AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. TIME FOR MEDITATION

V. APPROVAL OF THE MINUTES FROM MARCH 22, 2016

VI. ADDITIONS TO THE AGENDA

VII. PETITIONS AND COMMUNICATIONS

1. A LETTER FROM KEVIN DUFFY REGARDING HIS RESIGNATION FROM THE PARKS AND RECREATION COMMISSION

2. A LETTER FROM THE CITY OF EAST LANSING REGARDING A NOTICE OF PUBLIC HEARING FOR BROWNFIELD REDEVELOPMENT AUTHORITY PLAN #21

3. A LETTER FROM THE CITY OF LANSING REGARDING A VARIANCE TO PERMIT 3 PROJECTING SIGNS ON THE WEST WALL OF 800 E. MICHIGAN AVENUE

4. A LETTER FROM THE CITY OF LANSING REGARDING A NOTICE OF PUBLIC HEARING FOR THE APPROVAL OF BROWNFIELD PLAN #65

5. A LETTER FROM THE CAPITAL AREA TRANSPORTATION AUTHORITY REGARDING THE DISCONTINUATION OF THE WILLIAMSTON/WEBBERVILLE REDI-RIDE AND CONNECTOR SERVICE

6. A LETTER FROM SPARROW ENDORSING THE VOLUNTEERS OF AMERICA’S (VOA) FINANCIAL ASSISTANCE REQUEST TO SUPPORT THE NEW VOA DENTAL CLINIC

VIII. LIMITED PUBLIC COMMENT

IX. CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIR

X. CONSIDERATION OF CONSENT AGENDA

XI. COMMITTEE REPORTS AND RESOLUTIONS
7. COUNTY SERVICES COMMITTEE – RESOLUTION IN HONOR OF THE 2016 STATE ARBOR DAY CELEBRATION

8. COUNTY SERVICES COMMITTEE – RESOLUTION HONORING BOB ALEXANDER

9. COUNTY SERVICES COMMITTEE – RESOLUTION TO APPROVE AGREEMENT FOR WORK IN COUNTY ROAD RIGHT OF WAY BY STIMSON DRAIN DRAINAGE DISTRICT

10. COUNTY SERVICES COMMITTEE - RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS IN EVERETT WOOD SUBDIVISION SECTION 9, MERIDIAN TOWNSHIP

11. COUNTY SERVICES COMMITTEE – RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS IN THE MEADOWS SUBDIVISION SECTION 32, MERIDIAN TOWNSHIP

12. COUNTY SERVICES COMMITTEE – RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS IN SIERRA RIDGE ESTATES SUBDIVISION SECTION 4, MERIDIAN TOWNSHIP

13. COUNTY SERVICES COMMITTEE – RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS IN THE DELLS SUBDIVISION SECTION 11, DELHI TOWNSHIP

14. COUNTY SERVICES COMMITTEE – RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS FOR THE INGHAM COUNTY ROAD DEPARTMENT

15. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING INGHAM COUNTY TO ENTER INTO A CONTRACT WITH SPICER GROUP, INC. FOR PROFESSIONAL CONSULTING SERVICES TO ASSIST THE INGHAM COUNTY PARKS DEPARTMENT AND PARK COMMISSION IN ASSEMBLING THE 2017-2021 MASTER PLAN

16. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING THE FUNDING FOR THE PURCHASE OF A VERSYMMETRIC PLUS 2 LIFT – VEHICLE HOIST SYSTEM AT HAWK ISLAND COUNTY PARK

17. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION APPROVING ENTERING INTO A GRANT WITH THE MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS AND APPOINTING DOUGLAS A. STOVER AS COUNTY GRANT ADMINISTRATOR FOR THE 2016 REMONUMENTATION PROJECT

18. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO CONTRACT WITH RONNIE M. LESTER AS COUNTY REPRESENTATIVE FOR
19. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO CONTRACT WITH BUMSTEAD LAND SURVEYS, ENGER SURVEYING AND ENGINEERING, GEODETIC DESIGN, INC., DAVID R. LOHR SURVEYING, CO., REYNOLDS HERITAGE LAND SURVEYING AND MAPPING AND WOLVERINE ENGINEERS & SURVEYORS, P.C., AS PROJECT SURVEYORS FOR THE 2016 INGHAM COUNTY REMONUMENTATION PROJECT

20. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO CONTRACT WITH AND APPOINT ANTHONY BUMSTEAD, DAVID CLIFFORD, RONALD ENGER, GILBERT BARISH, DAVID VAN DENBERGHE, DAVID LOHR, BRIAN REYNOLDS AND GREG VAUGHN, AS PEER REVIEW GROUP MEMBERS FOR THE 2016 INGHAM COUNTY REMONUMENTATION PROJECT

21. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO RETAIN AS-NEEDED CONSTRUCTION INSPECTION AND SUPERVISION SERVICES WITH TETRA TECH OF MICHIGAN, P.C. AND NTH CONSULTANTS, LTD

22. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO RETAIN AS-NEEDED MATERIAL TESTING SERVICES WITH SOIL AND MATERIALS ENGINEERS, INC. (SME) AND PROFESSIONAL SERVICE INDUSTRIES, INC. (PSI)

23. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING THE PURCHASE OF 2016 SEASONAL REQUIREMENT OF ASPHALT EMULSIONS FOR THE ROAD DEPARTMENT

24. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A BRIDGE DESIGN PROFESSIONAL ENGINEERING SERVICES CONTRACT WITH DLZ MICHIGAN, INC.

25. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A BRIDGE DESIGN PROFESSIONAL ENGINEERING SERVICES CONTRACT WITH GREAT LAKES ENGINEERING GROUP, LLC

26. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING THE PURCHASE OF 2016 SEASONAL REQUIREMENTS OF SMOOTH-LINED CORRUGATED POLYETHYLENE PIPE & HELICALLY CORRUGATED STEEL PIPE FOR THE ROAD DEPARTMENT

27. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING THE EXTENSION OF A CONTRACT FOR GRAVEL ROAD DUST CONTROL SERVICE FOR THE ROAD DEPARTMENT

28. FINANCE COMMITTEES – RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2016 INGHAM COUNTY BUDGET
29. FINANCE COMMITTEE - RESOLUTION AUTHORIZING 2016 ADMINISTRATIVE FUND

30. FINANCE COMMITTEE - 2016 BORROWING RESOLUTION (2015 DELINQUENT TAXES)

31. HUMAN SERVICES COMMITTEE – RESOLUTION HONORING KATIE MCKINLEY

32. HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2015-2016 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

33. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN EXTENSION TO THE AGREEMENT WITH COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH-CEI) FOR A MENTAL HEALTH THERAPIST

34. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AMEND THE AGREEMENT WITH ST. VINCENT CATHOLIC CHARITIES (STVCC) FOR INTERPRETER SERVICES

35. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A CONTRACT WITH IRON MOUNTAIN INC. FOR THE TRANSPORT, STORAGE AND RETRIEVAL OF FILES

36. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN INFECTIOUS DISEASE PHYSICIAN AGREEMENT WITH THE COLLEGE OF OSTEOPATHIC MEDICINE AT MICHIGAN STATE UNIVERSITY

37. LAW & COURTS AND COUNTY SERVICES COMMITTEES - RESOLUTION APPROVING A LETTER OF UNDERSTANDING MODIFYING SENIORITY BETWEEN THE CAPITAL CITY LABOR PROGRAM INC. – CORRECTIONS UNIT AND CAPITAL CITY LABOR PROGRAM INC. – LAW ENFORCEMENT UNIT

38. LAW & COURTS, COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO CANCEL THE “ON CALL” LETTER OF UNDERSTANDING WITH THE UNITED AUTO WORKERS

39. LAW & COURTS, COUNTY SERVICES AND FINANCE COMMITTEES –RESOLUTION TO ADOPT THE “ON CALL” LETTER OF UNDERSTANDING WITH CAPITAL CITY LABOR PROGRAM

40. LAW & COURTS, COUNTY SERVICES AND FINANCE COMMITTEES –RESOLUTION TO CREATE TWO LEAD WORKER POSITIONS
41. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION
AUTHORIZING PARTICIPATION WITH THE MERIDIAN TOWNSHIP POLICE
DEPARTMENT HIGHWAY SAFETY GRANT

42. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION
AUTHORIZING PARTICIPATION WITH THE MERIDIAN TOWNSHIP POLICE
DEPARTMENT YOUTH ALCOHOL ENFORCEMENT GRANT

XII. SPECIAL ORDERS OF THE DAY

XIII. PUBLIC COMMENT

XIV. COMMISSIONER ANNOUNCEMENTS

XV. CONSIDERATION AND ALLOWANCE OF CLAIMS

XVI. RECESS

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

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

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

Chairperson Hope called the March 22, 2016 Regular Meeting of the Ingham County Board of Commissioners to order at 6:32 p.m.

Members Present at Roll Call: Anthony, Bahar-Cook (Arrived at 6:34 p.m.), Banas, Celentino, Crenshaw, Hope, Koenig, Maiville, McGrain, Naeyaert, Nolan, Schafer (Departed at 7:24 p.m.), Tennis, and Tsernoglou

Members Absent: None

A quorum was present.

PLEDGE OF ALLEGIANCE

Chairperson Hope asked Richard Smith, Campaign Manager for Commissioner Schafer, to lead the Board in the Pledge of Allegiance.

TIME FOR MEDITATION

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

APPROVAL OF THE MINUTES OF MARCH 8, 2016

Commissioner Crenshaw moved to approve the minutes of the March 8, 2016 meeting. Commissioner Koenig seconded the motion.

The motion to approve the minutes carried unanimously. Absent: Commissioner Bahar-Cook.

ADDITIONS TO THE AGENDA

Chairperson Hope indicated that Board rules state resolutions would ordinarily be referred to a committee unless there was a 2/3 vote to allow the resolution to be considered by the Board immediately.

Moved by Commissioner Crenshaw, supported by Commissioner Schafer, to add the following resolutions:

Resolution Designating April 5, 2016 as “National Service Recognition Day in Ingham County.”

Resolution Declaring March 31, 2016 as “Cesar E. Chavez Day” in Ingham County.

