

INGHAM COUNTY BOARD OF COMMISSIONERS  
**JUNE 9, 2015**  
REGULAR MEETING – 6:30 P.M.  
COMMISSIONERS ROOM, COURTHOUSE  
MASON, MICHIGAN

**AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. TIME FOR MEDITATION
- V. APPROVAL OF THE MINUTES FROM **MAY 26, 2015**
- VI. ADDITIONS TO THE AGENDA
- VII. PETITIONS AND COMMUNICATIONS
  1. A LETTER FROM THE STATE OF MICHIGAN DEPARTMENT OF TREASURY REGARDING THE **TRI-COUNTY CONVENTION FACILITIES TAX/4% STATE-WIDE LIQUOR TAX**
  2. A LETTER FROM FRANK HATFIELD REGARDING THE FUNDING OF THE **MERIDIAN RIVER FRONT TRAIL**
  3. A LETTER FROM **CAPITAL AREA LITERACY COALITION** REGARDING A GRANT RECEIVED FROM INGHAM COUNTY
  4. AN EMAIL FROM **TODD L. ELDRED** REGARDING HIS RESIGNATION FROM THE INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD
- VIII. LIMITED PUBLIC COMMENT
- IX. CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIR
- X. CONSIDERATION OF CONSENT AGENDA
- XI. COMMITTEE REPORTS AND RESOLUTIONS
  5. COUNTY SERVICES COMMITTEE - RESOLUTION RESCINDING RESOLUTION 93-83 REVISING THE INGHAM COUNTY ADVISORY BOARD **APPLICATION FORM**

6. COUNTY SERVICES COMMITTEE - RESOLUTION TO APPROVE THE [SPECIAL AND ROUTINE PERMITS](#) FOR THE INGHAM COUNTY ROAD DEPARTMENT
7. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION AUTHORIZING A CONTRACT WITH LAYNE CHRISTENSEN COMPANY FOR THE EMERGENCY REPLACEMENT OF AN IRRIGATION WELL PUMP AND HOUSING AT [HAWK ISLAND COUNTY PARK](#)
8. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE A [REORGANIZATION](#) OF THE PARKS DEPARTMENT'S TWO VACANT RANGER II POSITIONS
9. COUNTY SERVICES AND FINANCE COMMITTEES - 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
10. COUNTY SERVICES AND FINANCE COMMITTEES - 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
11. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO EXECUTE WATERBORNE CENTERLINE PAVEMENT MARKING AGREEMENTS WITH THE [CITY OF LESLIE](#), CITY OF MASON, CITY OF WILLIAMSTON, AND THE VILLAGE OF WEBBERVILLE
12. COUNTY SERVICES AND FINANCE COMMITTEES - 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
13. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH [LEROY TOWNSHIP](#) FOR THE INGHAM COUNTY ROAD DEPARTMENT
14. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH [AURELIUS TOWNSHIP](#) FOR THE INGHAM COUNTY ROAD DEPARTMENT

15. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH [LESLIE TOWNSHIP](#) FOR THE INGHAM COUNTY ROAD DEPARTMENT
16. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH [VEVAY TOWNSHIP](#) FOR THE INGHAM COUNTY ROAD DEPARTMENT
17. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH [ALAIEDON TOWNSHIP](#) FOR THE INGHAM COUNTY ROAD DEPARTMENT
18. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH [MERIDIAN TOWNSHIP](#) FOR THE INGHAM COUNTY ROAD DEPARTMENT
19. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH [WILLIAMSTOWN TOWNSHIP](#) FOR THE INGHAM COUNTY ROAD DEPARTMENT
20. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH [BUNKER HILL TOWNSHIP](#) FOR THE INGHAM COUNTY ROAD DEPARTMENT
21. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION AUTHORIZING [TWO TERM-LIMITED](#) AFSCME CLASS 4 HIGHWAY WORKER POSITIONS FOR THE ROAD DEPARTMENT
22. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION AUTHORIZING A RE-ORGANIZATION (RECLASSIFICATION) OF AN [ENGINEERING TECHNICIAN POSITION](#) FOR THE ROAD DEPARTMENT
23. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION ESTABLISHING A FREEDOM OF INFORMATION ACT ([FOIA](#)) [POLICIES](#) AND GUIDELINES, PUBLIC SUMMARY OF PROCEDURES AND GUIDELINES, AND FOIA OPERATIONAL PROCEDURES FOR INGHAM COUNTY
24. FINANCE COMMITTEE - RESOLUTION HONORING THE LANSING JUNETEENTH COMMITTEE ON THE 22ND ANNUAL [JUNETEENTH](#) CELEBRATION

25. HUMAN SERVICES, COUNTY SERVICES, AND FINANCE COMMITTEES - 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](#)
26. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO RENEW THE AGREEMENT WITH CROSS COUNTRY STAFFING, INC. FOR PER DIEM [PROFESSIONAL STAFFING](#) FOR MEDICATION PASSING SERVICES AT THE INGHAM COUNTY JAIL
27. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE SUBCONTRACT AGREEMENTS WITH THE GREATER LANSING AFRICAN [AMERICAN HEALTH INSTITUTE](#), THE SOUTH SIDE COMMUNITY COALITION, AND SHIRLEY CARTER
28. HUMAN SERVICES AND FINANCE COMMITTEES - 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
29. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE A SUBCONTRACT WITH METROPOLITAN ORGANIZING STRATEGY ENABLING [STRENGTH \(MOSES\)](#) FOR ATTENDANCE AT THEIR SUMMIT ON RACE AND POWER
30. LAW & COURTS COMMITTEE - RESOLUTION MAKING AN APPOINTMENT TO THE [JURY BOARD](#)
31. LAW & COURTS, COUNTY SERVICES, AND FINANCE COMMITTEES - 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 55<sup>TH</sup> AND 54A DISTRICT COURTS
32. LAW & COURTS AND FINANCE COMMITTEES - RESOLUTION AUTHORIZING A [CONTRACT AMENDMENT](#) FOR THE 2015 SMALL

TALK CHILDREN'S ASSESSMENT CENTER – SEXUAL TRAUMA  
RECOVERY PROGRAM

- 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](http://www.ingham.org)

## **MAY 26, 2015 REGULAR MEETING**

Board of Commissioners Room – Courthouse  
Mason – 6:30 p.m.  
May 26, 2015

### **CALL TO ORDER**

Chairperson McGrain called the May 12, 2015 Regular Meeting of the Ingham County Board of Commissioners to order at 6:30 p.m.

Members Present at Roll Call: Anthony, Bahar-Cook, Banas, Celentino, Crenshaw, Hope, Koenig, Maiville, McGrain, Naeyaert, Nolan, Schafer, Tennis, and Tsernoglou

Members Absent: None

A quorum was present.

### **PLEDGE OF ALLEGIANCE**

Chairperson McGrain asked Dr. Johnny Scott, Superintendent of Holt Public Schools, 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 12, 2015**

Commissioner Crenshaw moved to approve the minutes of the May 12, 2015 meeting. Commissioner Koenig seconded the motion.

The minutes were amended as follows:

Commissioner Crenshaw announced that on the evening of May 13 at Dart Auditorium the Turning Point of Lansing would be holding their Rites of Passage ceremony for graduating seniors. He also announced that Friday, May 14 the Kiwanis Club of ~~Holt~~ **Holt** would be having a chicken barbecue at the First Presbyterian Church. Lastly, he stated announced that Commissioner Hope and he attended the Law Enforcement Memorial program on Thursday, May 7. He encouraged other Commissioners to attend the event next year.

This was considered a friendly amendment.

The motion to approve the minutes, as amended, carried unanimously.

### **ADDITIONS TO THE AGENDA**

None.

### **PETITIONS AND COMMUNICATIONS**

## **MAY 26, 2015 REGULAR MEETING**

A Letter from Center Park Productions Regarding Funding for the Economic Development of Common Ground Music Festival. Chairperson McGrain referred the letter to the County Services Committee.

A Letter from the Michigan Department of Environmental Quality Regarding Their Air Quality Division's Pending New Source Review Application Report. Chairperson McGrain directed that the letter be placed on file.

A Letter from the Michigan Department of Health and Human Services Regarding the Child Care Fund Monitoring Unit Compliance Report. Chairperson McGrain referred the letter to the Law & Courts Committee.

An Email from Sara Reedy Regarding her Resignation from the Women's Commission. Chairperson McGrain accepted and placed the email on file.

Ingham County Farmland and Open Space Preservation Program 2014 Annual Report. Chairperson McGrain accepted the report and placed it on file.

Ingham County Parks 2014 Annual Report. Chairperson McGrain accepted and placed on file.

### **LIMITED PUBLIC COMMENT**

None.

### **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. 7. Commissioner Anthony seconded the motion.

The motion carried unanimously.

Those agenda items that were on the consent agenda were adopted by unanimous roll call vote.

