenue Service regulations (IRS Notice 2011-52), not-for-profit hospitals are required to conduct community health assessments, write health improvement plans, and partner with local health departments in this work; and

WHEREAS, Mid-Michigan hospitals and health departments, including the Ingham County Health Department (ICHD), are conducting such a community health assessment and will write a health improvement plan; and

WHEREAS, the participating hospitals are providing financial support for this work and have established the Barry-Eaton District Health Department (BEDHD) as fiduciary for the project; and

WHEREAS, ICHD has agreed to play the leading role in conducting the data analysis and writing for the health assessment and health improvement plan; and

WHEREAS, the project participants have agreed to reimburse ICHD $27,100 for the cost of this work.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts $27,100 from BEDHD in support of the Community Health Assessment team’s work on the health assessment and health improvement plan.

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

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

**HUMAN SERVICES:**  **Yea:** Tennis, Nolan, Anthony, Banas, McGrain, Maiville, Case Naeyaert  
**Nays:** None  
**Absent:** None  
**Approved 6/15/15**

**FINANCE:**  **Yea:** Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert  
**Nays:** None  
**Absent:** Tennis  
**Approved 6/17/15**
WHEREAS, the Ingham County Health Department (ICHD) is responsible for implementing activities that support the County priority to “Promote Environmental Protection and Smart Growth”; and

WHEREAS, a county allocation in the amount of $35,000 from the Board of Commissioners is intended to expand or enhance opportunities for urban redevelopment through engagement and mobilization of residents (Resolutions #06-120, #07-105, #08-116, #09-122, #10-116, #11-052, #12-18); and

WHEREAS, the purpose of the funds are to strengthen urban cores, revitalize Lansing’s neighborhoods, and curb resident movement into less developed areas, thereby preserving open land and reducing long-term negative impacts on our ecosystem; and

WHEREAS, after a competitive RFP process in 2014 overseen by the Community Assets Alignment Committee of the Power of We Consortium (PWC) it is recommended that the Urban Redevelopment Funds be allocated to Allen Neighborhood Center (ANC) in the amount of $35,000; and

WHEREAS, the original partner in ANC’s proposal withdrew and ANC submitted an updated proposal to collaborate with Happendance, a 501(c)3 non-profit organization to develop a satellite location next door to ANC’s main service center; and

WHEREAS, this collaboration will enhance Happendance’s programs for school aged youth, including those who attend the three public and two parochial schools located within 12 blocks of ANC, many of whom no longer enjoy school-based fitness and health education classes; and

WHEREAS, ICHD in partnership with PWC, has determined that greater impact can be made with the 2015 grant funds by allocating the aforementioned amount to this organization to extend its initiatives.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract with ANC in the amount of $35,000 to collaborate with Happendance, a 501(c)3 non-profit organization to develop a satellite location next door to ANC’s main service center.

BE IT FURTHER RESOLVED, that the contract period is June 1, 2015 through September 30, 2015.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
HUMAN SERVICES:  Yeas: Tennis, Nolan, Anthony, Banas, McGrain, Maiville, Case Naeyaert  
Nays: None  Absent: None  Approved 6/15/15

FINANCE:  Yeas: Anthony, Bahar-Cook, Tsermoglou, McGrain, Schafer, Case Naeyaert  
Nays: None  Absent: Tennis  Approved 6/17/15
WHEREAS, Deputy Kelley Bowden has been with the Ingham County Sheriff’s Office since 2002 where he started in the Corrections Division, transferred into Field Services in 2005, transferred into the Delhi Division in 2011, and also serves as the Business Liaison Officer for the Sheriff’s Office; and

WHEREAS, during that time Deputy Bowden has received numerous citations for excellent work over his thirteen year career with the Ingham County Sheriff’s Office; and

WHEREAS, the Lansing State Journal recently ran an article by Judy Putnam titled “Woman Picks Dogs Over Safe Housing” in which Deputy Kelley Bowden was prominently featured in the article with the subtitle reading “An Ingham County Sheriff’s Deputy Refused to Turn His Back on a Woman in Need”; and

WHEREAS, when Deputy Bowden found 60-year old Brenda Leonard illegally living in a homemade trailer parked in a self-storage unit without water, heat, or electricity he helped fix her battered camper, secured a donated tire for the camper, helped her renew her driver’s license, contacted relatives and social service agencies, and helped her to move to a Lansing area campground.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Deputy Kelley Bowden for the outstanding contributions he has made to the Sheriff’s Office and the citizens of Ingham County over the course of his career and in particular for his recent exemplary actions going above and beyond the call of duty whereby he made a positive difference in the life of a woman because as stated in the Lansing State Journal “An Ingham County Sheriff’s Deputy Refused to Turn His Back on a Woman in Need.”