Chairperson Hope stated that, without objection, the following resolutions would be added as Agenda Items No. 38 and 39.

PETITIONS AND COMMUNICATIONS
Commissioner Bahar-Cook arrived at 6:34 p.m.

A Letter from the City of Lansing Regarding a Notice of Public Hearing for the Approval of Brownfield Plan #65. Chairperson Hope referred the letter to the Finance Committee.

A Letter from the Michigan Department of Environmental Quality Regarding Their Air Quality Division’s Pending New Source Review Application Report. Chairperson Hope accepted the letter and placed it on file.

A Letter from Marquette County Regarding Their Opposition to Marcus Abood’s Reappointment to the Michigan Tax Tribunal. Chairperson Hope accepted the letter and placed it on file.

**LIMITED PUBLIC COMMENT**

Representative Sam Singh presented a tribute/proclamation to Randy Marwede, former Veterans’ Affairs Director, for his work as Veterans’ Affairs director.

Mr. Marwede thanked the Board for their support over the years.

Natrenah Blackstock, Veterans Affairs Director, introduced herself to the Board.

LuAnn Maiser, Meridian Township Parks and Recreation Manager, addressed the committee regarding the implementation of the Trails and Parks application process.

Mr. Smith thanked the Board and indicated his ambition to become a writer.

Mike Unsworth, Tri-County Bicycle Association, addressed the Board regarding the framework of trail expansion. He expressed concern about non-governmental entities being ineligible to receive project funding.

Bob Showers, Clinton County Board of Commissioners Chairperson, relayed a brief history of cooperation between Clinton, Eaton, and Ingham County.

Marianne Schropp, Animal Control volunteer, addressed the Board regarding the Volunteer/Intern Driving Policy.

Steve Japinga, Lansing Chamber of Commerce, addressed the Board regarding the advancement of job creation and economic competition within Lansing. He expressed appreciation for the work the Task Force put into creating a process for allocating millage dollars.

**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. 23 and 25. Commissioner McGrain 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.
WHEREAS, founded in 1916, the Citizens Research Council of Michigan (CRC) is a privately funded, not-for-profit public affairs research organization, supported primarily by the charitable contributions from businesses, foundations, and individuals; and

WHEREAS, the provision of factual, unbiased, independent information on significant issues concerning state and local government organization and finance by the Citizens Research Council of Michigan has helped policymakers formulate sound, rational public policy in Michigan; and

WHEREAS, the Citizens Research Council of Michigan works to achieve the goal of securing good government for the citizens of Michigan by conducting timely, accurate, and objective research of public policy issues; and

WHEREAS, the presentation of CRC’s independent, nonpartisan research has helped state and local government officials to better understand and formulate solutions for complicated policy issues; and

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

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

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

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

BE IT FURTHER RESOLVED, that the Board wishes them many more years of continued success.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
                Nays: None    Absent: Koenig    Approved 3/15/2016
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION # 16 – 065

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

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED, that the Board extends its best wishes to the Rotary Club of Lansing and hopes for continued success in all of their future endeavors.
COUNTY SERVICES:  **Yea**: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
**Nays**: None  **Absent**: Koenig  **Approved 3/15/2016**
MARCH 22, 2016 REGULAR MEETING

ADOPTED - MARCH 22, 2016
AGENDA ITEM NO. 6

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION # 16 – 066

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

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

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

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

THEREFORE BE IT RESOLVED, the parties agree as follows:

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

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

3. This MOU is not legally binding on any Party. Each Party is responsible for its own costs and expenses. No legal rights or liabilities between and among the Parties are created. This MOU is not intended to, and shall not be construed to, create a joint venture, agency, partnership, interlocal agreement,
BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

COUNTY SERVICES:  

**Yea**s: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nay**s: None  
**Absent:** Koenig  
**Approved 3/15/2016**
WHEREAS, Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year; and

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

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

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

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

COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
Absent: Koenig  Approved 3/15/2016
WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated March 1, 2016 as submitted.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  Absent: Koenig  
Approved 3/15/2016
## INghAM couNTY ROAD DEPARTMENT

### LIST OF CURRENT PERMITS ISSUED

**DATE:** March 1, 2016

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Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION # 16 – 069

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

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

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

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

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

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

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

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

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
      Nays: None Absent: Koenig  Approved 3/15/2016
COUNTY OF INGHAM

TITLE VI
NON-DISCRIMINATION POLICY,
PLAN AND COMPLAINT
PROCEDURE

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INTRODUCTION

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

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

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

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

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

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

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

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

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

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

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

**Federal Financial Assistance**

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

**Discrimination under Title VI**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

11. Locate a facility in any way, which would limit or impede access to a federally-funded service or benefit.
The County of Ingham will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program’s operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The County designates Travis Parsons, Human Resources Director, as the Title VI Coordinator. The Human Resources Director will be responsible for the initiating and monitoring Title VI activities and other required matters, ensuring that the County complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the County and Title VI may be directed to the Human Resources Director,

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

___________________________________
Kara Hope, Chairperson,  
Ingham County Board of Commissioners

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

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

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

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

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

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

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

4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.