Item voted on separately is so noted in the minutes.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 7**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DR. JOHNNY SCOTT ON HIS RETIREMENT  
FROM HOLT PUBLIC SCHOOLS**

**RESOLUTION # 15 – 183**

WHEREAS, Johnny Scott, Ph.D., has served the Holt Public Schools district since 1995, when he became principal of the Holt Junior High School; and

WHEREAS, Dr. Scott was appointed superintendent of Holt Public Schools in 2007; and

WHEREAS, Dr. Scott began his career in education in Fort Myers, Florida, where he worked as principal at the middle school and high school levels; and

WHEREAS, Dr. Scott earned bachelor's and master's degrees from Florida A & M University, an educational specialist degree from the University of South Florida, and a doctorate from Michigan State University; and

WHEREAS, in addition to presenting at the Institute for Development of Educational Activities and participating in the Educational Policy Fellowship Program, Dr. Scott has worked with the Michigan State University College of Education in leadership and policy development; and

WHEREAS, Dr. Scott has led the way in implementing innovations in education in Holt Public Schools that also resulted in cost savings; and

WHEREAS, those innovations include putting a second elementary school on a year-round "balanced calendar," introducing an early learning center to house all of the district's childcare and preschool programs, and increasing the number of college courses and career exploration options offered tuition-free to high school students; and

WHEREAS, children love Dr. Scott, and he always reciprocates with a warm smile, a handshake, hug, or high five; and

WHEREAS, Dr. Scott made a positive difference in the lives of Holt Public Schools students over the last twenty years by improving their educational experience and by demonstrating genuine care and concern for every child in the district, most of whom he knows by name.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners thanks and commends Dr. Scott for his contributions to the field of education and for his heartfelt dedication and service to the thousands of children who have passed through Holt Public Schools over the past twenty years.



**MAY 26, 2015 REGULAR MEETING**

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners congratulates Dr. Scott on his retirement and wishes him well in his future endeavors.

**COUNTY SERVICES: Yeas:** Celentino, Crenshaw, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Koenig, Banas **Approved 5/19/15**

Commissioner Celentino moved to adopt the resolution. Commissioner Crenshaw seconded the motion.

The motion carried unanimously.

Commissioner Hope read the resolution into the record.

Commissioner Hope presented the resolution to Dr. Scott.

Johnny Scott, Ph.D., thanked the Board of Commissioners for the honor and also so for their service.

Commissioner Naeyaert thanked Dr. Scott for his service.

Commissioner Anthony also thanked Dr. Scott for his service.

Commissioner Crenshaw congratulated Dr. Scott on his retirement.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 8**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CONGRATULATING DART BANK ON  
90 YEARS OF COMMUNITY BANKING**

**RESOLUTION # 15 – 184**

WHEREAS, in 1925, Rollin Charles Dart and his son Doc Campbell Dart, along with several local farmers and businessmen, received a charter to open a commercial bank, The Dart National Bank of Mason; during this time Doc also learned he was going to be a father to a baby boy, Rollin Bashford Dart; and

WHEREAS, the early 1930's were a trying time for this nation, especially within the banking industry; lack of money and resources brought the American economy to a grinding halt; this did not deter R.C. and Doc Dart as they offered consumers installment type loans for automobiles and trailer homes as they traveled back and forth from Mason to Washington, D.C. until the bank was allowed by the Federal Comptroller to offer the community another way to finance their dreams; and

WHEREAS, the onset of war in the early 1940's saw more trying times for Dart Bank and the banking industry as a whole; through the efforts of the Dart team and the community, they were able to come out of the decade for the better; and

WHEREAS, the 1950's brought with them continued optimism within the local and national communities, and after the passing of Doc Campbell Dart, the regulators advised the board of a need for stronger leadership and accepted Rollin Dart as Chief Executive; he assumed his role as Chairman and Chief Executive Officer on January 15, 1962; and

WHEREAS, in 1974 Dart Bank opened a branch in Holt; in 1999 Rollin Dart passed the title on to Ronald Rhoades after serving as CEO for 37 years; during Rollin's tenure the bank increased in size from \$8 million to \$180 million; and

WHEREAS, in April 2005, Dart opened a branch in the City of Grand Ledge, bringing the community centered banking to its third location in Greater Lansing; and

WHEREAS, effective March 1, 2007, after the retirement of Ronald Rhodes, Peter Kubacki became the bank's fifth president and CEO; this also marked the end of Rollin Dart's time as a member of the Board; however, his time with Dart was not over, as he continued on as Chairman Emeritus and Community Relations Officer; and

WHEREAS, in 2014, a strategic opportunity to greatly expand the residential lending business resulted in the addition of 40 mortgage bankers to the Dart team; that same year they added a residential lending office in Chelsea, and by the end of 2014, Dart Bank ranked number one in Ingham County's home mortgage market share.

**MAY 26, 2015 REGULAR MEETING**

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates Dart Bank on their 90 years of community banking and on the groundbreaking for a the new headquarters within their hometown of Mason meeting the banking needs of future generations.

**COUNTY SERVICES: Yeas:** Celentino, Crenshaw, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Koenig, Banas **Approved 5/19/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 9**

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 – 185**

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 the 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 6, 2015 as submitted.

**COUNTY SERVICES: Yeas:** Celentino, Crenshaw, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Koenig, Banas **Approved 5/19/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**INGHAM COUNTY ROAD DEPARTMENT**

DATE: May 6 , 2015

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2015-158	SIVYER EXCAVATION INC	SANITARY	HAYFORD ST	LANSING	11
2015-163	CONSUMERS ENERGY	GAS	HAGADORN RD	MERIDIAN	20
2015-166	BISHOP LAND SERVICE	SEISMIC	VARIOUS	LESLIE / BUNKER HILL	
2015-167	ACD.NET	CABLE / UG	ALAIEDON PARKWAY & JOLLY RD	ALAIEDON	4
2015-170	MDOT	MISCELLANEOUS	VARIOUS	VARIOUS	
2015-173	CONSUMERS ENERGY	GAS	CHARLES ST	LANSING	14
2015-174	CONSUMERS ENERGY	GAS	CATHERINE ST	LANSING	21
2015-175	CONSUMERS ENERGY	GAS	DEERFIELD AVE	LANSING	18
2015-176	CONSUMERS ENERGY	GAS	DEERFIELD AVE	LANSING	18
2015-177	CONSUMERS ENERGY	GAS	DEXTER TRAIL	VEVAY	15
2015-179	CONSUMERS ENERGY	GAS	SNOWGLEN LN	LANSING	7
2015-180	CONSUMERS ENERGY	GAS	ROWLEY RD	WILLIAMSTOWN	32
2015-190	CONSUMERS ENERGY	GAS	MICHIGAN AVE	LANSING	18
2015-191	CN RAILROAD	DETOUR	GREEN RD BET SHOESMITH RD & COLEMAN RD	MERIDIAN	1
2015-192	AT & T	CABLE / UG	OKEMOS RD & SANDHILL RD	ALAIEDON	4, 9
2015-197	DAN THOMAS LAWN SPRINKLER	ANNUAL LAWN/SPRINKLER	VARIOUS	VARIOUS	
2015-198	ENERSON GEOPHYSICAL LLC	SEISMIC	VARIOUS	VARIOUS	

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 10**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTINUING CONTRACT FOR  
MICROFILM AND INDEXING SERVICES FOR THE REGISTER OF DEEDS**

**RESOLUTION # 15 – 186**

WHEREAS, Ingham County is committed to providing its citizens convenient access to images of recorded documents and their preservation; and

WHEREAS, these images are handled on a regular basis by the public and have become worn and brittle; and

WHEREAS, the Board of Commissioners passed Resolution #14-209 to convert and index 86 rolls of film to digital images, and make the images available to the public without further damage to the existing film; and

WHEREAS, the Register of Deeds has identified an additional 58 rolls to be converted to digital images; and

WHEREAS, inserting these images into the public online system will enable the public to view the images and also make them available to customers in the Register of Deeds' public vault; and

WHEREAS, after completing 86 rolls of imaging with Michigan Office Solutions the Register of Deeds would like the extend the contract to Michigan Office Solutions who submitted a responsible bid in 2014, and has agreed to convert 15 rolls of film representing deeds and 43 rolls representing mortgages recorded between 1950 through 1960 for a cost not to exceed \$6,695.26; and

WHEREAS, funds for this project are available within the Register of Deeds Technology line item #10123600 818000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Register of Deeds Office to extend the contract with Michigan Office Solutions for the conversion and indexing of 58 rolls of microfilm representing documents recorded from 1950 through 1960 for a cost not to exceed \$6,695.26.

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

**COUNTY SERVICES: Yeas:** Celentino, Crenshaw, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Koenig, Banas **Approved 5/19/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, McGrain, Case Naeyaert

**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 5/20/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 11**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE PURCHASE OF A 36 MONTH SUPPORT SERVICE AGREEMENT (SSA) FOR THE NEW JAIL AUDIO SYSTEM**

**RESOLUTION # 15 – 187**

WHEREAS, the Ingham County Jail has a new jail audio system; and

WHEREAS, the Innovation and Technology Department worked with Carousel Industries to replace the failed/failing Grand Valley audio system; and

WHEREAS, the new jail audio system was completed in three phases; and

WHEREAS, the first phase was completed on Post 5 in June 2014, the second phase was completed from Resolution #14-338, and the third and final phase was completed from Resolution #14-400; and

WHEREAS, all three phases will be covered under this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase of the Support Service Agreement (SSA) for the new jail audio system from Carousel Industries.

BE IT FURTHER RESOLVED, the cost of the SSA, in an amount not to exceed \$8,416.84, will be paid from the 63625810-932030 IT Maintenance account.