LAW & COURTS:  Yeas:  Tsernoglou, Crenshaw, Koenig, Celentino, Nolan, Hope, Schafer
Nays:  None  Absent:  None  Approved 6/11/15
WHEREAS, Resolution #90-51 authorized the participation of Ingham County in a joint City of Lansing/Ingham County Community Corrections Advisory Board (CCAB); and

WHEREAS, in accordance with Public Act 511 of 1988, CCAB membership consisted of the County Sheriff or designee, Chief of Police or designee, Circuit Court Judge or designee, District Court Judge or designee, Probate Court Judge or designee, County Commissioner, City Councilperson, service sector appointee, County Prosecutor or designee, criminal defense attorney, business community appointee, communications media appointee; probation officer appointee and a general public appointee; and

WHEREAS, the Board of Commissioners added a second general public representative in Resolution #09-68 for a total of 15 CCAB members; and

WHEREAS, a legislative amendment (Act 466, 2014 effective January of 2015) to Public Act 511, 1988, MCL 791.407 Sec. 7(m) replaces the general public representative in the original Act with a workforce development representative to serve on the Community Corrections Advisory Board (CCAB); and

WHEREAS, Monica Jahner, who has served as a general public representative, is reappointed as a community alternative program representative.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby replaces the two general public representatives with a workforce development representative and reappoints Monica Jahner as a community alternative program representative to the Ingham County/City of Lansing Community Corrections Advisory Board decreasing the size of the Board from 15 to 14.

BE IT FURTHER RESOLVED, that the County Clerk forward a copy of this resolution to the City of Lansing for their consideration of this action.

LAW & COURTS:  Yeas:  Tsernoglou, Crenshaw, Koenig, Celentino, Nolan, Hope, Schafer
Nays:  None   Absent:  None   Approved  6/11/15
JUNE 23, 2015
AGENDA ITEM NO. 29

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION AND ENTERING INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND ENTERING INTO PROGRAM SUBCONTRACTS FOR FY 2015-2016

RESOLUTION # 15 –

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan; and

WHEREAS, the State Community Corrections Advisory Board approved for FY 2015-2016; and

WHEREAS, the FY 2015-2016 Application provides for the continuation of the following CCAB Plans and Services programming Relapse Prevention and Recovery ($47,200); Gatekeeper services ($12,500) to be provided by the CCAB Staff Consultant; MRT Cognitive Change Groups ($26,082) to be provided by Wellness, Inc., and for Day Reporting services ($40,274) to be provided by Northwest Initiative – ARRO; and, Sentinel, Inc. Electronic Monitoring Services for Pretrial defendants ($10,134) for a subcontract program total of $136,190; and

WHEREAS, the FY 2015-2016 Application also provides funding for a special part-time Pretrial Services Investigator ($25,683) to enhance the community supervision capacity of 30th Circuit Court Pretrial Services and for CCAB Administration in the amount of $50,422 for a Plans and Services total of $212,295 for the time period of October 1, 2015 through September 30, 2016; and

WHEREAS, the FY 2015-2016 grant award provides Ingham County with the use of a projected 30 residential beds with M.D.O.C. contracting directly with residential providers rather than with local jurisdictions for a projected value of $531,075 and another 1.23 beds per day funded with Drunk Driver Jail Reduction – Community Treatment Program (DDJR-CTP) grant funds in the amount of $21,169; and

WHEREAS, pursuant to the FY 2015-2016 Application, residential services will be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, and CEI-CMH House of Commons; and

WHEREAS, pursuant to the FY 2015-2016 grant award, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2015-2016 in the amount of $212,295 in CCAB Plans and Services and Administration funds, $21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of $233,464 and for the use of an estimated 30 residential beds per day for a value amounting to $531,075 for the time period of October 1, 2015 through September 30, 2016.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2015 through September 30, 2016 with the Wellness, Inx. for the actual cost of MRT Cognitive Change groups not to exceed $26,082; with CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed $47,200; with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed $40,274; and with Sentinel, Inc. for electronic monitoring for Pretrial defendants not to exceed $10,134.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PRO06 salary grade not to exceed $25,683.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

LAW & COURTS: Yeas: Tsernoglou, Crenshaw, Koenig, Celentino, Nolan, Hope, Schafer  
Nays: None  Absent: None  Approved 6/11/15

FINANCE: Yeas: Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert  
Nays: None  Absent: Tennis  Approved 6/17/15
WHEREAS, the Ingham County Animal Control has applied for and been approved to receive a grant from Two Seven Oh, Inc.; and

WHEREAS, the purpose of this grant is to purchase a dental machine, which will be used to improve the health of senior pets; and

WHEREAS, the award amount of this grant is up to $8,500.00, with no match required; and

WHEREAS, the cost of the dental machine will be reimbursed to Ingham County Animal Control once receipt of purchase is provided to Two Seven Oh, Inc.; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the grant from Two Seven Oh, Inc. in an amount of up to $8,500.00 for the time period of May 13, 2015 to January 1, 2016, with no match requirement.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget.

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

**LAW & COURTS: Yeas:** Tsernoglou, Crenshaw, Koenig, Celentino, Nolan, Hope, Schafer  
**Nays:** None  
**Absent:** None  
**Approved 6/11/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert  
**Nays:** None  
**Absent:** Tennis  
**Approved 6/17/15**