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

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

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

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

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

County of Ingham

_____________________________________              _________________________
Kara Hope, Chairperson      Date
Ingham County Board of Commissioners
MARCH 22, 2016 REGULAR MEETING

AUTHORITIES

Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h);

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

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

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

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

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

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

**USDOT Order 1050.2:** Standard Title VI Assurances

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

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

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

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

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

DEFINITIONS

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

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

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

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

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

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

Minority – A person who is:

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

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

Non-Compliance – A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

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

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

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

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

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

Sub-Recipient – Any agency such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.
ADMINISTRATION – GENERAL

The County of Ingham designates Travis Parsons, Human Resources Director, as the Title VI Coordinator (hereinafter referred to as the “Title VI Coordinator”). The Human Resources Director shall have lead responsibility for coordinating the administration of the Title VI and related statutes, programs, plans, and assurances.

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

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

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

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

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

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

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

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

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

1. Environmental Justice compliance on all MiDOT or other federally funded Public Works projects; and
2. Collecting and analyzing data to numerically assess the reach and impact of its program funds

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

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

The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. The complaint should include the following information:

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

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

Investigation:

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

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

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

Retaliation:

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

Records

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

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

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

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those recipients of federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the recipients’ adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant U.S. Department of Transportation (USDOT) modes upon request.
Annual Reporting Form: The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to the Michigan Department of Transportation (MDOT), Civil Rights Program Unit via the Sub-Recipient Annual Certification Form (MDOT form #0179) by October 5th.

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

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

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

LIMITED ENGLISH PROFICIENCY (LEP)

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

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

ENVIRONMENTAL JUSTICE (EJ)

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

If a disproportionate effect is anticipated, following mitigation procedures.

If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

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

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

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment; etc.

- The project’s impact is unavoidable;

- The benefits of the project far outweigh the overall impacts; and

- Mitigation measures are being taken to reduce the harm to low income or minority populations.

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

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

**STEP ONE:** Determine if a minority or low income population is present within the project area. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority populations and/or low income population groups present, proceed to Step Two.

**STEP TWO:** Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix E. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.
STEP THREE: Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.

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

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

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

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

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

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

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

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

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

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

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

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

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

   a. Withholding payments to the contractor under the contract until the contractor complies and/or
   b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions**: The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
MARCH 22, 2016 REGULAR MEETING

APPENDIX B - TRANSFER OF PROPERTY

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

(Granting Clause)

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

(Habendum Clause)*

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

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

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

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

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

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

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

(Include in deeds)*

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

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

COUNTY OF INGHAM
TITLE VI COMPLAINT FORM

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

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

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

Name: ________________________________ Date: ______________________
Street Address: ___________________________________________________________
City: ____________________________ State: ____________________ Zip: __________
Telephone: ______________________ (home) ____________________________(work)

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

Name: ________________________________ Date: ______________________
Street Address: ___________________________________________________________
City: ____________________________ State: ____________________ Zip: __________
Telephone: ______________________ (home) ____________________________(work)

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

Name of agency and department or program that discriminated:

Agency or department name: ______________________________________________________
Name of individual (if known): ____________________________________________________
Address: ______________________________________________________________________
City: _____________________________ State: _____________________ Zip: __________
Date(s) of alleged discrimination:

Date discrimination began ______________________   Last or most recent date _____________

ALLEGED DISCRIMINATION:

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

____________________________________________________________________

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

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Signature: ______________________________________     Date: _______________________

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

Note: The County of Ingham prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the County. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.
APPENDIX E - DETERMINE/DISTINGUISH SIGNIFICANT/NON-SIGNIFICANT EFFECTS

“Significant” requires considerations of both context and intensity:

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

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

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

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

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

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

Determinations of “significant” and “non-significant” effects will be made by the Human Resources Director or his/her designee.
1. The County of Ingham’s Title VI Plan will be communicated to each County Department Head who will review the plan with departmental employees.

2. The County of Ingham’s Title VI Plan will be published on the main page of the County’s website, www.ingham.org, within 90 days of approval.

3. Appendix A will be included in all County contracts as outlined in the Title VI Plan.

4. The language in Number 2 of the County of Ingham’s Title VI Assurances will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.

5. The procedure(s) for responding to individuals with Limited English Proficiency will be implemented.

6. All County of Ingham employees will be trained or made aware of the LEP procedure and the Title VI complaint procedure.

7. A review of County facilities will be conducted in reference to compliance with the American Disabilities Act.

8. The following data will be collected and reviewed by the Title VI Coordinator and included, where appropriate, in the annual report submitted to MDOT.
   a. **Boards and Commissions:** The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
   
   b. **Public Meetings:** The number of open meetings; how meeting dates and times are communicated to the general public and to individuals directly affected by the meeting.
   
   c. **Construction Projects:** The number of construction projects and minority contractors bidding and the number selected; verification that Title VI language was included in bids and contracts for each project.
   
   d. **LEP Needs:** The number of requests for language assistance that were requested or required; the outcome of these requests.
   
   e. **Complaints:** The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
   
   f. **Timeliness of Services:** The number of requests for services; amount of time from request to when service was delivered; number of requests denied.
   