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

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

**COUNTY SERVICES: Yeas:** Celentino, Crenshaw, Bahar-Cook, Hope, Maiville  
**Nays:** None **Absent:** Koenig, Banas **Approved 5/19/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, McGrain, Case Naeyaert  
**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 5/20/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 12**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH ANDERSON-FISCHER & ASSOCIATES FOR EXCAVATION SERVICES FOR IMPROVEMENTS TO THE “DONKEY” AND DRESSAGE ARENAS AT THE INGHAM COUNTY FAIRGROUNDS**

**RESOLUTION # 15 – 188**

WHEREAS, the existing condition of the footing in the “donkey” and dressage horse arenas on the north end of the fairgrounds has become deficient for usage by the thirty plus horse shows occurring annually; and

WHEREAS, in support of the 2015 Budget & Activity Priorities set by the Ingham County Board of Commissioners in resolution #14-177, the Ingham County Fair Board, by way of the improvements to the two horse arenas, will enhance services offered to current events and will provide an opportunity to bid for larger regional horse shows, thus increasing the current participation and continuing to diversify the Ingham County Fair Board revenue stream; and

WHEREAS, the Hotel/Motel reserve fund for Fairgrounds capital improvements is currently at \$62,359.69; and

WHEREAS, after careful review of bids, the Purchasing and Fair Board both concur that a contract be awarded to Anderson-Fischer & Associates who submitted the lowest responsive and responsible bid in the amount not to exceed \$18,200.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Anderson-Fischer & Associates, 225 E. Kipp Rd., Mason, Michigan 48854, to make improvements to the “donkey” and dressage arenas for a not to exceed cost of \$18,200.00.

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator is authorized to transfer funds from the Hotel/Motel reserve funds to the 2015 Ingham County Fair CIP account #56176900-976000.

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

**COUNTY SERVICES: Yeas:** Celentino, Crenshaw, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Koenig, Banas **Approved 5/19/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, McGrain, Case Naeyaert

**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 5/20/15**

Adopted as part of the consent agenda.



**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 13**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A PURCHASE ORDER TO JH CONSTRUCTION TO INSTALL A  
BARRIER FREE SIDEWALK AROUND THE PERIMETER OF THE MASON COURTHOUSE**

**RESOLUTION # 15 – 189**

WHEREAS, the Mason Courthouse is in need of a barrier free sidewalk around the perimeter of the courthouse that will connect all four entrances; and

WHEREAS, the barrier free sidewalk will be used primarily on days security screening is present at the South entrance for court proceedings; and

WHEREAS, the barrier free sidewalk will also allow individuals to access the building safely during the winter months; and

WHEREAS, the Facilities Department collected estimates from three qualified vendors and request that a Purchase Order be issued to JH Construction who submitted the lowest not to exceed estimate of \$8,632.25; and

WHEREAS, funds for said services are available within Line Item 245-23399-976000-5FC08 which has a balance of \$15,000.00 for a courthouse barrier free sidewalk.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a Purchase Order to JH Construction, 1167 South Aurelius Road, Mason, Michigan 48854 to install a barrier free sidewalk around the perimeter of the courthouse that will connect all four entrances, for a not to exceed cost of \$8,632.25.

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, Bahar-Cook, Hope, Maiville  
**Nays:** None **Absent:** Koenig, Banas **Approved 5/19/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, McGrain, Case Naeyaert  
**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 5/20/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 14**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT FOR GRAVEL  
ROAD DUST CONTROL SERVICE FOR THE ROAD DEPARTMENT**

**RESOLUTION # 15 – 190**

WHEREAS, the Road Department uses a service to provide, deliver and/or apply approximately 250,000 gallons of calcium chloride solution for dust control each year on the 82 miles of gravel county roads during the dry months of the year; and

WHEREAS, the Road Department's adopted 2015 budget includes funds for this expense in controllable expenditures; and

WHEREAS, bids for the Road Department's 2015 supply of liquid calcium chloride dust control solution were solicited by the Purchasing Department in RFP #48-15; and

WHEREAS, Michigan Mineral Resources of Albion Michigan was the low bidder on this service with a bid of \$0.13 per gallon; and

WHEREAS, Chloride Solutions of Webberville Michigan, a local vendor, has offered to match the low bid from Michigan Mineral Resources; and

WHEREAS, it is therefore the recommendation of the Road and Purchasing Departments to enter into a contract with Chloride Solutions at the unit price of 13 cents per gallon for calcium chloride dust control solution delivered and/or applied.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a contract with Chloride Solutions of Webberville, Michigan at the unit price of 13 cents per gallon for calcium chloride dust control solution delivered and/or applied.

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, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Koenig, Banas **Approved 5/19/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, McGrain, Case Naeyaert

**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 5/20/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 15**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE PURCHASE OF 2015 SEASONAL REQUIREMENTS OF  
SMOOTH-LINED CORRUGATED POLYETHYLENE PIPE & HELICALLY CORRUGATED  
STEEL PIPE FOR THE ROAD DEPARTMENT**

**RESOLUTION # 15 – 191**

WHEREAS, the Road Department annually purchases approximately 3500 lineal feet of various sizes of both smooth lined corrugated polyethylene pipe and helically corrugated steel pipe—both galvanized and aluminized coated, for use as road drainage culverts and piping; and

WHEREAS, the Road Department’s adopted 2015 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for both smooth lined corrugated polyethylene pipe and helically corrugated steel pipe—both galvanized and aluminized coated, were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #53-15, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase on an as-needed, unit price basis smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe—both galvanized and aluminized coated, from Contech Engineered Solutions, LLC.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase on an as-needed, unit price basis of smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe, both galvanized and aluminized coated, from Contech Engineered Solutions, LLC.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with Advanced Drainage Systems for smooth lined corrugated polyethylene pipe, and Contech Engineered Solutions, LLC, for helically corrugated steel pipe—both galvanized and aluminized coated, as needed and budgeted.

**COUNTY SERVICES: Yeas:** Celentino, Crenshaw, Bahar-Cook, Hope, Maiville  
**Nays:** None **Absent:** Koenig, Banas **Approved 5/19/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, McGrain, Case Naeyaert  
**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 5/20/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 16**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND THE INGHAM COUNTY ROAD DEPARTMENT 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**

**RESOLUTION # 15 – 192**

WHEREAS, the Ingham County Road Department received Congestion Mitigation & Air Quality (CMAQ), on behalf of Delhi Charter Township, to construct the RAM trail along Holt Road from Kahres Road to Eifert Road; and

WHEREAS, Delhi Township desires to design, construct, and maintain the trailway for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration, and the Road Department; 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 Road Department and Delhi Township agree that the township will administer construction of the project, and will pay any and all local match costs incurred by the project, plus \$4,000.00 for project administration and oversight provided by the Road Department; and

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

Federal CMAQ Funding	\$1,159,500
Delhi Township Match:	<u>\$ 257,100</u>
	\$1,416,600

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect construction of RAM trail along Holt Road from Kahres Road to Eifert Road, on behalf of Delhi Charter Township, for a total estimated cost of \$1,416,600 consisting of \$1,159,500 in federal CMAQ funding and \$257,100 in township matching funds.

**MAY 26, 2015 REGULAR MEETING**

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement with Delhi Charter Township to also effect construction of RAM trail along Holt Road from Kahres Road to Eifert Road.

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, Bahar-Cook, Hope, Maiville

**Nays:** None **Absent:** Koenig, Banas **Approved 5/19/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, McGrain, Case Naeyaert

**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 5/20/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 17**

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES**

**RESOLUTION # 15 – 193**

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

**MAY 26, 2015 REGULAR MEETING**

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases, decreases and new fees in the Attachments at the rates established effective January 1, 2016 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2015 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2015.

BE IT FURTHER RESOLVED, that the fees struck out in the Attachments are to be eliminated.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, McGrain, Case Naeyaert  
**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 5/20/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

<b>ATTACHMENT A: FEES WHICH ARE ADJUSTED</b>				
<b>County Services Committee</b>				
<b>Location of Service</b>	<b>Fee Description</b>	<b>Target Percent</b>	<b>2015 Fee</b>	<b>2016 Fee</b>
Drain Comm.	Photography	100.0%	\$275.00	\$280.00
Drain Comm.	Topography	100.0%	\$555.00	\$565.00
Drain Comm.	Preliminary Comm. Site Plan Review	75.0%	\$680.00	\$690.00
Drain Comm.	Preliminary Plat Review	75.0%	\$680.00	\$690.00
Drain Comm.	Plat and Commercial Drainage Review - First acre	100.0%	\$680.00	\$690.00
Drain Comm.	Additional acre	100.0%	\$76.00	\$77.00
Drain Comm.	Re-submission Admin fee	100.0%	\$220.00	\$225.00
Drain Comm.	Plat Drain Administration Fee	75.0%	\$2,400.00	\$2,450.00
Drain Comm.	Drain Crossing Permit- (Residential)	100.0%	\$125.00	\$130.00
Drain Comm.	Tap in Permit - Residential	75.0%	\$100.00	\$105.00
Drain Comm.	Tap-in Permit - Commercial	75.0%	\$400.00	\$410.00
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	100.0%	\$590.00	\$600.00
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre	100.0%	\$59.00	\$60.00
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less	100.0%	\$520.00	\$525.00
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less	100.0%	\$440.00	\$450.00
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre	100.0%	\$44.00	\$45.00
Drain Comm.	Soil Erosion Permit Transfer	100.0%	\$90.00	\$95.00
Drain Comm.	Escrow account-1/2 acre or less	100.0%	\$555.00	\$565.00
Drain Comm.	Escrow account - 1/2 to 1 acre	100.0%	\$1,675.00	\$1,685.00
Drain Comm.	Escrow account - 1 to 5 acres	100.0%	\$3,350.00	\$3,375.00
Drain Comm.	Escrow account - 5 to 10 acres	100.0%	\$5,590.00	\$5,600.00
Drain Comm.	Escrow account - each add'l 10 acres	100.0%	\$2,795.00	\$2,800.00
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	100.0%	\$255.00	\$260.00
Drain Comm.	Soil Erosion Permit - 9 month duration	75.0%	\$245.00	\$250.00
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$310.00	\$320.00
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$45.00	\$46.00
Drain Comm.	Violation and Cease&Desist Order	100.0%	\$290.00	\$295.00
Equalization	17" x 22"	100.0%	\$18.00	\$19.00
Equalization	34" x 44"	100.0%	\$37.00	\$38.00
Equalization	17" x 22"	100.0%	\$37.00	\$38.00
Equalization	28" x 40"	100.0%	\$62.00	\$63.00
Equalization	34" x 44"	100.0%	\$75.00	\$76.00
Equalization	Custom Maps	100.0%	\$70.00	\$71.00