   g. **Right of Way/Imminent Domain:** The number of such actions and diversity of individual affected.
   
   h. **Program Participants:** Racial data of program participants where possible.
WHEREAS, in accordance with Title VI non-discrimination laws in regard to providing appropriate access to services and activities provided by federal agencies and recipients of federal assistance, the Limited English Proficiency Plan was drafted to define how the County of Ingham will accommodate persons with Limited English Proficiency in County Departments subject to the requirements of Title VI; and

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

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

COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  
Absent: Koenig  
Approved 3/15/2016
COUNTY OF INGHAM

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

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

Ingham County Human Resources
Phone: 517-887-4327
Fax: 517-887-4396
Website: http://www.ingham.org/
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MARCH 22, 2016 REGULAR MEETING

A RESOLUTION OF THE
COUNTY OF INGHAM
ADOPTING THE
LIMITED ENGLISH PROFICIENCY (LEP) PLAN

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

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

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

Adopted the _____ day of, March 2016

_______________________________
Kara Hope, Chairperson
County Of Ingham
Introduction

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

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

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

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

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

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

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

Elements of an Effective LEP Policy

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:
1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

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

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

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

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

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

The Four-Factor Analysis

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to County of Ingham services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.
Factor 1: The Proportion, Numbers and Distribution of LEP Persons

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

As seen in Table #1, the Census Data for the County of Ingham shows a large number of the population that speaks English less than ‘very well.’

**TABLE #1**

American Community Survey (ACS) works with the US Census Bureau to estimate demographic information. According to their 2009 estimates, the following languages are spoken by Michigan residents, who self-reported speaking English "less than very well."

<table>
<thead>
<tr>
<th>Language</th>
<th>Ingham</th>
<th>Total Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish or Spanish Creole LEP:</td>
<td>3,269</td>
<td>1.25%</td>
</tr>
<tr>
<td>Arabic LEP:</td>
<td>609</td>
<td>0.23%</td>
</tr>
<tr>
<td>Chinese LEP:</td>
<td>1,587</td>
<td>0.61%</td>
</tr>
<tr>
<td>Vietnamese LEP:</td>
<td>1,104</td>
<td>0.42%</td>
</tr>
<tr>
<td>Polish LEP:</td>
<td>30</td>
<td>0.01%</td>
</tr>
<tr>
<td>German LEP:</td>
<td>143</td>
<td>0.05%</td>
</tr>
<tr>
<td>Korean LEP:</td>
<td>1,123</td>
<td>0.43%</td>
</tr>
<tr>
<td>Japanese LEP:</td>
<td>205</td>
<td>0.08%</td>
</tr>
<tr>
<td>Russian LEP:</td>
<td>288</td>
<td>0.11%</td>
</tr>
<tr>
<td>French or French Creole LEP:</td>
<td>298</td>
<td>0.11%</td>
</tr>
<tr>
<td>Italian LEP:</td>
<td>86</td>
<td>0.03%</td>
</tr>
<tr>
<td>Tagalog LEP:</td>
<td>61</td>
<td>0.02%</td>
</tr>
<tr>
<td>Hmong LEP:</td>
<td>325</td>
<td>0.12%</td>
</tr>
<tr>
<td>Gujarati LEP:</td>
<td>68</td>
<td>0.03%</td>
</tr>
<tr>
<td>Urdu LEP:</td>
<td>50</td>
<td>0.02%</td>
</tr>
<tr>
<td>Hindi LEP:</td>
<td>13</td>
<td>0.00%</td>
</tr>
<tr>
<td>Greek LEP:</td>
<td>8</td>
<td>0.00%</td>
</tr>
<tr>
<td>Laotian LEP:</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Persian LEP:</td>
<td>221</td>
<td>0.08%</td>
</tr>
<tr>
<td>Mon-Khmer, Cambodian LEP:</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Thai LEP:</td>
<td>45</td>
<td>0.02%</td>
</tr>
<tr>
<td>Armenian LEP:</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Portuguese or Portuguese Creole LEP:</td>
<td>42</td>
<td>0.02%</td>
</tr>
</tbody>
</table>
Factor 2: Frequency of Contact with LEP Individuals

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

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

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

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

US Department of Transportation Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:
“A recipient’s level of resources and the costs imposed may have an impact on the nature of the steps it should take in providing meaningful access for LEP persons. Smaller recipients with more limited budgets are not expected to provide the same level of language services as larger recipients with larger budgets. In addition, “reasonable steps” may cease to be reasonable where the costs imposed substantially exceed the benefits. Recipients should carefully explore the most cost-effective means of delivering competent and accurate language services before limiting services due to resource concerns.”

Based on this guidance, we have reviewed our resources and deemed that given the number of LEP individuals in our County, upon request we will translate our vital documents into the language requested to ensure accessibility upon notice and request. Although there will not be a fixed amount allocated from our yearly budget for the translation of documents, the cost associated with the necessary translation of document in order to comply with LEP requirements will be allocated on an as-needed basis.

**Safe Harbor Stipulation**

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

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

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

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

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

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

The guidance provides several examples of notification including:

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

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

Options and Proposed Actions

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

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

Due to limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services. However, when requested appropriate assistance will be provided.