**MAY 26, 2015 REGULAR MEETING**

<b>ATTACHMENT A: FEES WHICH ARE ADJUSTED</b>				
<b>County Services Committee</b>				
<b>Location of Service</b>	<b>Fee Description</b>	<b>Target Percent</b>	<b>2015 Fee</b>	<b>2016 Fee</b>
Parks	NEW - Winter Sports Building - reservation fee/non operational hrs	100.0%	\$0.00	\$30.00
Parks	<del>Pedal Boat - per 1/2 hour (Weekday)</del>	<del>100.0%</del>	<del>\$5.00</del>	<del>\$5.00</del>
Parks	<del>Pedal Boat - per 1/2 hr (Weekend)</del>	<del>100.0%</del>	<del>\$6.00</del>	<del>\$6.00</del>
Parks	<del>Pedal Boat - Senior (+60) - per 1/2 hr-</del>	<del>100.0%</del>	<del>\$1.00</del>	<del>\$1.00</del>
Parks	Pedal Boat - 1/2 hour - NEW	100.0%	\$0.00	\$6.00
Parks	<del>1st hour</del>	<del>100.0%</del>	<del>\$4.00</del>	<del>\$4.00</del>
Parks	<del>Each additional hour-</del>	<del>100.0%</del>	<del>\$1.00</del>	<del>\$1.00</del>
Parks	<del>Cross Country Skiing Adults: Wknds &amp; Holidays(Burchfield) ****</del>			
Parks	<del>1st hour</del>	<del>100.0%</del>	<del>\$8.00</del>	<del>\$8.00</del>
Parks	<del>Each additional hour</del>	<del>100.0%</del>	<del>\$3.00</del>	<del>\$3.00</del>
Parks	<del>X Country Skiing Children(12&amp;under): Wkds&amp; Holidays(Burchfield)- ****</del>			
Parks	<del>1st hour-</del>	<del>100.0%</del>	<del>\$4.00</del>	<del>\$4.00</del>
Parks	<del>Each additional hour-</del>	<del>100.0%</del>	<del>\$1.00</del>	<del>\$1.00</del>
Parks	NEW - Cross Country Ski Rental- adult per hour	100.0%	\$0.00	\$7.00
Parks	NEW - Cross Country Ski Rental - child per hour	100.0%	\$0.00	\$5.00
Parks	<del>— Adult Pass— Snow Tubing (2 hours) Mon-Fri</del>	<del>100.0%</del>	<del>\$10.00</del>	<del>\$10.00</del>
Parks	<del>— Child Pass— Snow Tubing (12 &amp; under-2 hours) Mon-Fri</del>	<del>100.0%</del>	<del>\$5.00</del>	<del>\$5.00</del>
Parks	<del>Family Pass— Snow Tubing ( 2 adults &amp; 2 children 2hrs) Mon-Fri</del>	<del>100.0%</del>	<del>\$25.00</del>	<del>\$25.00</del>
Parks	<del>— Adult Pass— Snow Tubing (2 hours) Sat, Sun and Holidays</del>	<del>100.0%</del>	<del>\$12.00</del>	<del>\$12.00</del>
Parks	<del>— Child Pass— Snow Tubing (12 &amp; under-2 hours) S,S and hol-</del>	<del>100.0%</del>	<del>\$8.00</del>	<del>\$8.00</del>
Parks	<del>Family Pass— Snow Tubing ( 2 adults &amp; 2 children 2hrs) S, S, hol-</del>	<del>100.0%</del>	<del>\$35.00</del>	<del>\$35.00</del>
Parks	<del>— Group Rate (30-100 people, 2 hours)/per person</del>	<del>100.0%</del>	<del>\$5.00</del>	<del>\$5.00</del>
Parks	<del>Each add'l child for Snow Tubing-</del>	<del>100.0%</del>	<del>\$5.00</del>	<del>\$5.00</del>
Parks	<del>— Adult Pass— Snowboarding (open to close) Mon-Fri</del>	<del>100.0%</del>	<del>\$15.00</del>	<del>\$15.00</del>
Parks	<del>— Adult Pass— Snowboarding S,S, Holidays-</del>	<del>100.0%</del>	<del>\$20.00</del>	<del>\$20.00</del>
Parks	<del>— Child Pass— Snowboarding - all day (12 &amp; under) Mon-Fri</del>	<del>100.0%</del>	<del>\$12.00</del>	<del>\$12.00</del>
Parks	<del>— Child Pass— Snowboarding (12 &amp; under) S,S, holiday-</del>	<del>100.0%</del>	<del>\$15.00</del>	<del>\$15.00</del>
Parks	<del>Season Pass for Adults ** Resident-</del>	<del>100.0%</del>	<del>\$149.00</del>	<del>\$149.00</del>
Parks	<del>Season Pass-Children 12 &amp; under **</del>	<del>100.0%</del>	<del>\$99.00</del>	<del>\$99.00</del>
Parks	<del>Season Pass for Adults ** Non-Resident-</del>	<del>100.0%</del>	<del>\$159.00</del>	<del>\$159.00</del>
Parks	<del>Season Pass-Children 12 &amp; under ** Non-Resident-</del>	<del>100.0%</del>	<del>\$109.00</del>	<del>\$109.00</del>
Parks	NEW - Per person (adults and children) (2 hours)	100.0%	\$0.00	\$10.00
Parks	NEW - Group Rate - (4 + people) (per person) (2 hours)	100.0%	\$0.00	\$8.00
Parks	NEW - Non-operational hour reservation (2hours) + pp group rate of \$8.00	100.0%	\$0.00	\$100.00
Parks	<del>— Snowtubing Group Rate (1-50 people) 2 hours (normal fee pp + \$50)</del>	<del>100.0%</del>	<del>\$299.00</del>	<del>\$299.00</del>
Parks	<del>— Snowtubing Group Rate (50+ people) 2 hours (normal fee pp + \$100)</del>	<del>100.0%</del>	<del>\$399.00</del>	<del>\$399.00</del>
Parks	<del>— Snowtubing Per additional adult</del>	<del>100.0%</del>	<del>\$10.00</del>	<del>\$10.00</del>
Parks	<del>— Snowtubing Per additional child</del>	<del>100.0%</del>	<del>\$5.00</del>	<del>\$5.00</del>
Parks	<del>Snow Board &amp; Boot rental-</del>	<del>100.0%</del>	<del>\$15.00</del>	<del>\$15.00</del>
Parks	<del>Board or Boot rental</del>	<del>100.0%</del>	<del>\$10.00</del>	<del>\$10.00</del>
Parks	<del>Helmet rental</del>	<del>100.0%</del>	<del>\$5.00</del>	<del>\$5.00</del>

**MAY 26, 2015 REGULAR MEETING**

<b>ATTACHMENT A: FEES WHICH ARE ADJUSTED</b>				
<b>County Services Committee</b>				
<b>Location of Service</b>	<b>Fee Description</b>	<b>Target Percent</b>	<b>2015 Fee</b>	<b>2016 Fee</b>
Parks	<del>Test rental</del>	100.0%	\$5.00	\$5.00
Zoo	Admission- Children (age 3-12) (April - October)	25.0%	\$2.00	\$3.00
Zoo	Admission- All Adults(November-March): Res, Non-Res, or Senior	25.0%	\$2.00	\$3.00
Zoo	Admission- Children (age 3-12) (November - March)	25.0%	\$1.00	\$2.00
Zoo	Potter Park Penquin Cove Shelter	100.0%	\$75.00	\$79.00
Zoo	Potter Park Eagle Landing Shelter	100.0%	\$100.00	\$105.00
Zoo	Potter Park 1/2 of Tiger Den Shelter	100.0%	\$100.00	\$105.00
Zoo	Potter Park - Tiger Den Shelter	100.0%	\$175.00	\$180.00
RoD	Laredo product,0-250 minutes, chrg/month	100.0%	\$50.00	\$53.00
RoD	Laredo Min. Overage for 0-250 min. plan	100.0%	\$0.20	\$0.21
RoD	Laredo product, 250-1000 mins.-chrg/mo.	100.0%	\$100.00	\$105.00
RoD	Laredo Min. Ovrgr for 250-1000 min. plan	100.0%	\$0.15	\$0.16
RoD	Laredo product,1001-3000 mins-chrg/mo	100.0%	\$200.00	\$210.00
RoD	Laredo Min. Ovrgr for 1000-3000 min. plan	100.0%	\$0.12	\$0.13
RoD	Laredo product,Unltd mins-chrg/mo.	100.0%	\$250.00	\$260.00
Treasurer	NSF Checks	100.0%	\$30.00	\$31.00

<b>Human Services Committee</b>				
<b>Location of Service</b>	<b>Fee Description</b>	<b>Target Percent</b>	<b>2015 Fee</b>	<b>Proposed 2016 Fee</b>
Comm. Health	INS Vaccination Verif Form I-693	100.0%	\$37.00	\$38.00
Comm. Health	MIHP Tran. Bus/Van	100.0%	\$35.04	\$35.60
Comm. Health	MIHP - Trans Taxi	100.0%	\$32.04	\$32.56
Comm. Health	Compreh Envir Investigation	100.0%	\$290.00	\$300.00
Comm. Health	Immigration Physical Exams	100.0%	\$195.00	\$200.00
Imm. Clinic	Internat'l Travel Consult	100.0%	\$61.00	\$62.00
Med Examiner	Autopsy Report Copies (family)	100.0%	\$18.00	\$0.00
Med Examiner	Autopsy Report Copies (others)	100.0%	\$45.00	\$25.00
OYC	Agency Training Request- Base, 1.5 hr.	100.0%	\$212.00	\$215.00
OYC	Agency Training Request- Base, 2.5 hr.	100.0%	\$352.00	\$355.00
OYC	Agency Training Request- Base, 5.0 hr.	100.0%	\$687.00	\$688.00
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	100.0%	\$27.00	\$28.00
OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	100.0%	\$35.00	\$36.00
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	100.0%	\$70.00	\$71.00
OYC	OYC-Agency Request Head Start CPR & 1st Aide	100.0%	\$0.00	\$70.00

**MAY 26, 2015 REGULAR MEETING**

<b>Law and Courts Committee</b>				
<b>Location of Service</b>	<b>Fee Description</b>	<b>Target Percent</b>	<b>2015 Fee</b>	<b>2016 Fee</b>
Animal Control	Adoption Fee- Dogs(under six years of age)	75.0%	\$72.00	\$73.00
Animal Control	Adoption Fee - Dogs(six years or older)	75.0%	\$18.00	\$19.00
Animal Control	Adoption Fee - Cats(under six years of age)	75.0%	\$62.00	\$63.00
Animal Control	Animal Redemption - 1st offense	50.0%	\$31.00	\$25.00
Animal Control	Euthanasia Fee	100.0%	\$120.00	\$125.00
Animal Control	Ten Dog Kennel Inspection Fee	100.0%	\$150.00	\$155.00
Animal Control	Over Ten Dog Kennel Inspection Fee	100.0%	\$175.00	\$180.00
Animal Control	Owner Surrender	100.0%	\$44.00	\$45.00
Animal Control	Owner Pick-up Fee	100.0%	\$45.00	\$46.00
Animal Control	Tranq. At-Large Fee	100.0%	\$45.00	\$46.00
Pros Atty	Diversion - Initial Interview	50.0%	\$34.00	\$35.00
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$445.00	\$450.00
Pros Atty	Diversion - Felony Offender	50.0%	\$795.00	\$800.00
Pros Atty	Costs-eligible convictions - Guilty Plea	75.0%	\$106.00	\$110.00
Pros Atty	Costs for eligible convictions - Trial	10.0%	\$225.00	\$230.00
Sheriff	Costs for Command per hour	100.0%	\$63.80	\$64.82
Sheriff	Costs for Deputy per hour	100.0%	\$57.22	\$58.14
Sheriff	False Alarm Fee- third offense	100.0%	\$42.00	\$43.00

**MAY 26, 2015 REGULAR MEETING**

<b>ATTACHMENT B: FEES WHICH ADJUSTMENT IS RECOMMENDED</b>				
<b>Law and Courts Committee</b>				
<b>Location of Service</b>	<b>Fee Description</b>	<b>Target Percent</b>	<b>2015 Fee</b>	<b>2016 Fee</b>
Circuit Court	Copies	25.0%	\$1.00	\$1.50
Circuit Court	Criminal Histories	100.0%	\$10.00	\$0.00
Circuit Court	Felony Case Costs	100.0%	\$650.00	\$1,470.00
Circuit Court	Show Cause - Probation	100.0%	\$150.00	\$175.00
Circuit Court	GTD Bench Warrants NEW	100.0%	\$0.00	\$150.00
Family Division	Delinquency Court Costs	100.0%	\$250.00	\$275.00
Family Division	Tether	25.0%	\$30.00	\$31.00

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 18**

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DOAK BLOSS**

**RESOLUTION # 15 – 194**

WHEREAS, Doak Bloss began his career with the Ingham County Health Department (ICHD) in 1998 as the Access to Health Coordinator responsible for Community Voices; and

WHEREAS, Doak coordinated and facilitated dialogues in seven communities in Ingham County that ultimately led to the creation of Allen Neighborhood Center, NorthWest Initiative, the Greater Lansing African American Health Institute, and the Lansing Latino Health Alliance; and

WHEREAS, Doak facilitated dialogue processes between health care providers, consumers, and insurers to explore ways to provide coverage to the uninsured residents of Ingham County. These dialogues advanced community support for a new coverage model, resulting in the creation of the Ingham Health Plan, which eventually provided coverage to half the county's uninsured residents and served as a model for counties throughout Michigan; and

WHEREAS, in 2002 Doak secured funding to initiate the Community Access Program, which fostered several innovative strategies to improve access to health care such as patient visit redesign and co-location of substance abuse services in health centers; and

WHEREAS, in 2004 Doak secured funding to initiate the Social Justice Project in Ingham County. As part of the project, Doak facilitated an internal ICHD team to create an action plan for adopting a social justice framework for public health access, coordinated and monitored similar dialogue processes in eight other health departments located in Michigan, New York, Massachusetts, Kentucky, and Texas, reported nationally on the lessons learned to the field of public health, and coordinated the development of a four day Health Equity and Social Justice workshop which was facilitated by Doak 47 times to over 900 participants, including Ingham County employees and Michigan Department of Community Health (MDCH) employees; and

WHEREAS, as a result of his efforts, a chapter on Ingham County's social justice work which Doak authored was included in the book *Tackling Health Inequity through Public Practice: From Theory to Action*; and

WHEREAS, in 2011 Doak secured funding to develop and coordinate Michigan Power to Thrive, a network of eight Michigan counties and faith-based community organizing groups committed to working together for social justice in a variety of ways, including mounting action campaigns to promote Health in All Policies, funding for early childhood development programs, and reforms to address the issue of mass incarceration in Michigan; and

WHEREAS, Doak's creative talents are recognized throughout the Greater Lansing theater community and have been vital to the caliber and innovative nature of his work for Ingham County; and

**MAY 26, 2015 REGULAR MEETING**

WHEREAS, Doak's passion, transparency, and authenticity have been instrumental in establishing a nationally recognized reputation for the leadership of Ingham County; and

WHEREAS, Doak's commitment to address root causes of health inequity, including racism, gender oppression, and class discrimination have challenged Ingham County employees and the community to think deeply and grow; and

WHEREAS, the legacy of his work will remain in our community, county, and Health Department, effecting change in the health and well-being of the region; and

WHEREAS, Doak expects to continue his work on issues of social justice on both regional and national levels in the years ahead.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Doak Bloss for his 17 years of dedicated service to the community, and for the contributions he has made to the Ingham County Health Department and wishes him continued success in all of his future endeavors.

**HUMAN SERVICES: Yeas:** Tennis, Nolan, Anthony, McGrain, Maiville, Case Naeyaert  
**Nays:** None **Absent:** Banas **Approved 5/18/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 19**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2014-2015 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES**

**RESOLUTION # 15 – 195**

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, the Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County have entered into a 2014-2015 Agreement authorized in Resolution #14-451, Amendment #1 in Resolution # 15-78; and

WHEREAS, the MDHHS has proposed Amendment #2 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall decrease from \$5,201,277 to \$5,147,840, a decrease of \$53,437.

BE IT FURTHER RESOLVED, that the decrease consists of the following specific changes to program budgets:

- Drinking Water ELPHS, decrease from \$48,235 to \$46,465
- Food Service ELPHS decrease from \$218,513 to \$210,496
- On Site ELPHS decrease from \$97,934 to \$94,341
- HIV Prevention ELPHS decrease from \$49,973 to \$47,807
- Communicable Disease Control ELPHS decrease from \$580,885 to \$555,712
- Immunization ELPHS decrease from \$79,010 to \$75,586
- STD Control ELPHS decrease from \$214,463 to \$205,169

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA is authorized to submit Amendment #2 of the 2014-2015 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

**MAY 26, 2015 REGULAR MEETING**

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2015 Budget in order to implement this resolution.

**HUMAN SERVICES: Yeas:** Tennis, Nolan, Anthony, McGrain, Maiville, Case Naeyaert  
**Nays:** None **Absent:** Banas **Approved 5/18/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, McGrain, Case Naeyaert  
**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 5/20/15**

Adopted as part of the consent agenda.



**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 20**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT #1 TO THE SUBCONTRACT WITH THE  
MICHIGAN PUBLIC HEALTH INSTITUTE (MPHI)**

**RESOLUTION # 15 – 196**

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

WHEREAS, since 2011 representatives of the Health Department have been building relationships with local, state, and national organizations about 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 (Calhoun, Genesee, Ingham, Kalamazoo, Kent, Saginaw, Washtenaw, and Wayne) have worked together to create a new network called Michigan Power to Thrive; and

WHEREAS, in Resolutions #13-285, #14-168, and #14-269, the Board of Commissioners authorized agreements between the Health Department and the National Association of County and City Health Officials (NACCHO) to coordinate the “Building Networks” activity in Michigan; and

WHEREAS, funds received through these agreements are to be used to subcontract with other organizations to carry out any of the following activities: 1) provide technical assistance to local health departments and organizers working collaboratively in Michigan; 2) 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; 3) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 4) 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, the Michigan Public Health Institute (MPHI) is a partner in Michigan Power to Thrive (MPTT) and has the demonstrated capacity to provide networking/summit events that strengthen and advance the work of the Michigan Power to Thrive network; and

WHEREAS, the Health Department has subcontracted with MPHI for the delivery of half-day summits for MPTT partners for planning and capacity building, and has successfully delivered half-day summits associated with this contract; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an amendment to the current subcontract with the Michigan Public Health Institute, extending the time frame during which activities will be completed and increasing the amount of the contract by \$15,000.