What the County of Ingham will do. What actions will the County of Ingham take for, at a minimum, Departments and Functions Covered by Title VI?

- Notify the public that interpreter services are available upon request, with seven day advance notice.
- With advance notice of seven calendar days, the County will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.
- The County will utilize the Translators Resource List as provided by MDOT for translation services and verbal interpretation.
The Census Bureau “I-speak” Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.

Once the LEP individual’s language has been identified, an agency from the Translators Resource List will be contacted to provide interpretation services.

Publications of the County’s complaint form will be made available online and upon request.

In the event that a County employee encounters a LEP individual, they will follow the procedure listed below:

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

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

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

IN WRITING
1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact an translator from the MDOT’s Translators Resource List to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.
OVER THE PHONE

1. If someone calls into our office speaking another language every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line and if possible determine the language spoken of the caller.

2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

The County of Ingham’s Staff Training

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

LEP Plan Access

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

County of Ingham  
Tim Dolehanty, County Administrator  
341 S Jefferson  
P.O. Box 319  
Mason, MI 48854  
Phone: 517-676-9722  
Fax: 517-676-2805  
E-mail: tdolehanty@ingham.org
Departments within the County receiving funds from other federal agencies are as follows:

Ingham County Prosecutor’s Office
Ingham County Sheriff’s Office
Ingham County Thirtieth (30th) Judicial Circuit Court
Ingham County 55th Judicial District Court
Ingham County Economic Development Corporation
Ingham County Road Department
Ingham County Health Department
WHEREAS, the Ingham County Board of Commissioners passed resolution #15-159 in support of the Ban The Box initiative; and

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

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED, that this policy nor resolution are not intended to nor does it create a private civil right of action.
Personnel Policy No.

Approved:  
Resolution No.

A. Purpose
To establish a County policy for conducting criminal background checks on potential new hires, volunteers and interns, as defined herein. This Policy sets forth the requirement and use of criminal background checks in the employment and volunteer process and normal procedures for conducting those background checks.

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

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

b. All interns (whether paid or unpaid); and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

It is not the intention of the County to perform periodic, suspicion less reviews of existing employee’s criminal histories. Nothing in this Policy negates the possibility that a criminal background check may be required for existing employees, volunteers or interns who: (1) are legally required to have a background check, (2) are required to have a criminal background check pursuant to the Conducting Youth Programs: Minimum Operational Requirements, (3) work in facilities or seeks to work in facilities which require a criminal background check, (4) If conviction as required by law, county policy or collective bargaining agreement, or a legitimate requirement of the position or expectation of the County; the employer has a good faith basis to believe that the employee has failed to disclose a or (5) are assigned new duties that involve significant safety or security considerations or financial responsibilities.
EXHIBIT 1-- NON-FCRA BACKGROUND CHECK DISCLOSURE NOTICE – AUTHORIZATION FORM (Completed Form to be Forwarded to Human Resources for Final Candidate)

THE FOLLOWING SECTION IS TO BE COMPLETED BY APPLICANT

Name: ___________________________________________________________________________________
   (Last Name)    (First Name)    (Middle Name)

Other name(s) used in any and all other records of birth or records of residences:
   ___________________________________________________________________________________
   (Last Name)    (First Name)    (Middle Name)

DRIVERS LICENSE: ___________  _____________________________
   State           Number

SOCIAL SECURITY: ________________________________
   Number

DATE AND PLACE OF BIRTH: _____________ ______________________________
   Date       City & State

SEX:  ____Male   ____Female

CURRENT ADDRESS: _________________________________________________________
   Street Address: Apt. #    City     State   Zip

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

City: County: State:

City: County: State:

City: County: State:

City: County: State:
MARCH 22, 2016 REGULAR MEETING

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

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

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

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

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

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

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

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

____________________________________________________
SIGNATURE OF APPLICANT    DATE

CONTACT INFORMATION:

(Address) ____________________________________________

(Email Address)_______________________________________

(Phone Number)______________________________________
FAIR CREDIT REPORTING ACT
DISCLOSURE AND AUTHORIZATION TO RELEASE INFORMATION
NOTE: PLEASE READ CAREFULLY BEFORE SIGNING BELOW
DISCLOSURE

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

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

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

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

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

AUTHORIZATION TO RELEASE INFORMATION

I have read and understand the above Disclosure. During the application process as an applicant for employ and at any time during the tenure of my employment/service with the Employer, I hereby authorize the Employer to procure one or more consumer reports and/or investigative consumer reports on me for employment purposes, as described in the above Disclosure. I understand the consumer report(s) and/or consumer investigative report(s) may include information regarding my credit worthiness, standing and capacity if applicable, criminal conviction records, public court records, Department of Motor Vehicle records, verification of highest degree, professional license or certification, character, general reputation, personal characteristics, or mode of living. This report(s) may be compiled with information from credit bureaus, court records repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I have rights under the Fair Credit Reporting Act, including that I
MARCH 22, 2016 REGULAR MEETING

I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living obtained through personal interviews by an entity or person that is a consumer reporting agency, as well as a written summary of my rights under the Fair Credit Reporting Act.