**MAY 26, 2015 REGULAR MEETING**

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to its current \$15,000 contract with Michigan Public Health Institute, increasing the amount of the contract to \$30,000, and expanding its scope of services to include the delivery of a two-day annual gathering of Michigan Power to Thrive to be completed by November 30, 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 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, McGrain, Maiville, Case Naeyaert  
**Nays:** None **Absent:** Banas **Approved 5/18/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, McGrain, Case Naeyaert  
**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 5/20/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 21**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING CRITERIA FOR EVALUATING 2016 APPLICATIONS  
FOR COMMUNITY AGENCY FUNDING**

**RESOLUTION # 15 – 197**

WHEREAS, since 1978, the Ingham County Board of Commissioners has provided financial support to various non-profit community organizations that provide a broad range of services for the purpose of advancing the County's adopted long-range objectives; and

WHEREAS, over the years the community agency process has grown to 32 applicants requesting funding, with total requests of approximately \$250,000 annually; and

WHEREAS, the Ingham County Board of Commissioners desires to make the process of awarding community agency funding efficient and effective; and

WHEREAS, the Ingham County Board of Commissioners desires to continue the Community Agency application process, focusing on the long term goal of assisting Ingham County residents in meeting basic needs.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the 2016 community agency funding process, with priority given to those proposals that directly contribute to addressing the County's long-term priority of "Meeting Basic Needs", such as food, clothing, and shelter.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to evaluate and determine funding levels for each applicant as a recommendation for approval by the Human Services Committee.

BE IT FURTHER RESOLVED, no agency shall receive more than 10% of the total available funding for community agencies in FY 2016.

BE IT FURTHER RESOLVED, the Board of Commissioners wishes for applicants to understand that solicitation of proposals is not a commitment to fund those proposals in fiscal year 2016.

**HUMAN SERVICES: Yeas:** Tennis, Nolan, Anthony, McGrain, Maiville, Case Naeyaert  
**Nays:** None **Absent:** Banas **Approved 5/18/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, McGrain, Case Naeyaert  
**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 5/20/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 22**

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION MAKING APPOINTMENTS TO THE  
ANIMAL CONTROL SHELTER ADVISORY COMMITTEE**

**RESOLUTION # 15 – 198**

WHEREAS, vacancies exist on the Animal Control Shelter Advisory Committee; and

WHEREAS, the Law & Courts Committee interviewed applicants interested in serving on this Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby makes the following appointments to the Animal Control Shelter Advisory Committee:

Sean Haskin, 4197 Holt Road, Holt, 48842

to a term expiring December 31, 2016; and

Katlyn Turner, 2514 Forest Avenue, Lansing, 48910

to a term expiring December 31, 2015.

**LAW & COURTS: Yeas:** Tsernoglou, Crenshaw, Celentino, Nolan, Hope

**Nays:** None **Absent:** Koenig, Schafer **Approved 5/14/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 23**

Introduced by the Law and Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO NAME SHERIFF'S OFFICE TRAINING ROOM A  
THE SGT. PAUL COLE TRAINING ROOM**

**RESOLUTION # 15 – 199**

WHEREAS, the Ingham County Sheriff's Office has two (2) Regional Training Rooms, one that honors in name, Sgt. Paul Cole who died in the line of duty and the other Grant Whitaker Training Room who also died in the line of duty; and

WHEREAS, on October 6, 1996, Sgt. Paul Cole while responding to a domestic disturbance call, bravely and valiantly, lost his life in the line of duty; and

WHEREAS, to honor Sgt. Paul Cole and to keep his memory alive, the Sheriff's Office wishes to name Training Room A, the Sgt. Paul Cole Training Room.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the renaming of Training Room A at the Sheriff's Office to the Sgt. Paul Cole Training Room.

**LAW & COURTS: Yeas:** Tsernoglou, Crenshaw, Celentino, Nolan, Hope  
**Nays:** None **Absent:** Koenig, Schafer **Approved 5/14/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 24**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A CONTRACT WITH MID MICHIGAN KENNELS TO ACCEPT  
A DONATION OF A NEW K-9 DOG AND TRAINING FOR THE NEW K-9 HANDLER**

**RESOLUTION # 15 – 200**

WHEREAS, the Ingham County Sheriff's Office has had, during Sheriff Wriggelsworth's tenure as the Sheriff, a K-9 Unit; and

WHEREAS, the Ingham County Sheriff's Office K-9 Unit is considered a regional asset that is used throughout Ingham County, through mutual aid requests and calls for assistance to all Mid Michigan Police Agencies; and

WHEREAS, K-9 Rocco was retired in January, 2015 due to the promotion of K-9 Handler Andy Daenzer to Sergeant; and

WHEREAS, the Ingham County Sheriff's Office wants to accept the donation of K-9 Smoke to replace K-9 Rocco; and

WHEREAS, the total donation consists of K-9 Smoke, a 3 year old, male, German Shepherd from the HoffenMiller Kennels, located at 5511 Long Highway in Eaton Rapids, Michigan, and all initial training for the new K-9 handler, Deputy Narlock; and

WHEREAS, the K-9 and training is a \$7,500.00 donation in goods and services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the donation of K-9 Smoke and the requisite training to the Ingham County Sheriff's Office from HoffenMiller Kennels.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners and Sheriff thank HoffenMiller Kennels for their generous donation.

**LAW & COURTS: Yeas:** Tsernoglou, Crenshaw, Koenig, Celentino, Nolan, Hope  
**Nays:** None **Absent:** Schafer **Approved 5/14/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, McGrain, Case Naeyaert  
**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 5/20/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 25**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PURCHASE 21 BODY CAMERAS FROM L3 MOBILE VISION, INC.  
USING HOMELAND SECURITY GRANT PROGRAM FUNDS**

**RESOLUTION # 15 – 201**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has previously applied for and approved to receive pass through grant funds from the FY2013 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the following technology requests have been submitted and approved by the Michigan State Police Emergency Management and Homeland Security Division; and

WHEREAS, the purchase of this technology equipment (portable body cameras) would be used for intelligence gathering by law enforcement personnel, recording activities that may prevent or identify terrorist threats against the community; and

WHEREAS, the L3 Body Cameras purpose includes gathering homeland security information during routine day-to-day activities.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the purchase of the following technology equipment using Homeland Security grant funding:

- Twenty One L3 BodyVISION Camera Systems - \$8,379.00

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 Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary subcontract or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.

**LAW & COURTS: Yeas:** Tsernoglou, Crenshaw, Celentino, Nolan, Hope  
**Nays:** None **Absent:** Koenig, Schafer **Approved 5/14/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, McGrain, Case Naeyaert  
**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 5/20/15**

Adopted as part of the consent agenda.

**MAY 26, 2015 REGULAR MEETING**

**ADOPTED - MAY 26, 2015  
AGENDA ITEM NO. 26**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE INGHAM COUNTY CIRCUIT COURT TO ACCEPT  
DONATIONS FOR THE INGHAM COUNTY YOUTH CENTER PROGRAMS**

**RESOLUTION # 15 – 202**

WHEREAS, the Ingham County Youth Center is a detention facility for 24 high risk youth who have been petitioned to the Ingham County Circuit Court due to delinquent behavior; and

WHEREAS, the Ingham County Youth Center provides treatment intervention for youth detained in the facility with the goal of eliminating or reducing the criminogenic factors that lead to delinquent behavior; and

WHEREAS, one of the current programs is the Fresh Start Agriculture Program, designed to mentor court involved juveniles in the detention center utilizing gardening as a form of education where participating teens will learn about gardening, horticulture, science, the environment, nutrition, and art; and

WHEREAS, other programs include the Plus Party which provides incentives and rewards for youth who accomplish their daily and weekly goals as well as a Token Economy program which reinforces prosocial behaviors as a part of best practice methods to encourage and support youth in making better choices; and

WHEREAS, local individuals, businesses, and organizations often wish to support the Ingham County Youth Center's programs and events; and

WHEREAS, the Ingham County Circuit Court is requesting to accept monetary and/or material donations for court operated programming at the Ingham County Youth Center.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Ingham County Circuit Court to accept monetary and/or material gifts which will assist with the Ingham County Youth Center's programs and events.

BE IT FURTHER RESOLVED, accepted donated items will become the property of Ingham County and will be used, maintained, and disposed of in accordance with County policy.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to make necessary adjustments to the Ingham County Circuit Court Family Division's budget to accept donations and to account for any funds received and the disbursement thereof in accordance with this resolution.

**LAW & COURTS: Yeas:** Tsernoglou, Crenshaw, Celentino, Nolan, Hope  
**Nays:** None **Absent:** Koenig, Schafer **Approved 5/14/15**



**MAY 26, 2015 REGULAR MEETING**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, McGrain, Case Naeyaert  
**Nays:** None **Absent:** Tsernoglou, Schafer **Approved 5/20/15**

Adopted as part of the consent agenda.

## **MAY 26, 2015 REGULAR MEETING**

### **SPECIAL ORDERS OF THE DAY**

None.

### **PUBLIC COMMENT**

None.

### **COMMISSIONER ANNOUNCEMENTS**

Commissioner Banas announced that on Sunday, May 31, Haslett High School was holding its graduation ceremony. She congratulated all the graduating seniors, their teachers, and their caretakers.

Commissioner Bahar-Cook encouraged the Board of Commissioners to review the LEAP 2014 Annual report.

Commissioner Hope announced that the Holt High School girls' softball team won their first ever Softball Classic Tournament. She congratulated both the coaches and players on a great season.