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

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

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

Printed Name: _____________________________________________________________________________

First     Middle     Last

Social Security Number: ____________________    Date of Birth: _______________________

Driver’s License Number: _________________________________ State: ____________

(Put ‘N/A’ if not applicable)

Current Address:

Street/P.O. Box             City             State             Zip Code

Previous Address:

Street/P.O. Box             City             State             Zip Code

_______________________________________    _______________________

Applicant’s Signature         Date Signed
January 1, 201_  

Jane Doe  
123 Main Street  
Lansing, MI 49009  

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

Dear Ms. Doe:  

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

Attached hereto is:  

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

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

Sincerely,  

Travis Parsons  
Human Resources Director
December _, 201_

Jane Doe  
123 Main Street  
Lansing, MI  49009

Dear Ms. Doe:

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

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

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

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

Thank you for your interest in employment with Ingham County.

Sincerely,

Travis Parsons  
Human Resources Director
WHEREAS, the resolution before you authorizes a contract with Laux Construction to perform security enhancements in the Register of Deeds office; and

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

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
MARCH 22, 2016 REGULAR MEETING

Nays: None  Absent: Koenig  Approved 3/15/2016

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
INTRODUCED by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION # 16 – 073

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

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

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

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

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

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

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

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  Absent: Koenig  Approved 3/15/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
WHEREAS, in 2012 the Ingham County Board of Commissioners adopted the Ingham County Parks and Recreation 2012-2016 Master Plan as presented by the Ingham County Parks & Recreation Commission by resolution #12-060; and

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

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

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

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

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

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

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

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None  Absent: Koenig  Approved 3/15/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
MARCH 22, 2016 REGULAR MEETING

AGENDA ITEM NO. 15

ADOPTED - MARCH 22, 2016

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION # 16 – 075

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

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

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

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

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

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

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

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
    Nays: None    Absent: Koenig    Approved 3/15/2016
FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RESCIND RESOLUTION #14-426 ACCEPTING A GRANT OF EASEMENT OVER PROPERTY OWNED BY THE CITY OF LANSING AND LOCATED IN THE CITY OF LANSING

RESOLUTION # 16 – 076

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

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

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

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

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

THEREFORE BE IT RESOLVED, that Resolution #14-426 is rescinded.

COUNTY SERVICES:  Yeas: Nolan, Celentino,Bahar-Cook,Tsernoglou, Hope, Maiville
Nays: None   Absent: Koenig       Approved 3/15/2016

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays: None   Absent: Anthony, Case-Naeyaert    Approved 3/16/2016
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION # 16 – 077

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

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

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

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

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

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

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

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays:  None  Absent: Koenig  Approved 3/15/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays:  None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
ADOPTED - MARCH 22, 2016
AGENDA ITEM NO. 18

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY PARKS DEPARTMENT TO APPLY FOR A
RECREATION PASSPORT PROGRAM GRANT FOR ACCESSIBILITY UPGRADES AT
OVERLOOK PICNIC AREA AT BURCHFIELD COUNTY PARK

RESOLUTION # 16 – 078

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

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

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

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

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

WHEREAS, the grant application requires a financial commitment to the project in the amount of $114,500
which include the $20,000 in capital improvement funds and the $94,500 from the Trails and Parks Millage for
a local match.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the use of capital
improvement funds for a local match in the amount of $94,500 from the Trails and Parks Millage, $20,000 from
approved Capital Improvement fund for a total $159,500 project cost during the 2016-2017 fiscal years.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None     Absent: Koenig   Approved 3/15/2016
FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
ADOPTED - MARCH 22, 2016
AGENDA ITEM NO. 19

INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION # 16 – 079

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

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

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

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

WHEREAS, the grant application requires a financial commitment to the project in the amount of $75,600 in capital improvement funds for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Land and Water Conservation Fund Federal Grant for $75,600 for facility improvements and development.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the use of capital improvement funds for a local match in the amount of $75,600 from the Trails and Parks Millage (50%) of a total $151,200 project cost during the 2016-2017 fiscal years.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
                  Nays: None    Absent: Koenig    Approved 3/15/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
           Nays: None    Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
WHEREAS, the Parks and Recreation Commission supports the submission of a grant application titled Accessible Launch on the Grand River to the Michigan Natural Resources Trust Fund for facility development and improvements that include: a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility at McNamara Landing at Burchfield County Park, located in Aurelius Township; and

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

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

WHEREAS, the grant application requires a 25% local match equally $37,800; and

WHEREAS, increasing the local match to 30% or $45,360 will improve the grant scoring.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Trust Fund Application for $151,200 for facility improvements and development.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the use of capital improvement funds for a local match (30%) in the amount of $45,360 from the Trails and Parks Millage of a total $151,200 project cost during the 2016-2017 fiscal years.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None  Absent: Koenig  Approved 3/15/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
Resolved by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING 8% OF THE TRAILS AND PARKS MILLAGE COLLECTED FOR FY 2015 AND FY 2016 BE ALLOCATED TO THE INGHAM COUNTY PARKS DEPARTMENT TO FUND CIP PROJECTS

RESOLUTION #16 – 081

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

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

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

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

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

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

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

COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None  Absent: Koenig  Approved 3/15/2016