### **CONSIDERATION AND ALLOWANCE OF CLAIMS**

Commissioner Bahar-Cook moved to pay the claims in the amount of \$11,565,088.53. Commissioner Schafer seconded the motion.

The motion carried unanimously.

### **ADJOURNMENT**

The meeting was adjourned at 6:43 p.m.



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

NICK KHOURI  
STATE TREASURER

May 15, 2015

Mr. Brian McGrain, Chair  
Ingham County Board of Commissioners  
300 N. Fairview  
Lansing, MI 48912

Dear Mr. McGrain:

**TRI-COUNTY CONVENTION FACILITIES TAX/4% STATE-WIDE LIQUOR TAX**

Distribution for 2015 and 2016

Counties share in the tri-county convention facilities tax levied under Public Act 106 of 1985 and the 4 percent liquor tax levied under Public Act 58 of 1998, when those revenues exceed the debt service requirements for convention facilities. Public Act 2 of 1986 requires the State Treasurer to annually certify an estimate of revenues to be received by counties under Public Act 106. The estimated amount of the convention facility/liquor tax (CFT) distribution to Ingham County from FY 2014-15 collections is \$2,719,154, which is about 207 percent of the county's FY 2013-14 liquor tax collections. The total projected FY2014-15 CFT distribution for all counties is 5% (\$3.7 million) more than the FY 2014-15 estimate provided last year. The final FY 2014-15 distribution to counties will be made in October 2015. The estimated amount of the convention facility/liquor tax distribution to Ingham County from FY 2015-16 collections is \$1,395,224. This FY 2015-16 estimate is provided for county budget purposes only. Note that the convention facility tax and 4% liquor tax, and CFT payments to counties, were set to expire after 2015. Public Act 553 of 2008 extended the taxes and CFT payments to counties, however starting in FY 2015-16 PA 553 limited Ingham County's CFT payments to 101% of prior year liquor tax collections in Ingham County.

Reduction in Base Tax Rate for 2015 Truth-In-Taxation Hearing Purposes

Counties are required to use the CFT estimate (below) to reduce their base tax rate for 2015 truth-in-taxation hearing purposes under Public Act 2 of 1986. When county allocated millage was levied in December, the levy was for the county's fiscal year ending in the year after the levy. Therefore, the truth in taxation calculations also used the liquor and cigarette tax payments received in the fiscal year ending in the year after the property tax levy. However, with the switch to a July millage levy, the 2015 levy is for the county's fiscal year ending in 2015, not the following fiscal year. The truth-in-taxation calculations should also use the liquor and cigarette tax payments received in the fiscal year ending in the year of the levy. The law also requires that the FY 2014-15 CFT estimate be adjusted by the difference between the estimated and actual distribution for FY 2013-14. The difference for Ingham County between the actual FY 2013-14 distribution and the Department of Treasury estimate of that distribution is \$67,595. Therefore, the amount of the

convention facility/liquor tax distribution that is to be used to reduce the Ingham County base tax rate for 2015 truth-in-taxation hearing purposes is \$2,786,749 (\$2,719,154 + \$67,595).

## **CIGARETTE TAX, HEALTH AND SAFETY FUND ACT**

### Distribution for 2015 and 2016

When cigarette tax revenues exceed \$875.2 million, counties receive a share of those revenues under Public Act 264 of 1987, the Health and Safety Fund (HSF) Act. Cigarette tax revenues were below \$875.2 million in FY 2013-14, and are estimated to be below \$875.2 million in FY 2014-15 and FY 2015-16. Therefore counties received no HSF distribution in 2014, and are estimated to receive no HSF distribution in 2015 or 2016.

## **SUMMARY INFORMATION**

The total amount from liquor and cigarette tax distributions that Ingham County must use to reduce its base tax rate for 2015 truth-in-taxation hearing purposes is \$2,786,749. If a county's 2015 base tax rate, after the reduction for CFT and HSF revenue, is greater than the 2015 millage the county proposes to levy, the county is not required to hold a truth-in-taxation hearing.

Counties may follow the truth-in-taxation hearing process to use the revenues for increased spending, but 50 percent of the convention facility/liquor tax revenue not used to reduce their millage rate is required by Public Act 2 of 1986 to be distributed to the county's designated substance abuse coordinating agency for substance abuse programs. All of the HSF Act revenues not used to reduce their millage rate must be spent as specified in Public Act 264 of 1987. A Property Tax Division bulletin, which explains the required calculations of Public Act 2 and Public Act 264, has been distributed to your county treasurer and is available upon request.

Sincerely,



Howard Heideman, Administrator  
Tax Analysis Division  
Office of Revenue and Tax Analysis

- c: County Treasurer  
County Equalization Director  
County Executive/Administrator/Controller/Coordinator

May 19, 2015

Mr. Brian M<sup>c</sup>Grain, Chair, Ingham County Board of Commissioners  
Ingham County Courthouse, P.O.B. 319  
Mason, MI 48854

RECEIVED

MAY 21 2015

Cc: Ms. Carla Close, Deputy Drain Commissioner

Dear Mr. M<sup>c</sup>Grain:

Meridian Township submitted a request for funding from the county trails millage. A portion of that funding is for a proposed "Meridian River Front Trail." That project would diminish existing recreational opportunities and degrade the natural environment, without providing significant transportation benefits. There may be public opposition.

The proposed Meridian River Front Trail would extend 1.8 miles from the end of a suburban street to a parking lot, traversing the Red Cedar Glen Preserve and Meridian Riverfront Park, and passing through Harris Nature Center. I understand that the trail would be eight feet wide, hard surfaced, compliant with ADA grade limits, and that maintenance would include snow removal.

Construction required to create an eight-foot wide trail with ADA-compliant grades would be extensive, requiring tree removal and extensive earth moving to cut down hills, fill low areas, and build slopes along the sides of cuts and fills. These alterations would significantly degrade the natural environment.

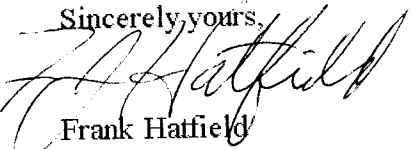
The topography and narrowness of the preserve and park dictate that much of the proposed paved trail would replace existing unpaved trails. These trails are located in natural surroundings and currently are used by cross-country runners (teams and individuals), mountain bikers, and cross-country skiers. Natural surfaces and grades are conducive to mountain biking and cross-country running; pavement and leveled terrain are not appropriate. Snow removal would eliminate cross-country skiing. A wide, paved trail carved into the landscape would diminish the natural ambiance enjoyed by folks who just walk. In short, the proposed trail would nearly destroy existing recreational opportunities.

Especially problematic is the section of trail located in the Red Cedar Glen Preserve. Paving, tree removal, and earth moving are contrary to the intent of the Meridian Township ordinance that established the land preservation program "to protect, preserve and enhance the township's open space and special natural features." Furthermore, a county drain recently was established in the preserve, with associated improvements that included planting trees and building two bridges. The proposed project would destroy some of the plantings. The banks of the waterways are steep, so higher, longer bridges may be needed to comply with grade limits.

Neither terminus of the proposed Meridian River Front Trail is a destination in itself, and Harris Nature Center is accessible by road and existing trails. The transportation benefit of the proposed project is negligible compared to the extreme loss of recreational value and damage to the natural environment.

The Meridian River Front Trail should not be funded.

Sincerely yours,



Frank Hatfield



*the*  
**reading**  
*people*

RECEIVED  
MAY 27 2015

May 19, 2015

County of Ingham  
PO Box 319  
Mason, MI 48854

To Whom It May Concern,

On behalf of everyone here at the Capital Area Literacy Coalition, I want to thank you for the grant we received from the County of Ingham on May 19, 2015 of \$650.00. We are always grateful for thoughtful people like you who help us with our ongoing effort for improving literacy services in mid-Michigan.

More importantly, I thank you on behalf of the many non-readers we have yet to reach. Your gift will bring them one step closer to a new and brighter world—a world of hope, growth and greater self-esteem.

With appreciation and warmest regards,

Lois A. Bader  
Executive Director

**Capital Area Literacy Coalition**

1028 E. Saginaw, Lansing, Michigan 48906-5518  
(517) 485-4949 • Fax (517) 485-1924



email: [mail@thereadingpeople.org](mailto:mail@thereadingpeople.org) • website: <http://www.thereadingpeople.org>

**Bennett, Becky**

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**From:** Todd L. Eldred <teldred58@gmail.com>  
**Sent:** Wednesday, May 27, 2015 8:59 PM  
**To:** Bennett, Becky  
**Cc:** Paul Kindel; Byers, Stacy  
**Subject:** Eldred Resignation from FOSP Board

Ms. Bennett,

I wish to inform the Ingham County Board of Commissioners that I must resign as a member of the Ingham County Farmland and Open Space Preservation Board effective today. My schedule has changed recently making it impossible for me to attend the regular monthly meetings. I have been honored to serve on the board and support it's very laudable mission.

Cordially,

Todd Eldred  
517 304 4048

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 –**

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**



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 –**

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 the 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**



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 –**

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  
**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**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

**RESOLUTION # 15 –**

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:

POSITION #	CURRENT TITLE	NEW TITLE
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**

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 –**

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**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**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 –**

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**

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 –**

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**

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 –**

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: 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**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

**RESOLUTION # 15 –**

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: 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**

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 –**

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**

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 –**

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**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

**RESOLUTION # 15 –**

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.

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**

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 –**

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**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

**RESOLUTION # 15 –**

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**

MERIDIAN TOWNSHIP PROPOSED 2015 LOCAL ROAD PROGRAM:

Section	Street	From	To	Verified Length (ft)	Verified Width (ft)	Pav't (syd)
8	Highgate	Colony	Lake Lansing Rd	1064	33	3901
8	Highgate	Crestwood	Colony	393	27	1179
8	Patriot	Still Valley	Lake Lansing Rd	1220	33	4473
10	Bois Isle Dr (all)	Haslett Rd	Lake Lansing Rd	1885	27	5655
	" (width change)	"	"	1783	27	5349
17	Wardcliff	S end, not incl bulb.	Heather	2023	20	4496
20	Comanche	Mt. Hope Rd	Sequoia Trail	600	27	1800
21	Ottawa	Chippewa	Nakoma	1520	20	3378
21	Woodcraft	Arrowhead	Ottawa	1345	18	2690
22, 27	Manitou	Birchwood	Hamilton	3175	30	10583
	" (width change)	"	"	1074	27	3222
25	Victorian Hills	Chimney Oaks	Meridian Rd	1660	22	4058
25	Chimney Oaks	Not Incl CDS	Meridian Rd	2500	22	6111
29	Comanche	Copperhill	Mt. Hope Rd (entr)	166	21	387
	" (width change)		(trans)	100	50	556
	" (width change)		(straight)	990	33	3630
35	Scenic Lake Ct	Ponderosa	S end	270	16	480
35	Trails End Ct	Bonanza	S end	1030	22	2518
28	Maumee Court	off Apache	End	500	11	611
Total Quantities				23298		65077
Total Miles				4.4		



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

**RESOLUTION # 15 –**

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 in the event 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**

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 –**

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**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING TWO TERM-LIMITED  
AFSCME CLASS 4 HIGHWAY WORKER POSITIONS FOR THE ROAD DEPARTMENT**

**RESOLUTION # 15 –**

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**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A RE-ORGANIZATION (RECLASSIFICATION)  
OF AN ENGINEERING TECHNICIAN POSITION FOR THE ROAD DEPARTMENT**

**RESOLUTION # 15 –**

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**



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 –**

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**



## **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](http://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](http://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:
  - The County's late response was willful and intentional,
  - 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
  - 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:
  - 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.

## **Section 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
- Reverse 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.

### **Section 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



**Records Located on Website**

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.

Requestor's Signature

Date

**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

Requestor's Signature

Date

**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.

**Office Use:**      Affidavit Received      Eligible for Discount      Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature:

**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.

**Office Use:**      Documentation of State Designation Received      Eligible for Discount      Ineligible for Discount

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:

Date:

Requestor's Signature:

*(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.

**History:** 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015



County: Keep original and provide copy of both sides, along with Public Summary, to Requestor at no charge.



Ingham County  
P.O. Box 319, Mason, MI 48854  
Phone: 517-676-7200

Denial Appeal Form

## FOIA Appeal Form—To Appeal a Denial of Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.*

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: \_\_\_\_\_

## 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.

**History:** 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 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.

**History:** Add. 2014, Act 563, Eff. July 1, 2015

County: Keep original and provide copies of both sides of each sheet, along with Public Summary, to Requestor at no charge.



Ingham County  
P.O. Box 319, Mason MI 48854  
Phone: 517-676-7200

Detailed Cost  
Itemization

## Freedom of Information Act Request Detailed Cost Itemization

Date: \_\_\_\_\_ Prepared for Request No.: \_\_\_\_\_ Date Request Received: \_\_\_\_\_

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):

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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)

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

Number of increments

x \_\_\_\_\_ =

1. Labor Cost

\$ \_\_\_\_\_

**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].*

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

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

Number of increments

x \_\_\_\_\_ =

2. Labor Cost

\$ \_\_\_\_\_

**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.*

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)*

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

x \_\_\_\_\_ =

\$ \_\_\_\_\_

**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: \$ \_\_\_\_\_

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

Number of increments

3b. Labor Cost

x \_\_\_\_\_ =

\$ \_\_\_\_\_

**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.

Number of Sheets:

Costs:

x \_\_\_\_\_ =

\$ \_\_\_\_\_

x \_\_\_\_\_ =

\$ \_\_\_\_\_

x \_\_\_\_\_ =

\$ \_\_\_\_\_

No. of Items:

x \_\_\_\_\_ =

\$ \_\_\_\_\_

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.\*

Actual Cost of Envelope or Packaging: \$ \_\_\_\_\_

Actual Cost of Postage: \$ \_\_\_\_\_ per stamp

\$ \_\_\_\_\_ per pound

\$ \_\_\_\_\_ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ \_\_\_\_\_

\*Expedited Shipping or Insurance as Requested: \$ \_\_\_\_\_

\* Requestor has requested expedited shipping or insurance

Number of Envelopes or Packages:

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

Costs:

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

5. Total Mailing Cost

\$ \_\_\_\_\_

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

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 the County from any of the other requirements of this act.

Cost estimate Bill

- 1. Labor Cost to Locate: \$ \_\_\_\_\_
  - 2. Labor Cost for Copying: \$ \_\_\_\_\_
  - 3a. Labor Cost to Redact: \$ \_\_\_\_\_
  - 3b. Contract Labor Cost to Redact: \$ \_\_\_\_\_
  - 4. Copying/Duplication Cost: \$ \_\_\_\_\_
  - 5. Mailing Cost: \$ \_\_\_\_\_
- 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:

\$ \_\_\_\_\_

<p><b>Discount: <u>Indigence</u></b>  A public record search <b>must</b> be made and a copy of a public record <b>must</b> be furnished <b>without charge for the first \$20.00 of the fee</b> for each request by an individual who is entitled to information under this act and who:</p> <p>1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, <b>OR</b></p> <p>2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</p> <p>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 <b>ANY</b> of the following apply:</p> <p>(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, <b>OR</b></p> <p>(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.</p> <p style="text-align: right;"><input type="checkbox"/> Eligible for Indigence Discount</p>	<p>Subtotal Fees After Discount (subtract \$20):</p>	<p>\$ _____</p>
<p><b>Discount: <u>Nonprofit Organization</u></b>  A public record search <b>must</b> be made and a copy of a public record <b>must</b> be furnished <b>without charge for the first \$20.00 of the fee</b> 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 <b>ALL</b> of the following requirements:</p> <p>(i) Is made directly on behalf of the organization or its clients.</p> <p>(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.</p> <p>(iii) Is accompanied by documentation of its designation by the state, if requested by the County.</p> <p style="text-align: right;"><input type="checkbox"/> Eligible for Nonprofit Discount</p>	<p>Subtotal Fees After Discount (subtract \$20):</p>	<p>\$ _____</p>
<p><b>Deposit: <u>Good Faith</u></b>  The County may require a good-faith deposit <u>before providing the public records to the Requestor</u> 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: _____%</p>	<p>Date Paid:</p> <p>_____</p>	<p>Deposit Amount Required:</p> <p>\$ _____</p>

<p><b>Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full</b></p> <p>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, <b>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</b> if ALL of the following apply:</p> <p>(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.</p> <p>The County can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:</p> <p>(a) The individual is able to show proof of prior payment in full to the County, <b>OR</b>  (b) The County is subsequently paid in full for the applicable prior written request, <b>OR</b>  (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.</p>	<p>Date Paid: _____</p>	<p>Percent Deposit Required: _____%</p> <p>Deposit Required: \$ _____</p>
<p><b>14. Late Response Labor Costs Reduction</b></p> <p>If the County does not respond to a written request in a timely manner as required under MCL 15.235(2), the County <b>must</b> do the following:</p> <p>(a) <b>Reduce the charges for labor costs</b> otherwise permitted by 5% for each day the County exceeds the time permitted for a response to the request, <b>with a maximum 50% reduction.</b></p>	<p>Number of Days Over Required Response Time: _____</p> <p>Multiply by 5%</p> <p>= Total Percent Reduction: _____</p>	<p>Total Labor Costs \$ _____</p> <p>Minus Reduction \$ _____</p> <p>= Reduced Total Labor Costs \$ _____</p>
<p><b>15. Balance Due (Deduct amount on Line 14 from amount on Line 13c)</b></p>	<p>Date Paid _____</p>	<p>Total Balance Due: \$ _____</p>
<p>The Public Summary of the County's FOIA Procedures and Guidelines is available free of charge from:  Website: <a href="http://www.ingham.org">www.ingham.org</a>      Email: <a href="mailto:bbennett@ingham.org">bbennett@ingham.org</a>  Phone: (517) 676-7200      Address: P.O. Box 319, Mason, MI 48854</p> <p><b>Request Will Be Processed, But <u>Balance Must Be Paid Before</u> Copies May Be Picked Up, Delivered or Mailed</b></p>		



## 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](http://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](http://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](mailto: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](http://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](http://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
- Reverse 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](http://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:**

**A. FOIA:** The Michigan Freedom of Information Act, codified at MCLA 15.321 *et seq.*, as amended.

**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 be 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.

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 –**

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**

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 –**

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**

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 –**

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 (ICHHD) 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 28<sup>th</sup>, 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 29<sup>th</sup>, 2015 through July 28<sup>th</sup>, 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**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

**RESOLUTION # 15 –**

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**

Introduced 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 –**

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**

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 –**

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**

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION MAKING AN APPOINTMENT TO THE  
JURY BOARD**

**RESOLUTION # 15 –**

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**



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 55<sup>TH</sup> AND 54A DISTRICT COURTS**

**RESOLUTION # 15 –**

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 55<sup>th</sup> 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 55<sup>th</sup> 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 55<sup>th</sup> 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**

**FINANCE: Yeas:** Anthony, Tsernoglou, McGrain, Schafer, Case Naeyaert  
**Nays:** Tennis **Absent:** Bahar-Cook **Approved 6/03/15**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

**RESOLUTION # 15 –**

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**