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage level of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing’s River Trail, and may acquire rights of way to connect and extend existing trails; and

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

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

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

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

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

COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None
Absent: Koenig
Approved 3/15/2016

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays: None
Absent: Anthony, Case-Naeyaert
Approved 3/16/2016
INaggi HAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION DECLARING THAT ALL 84 SEGMENTS OF EXISTING ASPHALT TRAILS IDENTIFIED WITHIN THE MANNIK & SMITH TRAILS AND PARKS COMPREHENSIVE REPORT IN TABLE #3 WITH A PAVEMENT SURFACE EVALUATION AND RATING SYSTEM (PASER) RATING BETWEEN 1-7 ARE ELIGIBLE FOR MILLAGE FUNDS EFFECTIVE APRIL 1, 2016

RESOLUTION # 16 – 083

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

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

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

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

THEREFORE BE IT FURTHER RESOLVED, that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible to apply for millage funds effective April 1, 2016 to April 29, 2016 through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed $1,000,000.

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

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  Absent: Koenig  Approved 3/15/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
Commissioner Nolan moved to approve the resolution. Commissioner Koenig seconded the motion.

Commissioner Banas stated that staff had expressed concern over the possibility that municipalities would rush to complete their applications within the one month time limit.

Moved by Commissioner Banas, supported by Commissioner Case-Naeyaert to amend the resolution as follows:

THEREFORE BE IT FURTHER RESOLVED, that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible to apply for millage funds effective April 1, 2016 to April 29, 2016 June 1, 2016 through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed $1,000,000.

Commissioner Bahar-Cook asked how it affected the timetable for municipalities to receive funding.

Jared Cypher, Deputy Controller, answered that it would affect the timeline. He stated that the Parks Commission would review the applications in June and then they would come before the Board in July.

There was a discussion regarding the timeline for the first round application process.

Moved by Commissioner Bahar-Cook, supported by Commissioner Banas, to amend the amendment as follows:

THEREFORE BE IT FURTHER RESOLVED, that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible to apply for millage funds effective April 1, 2016 to June 1, 2016, on the condition of local municipal approval, through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed $1,000,000.

This amendment was considered friendly.

There was a discussion regarding the language of the motions.

Commissioner Banas withdrew her motion.

Moved by Commissioner Banas, supported by Commissioner Case-Naeyaert, to allow the application period to remain open as stated, April 1, 2016 to April 29, 2016, and allowing the acceptance of applications on the condition of local municipal approval of those applications.

Vice-Chairperson Anthony asked why applications could not be reviewed as they were submitted.

Tim Morgan, Parks Director, answered that they could be reviewed as they were submitted or they could be reviewed all at once if there was a deadline.

There was a discussion regarding the intent of the deadline and the first round application process.

Commissioner Bahar-Cook asked for clarification on if the amendment would allow municipalities to submit applications without their Boards’ approval.
Matt Nordfjord, County Attorney, stated that his understanding of the amendment would accomplish that. He stated that the amendment would allow conditional approval on approval by their local municipalities.

Commissioner Koenig stated that some things would be learned as the process went along. She further stated that the first round of applications would not be weighed against each other.

Commissioner Tennis stated that he was not concerned about a deadline. He further stated that if local municipalities wanted funding, they would approve their projects.

Commissioner Banas stated that Mr. Morgan provided a revised estimate that removed all segments with a PASER rating above 7. She further stated that the new estimate was $574,834.

There was a discussion regarding language of the amendment.

Mr. Nordfjord stated that the language could be written later, but there needed to be something about the deadline being fixed and that the applications would be conditionally approved subject to review and approval by local municipalities. He further stated that he would work with the Clerk’s Office to get the language of the amendment, and that the motion could be voted on as stated.

The motion to amend carried unanimously.

The motion, as amended, carried unanimously.
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Note: The above table represents the estimated cost and recommended speed for various segments of the trail network. The data is subject to change based on further planning and construction activities.
MARCH 22, 2016 REGULAR MEETING

ADOPTED - MARCH 22, 2016
AGENDA ITEM NO. 24

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION DECLARING ALL BRIDGES IDENTIFIED WITHIN THE MANNIK & SMITH TRAILS AND PARKS COMPREHENSIVE REPORT IN TABLE #7, WITH PRIORITY GIVEN TO THOSE BRIDGES WITH A NEED FOR TOTAL REPLACEMENT (12 IN TOTAL), ARE ELIGIBLE FOR MILLAGE FUNDS EFFECTIVE APRIL 1, 2016 THROUGH JUNE 1, 2016

RESOLUTION # 16 – 084

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

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

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

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

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

THEREFORE BE IT RESOLVED, all bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for millage funds effective April 1, 2016 through June 1, 2016 with the total amount not to exceed $4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.

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

COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
               Nays: None   Absent: Koenig   Approved 3/15/2016

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
           Nays: None   Absent: Anthony, Case-Naeyaert   Approved 3/16/2016
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1. Total construction costs include 12% contingencies and 16% engineering and construction administration.
WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage level of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing’s River Trail, and may acquire rights of way to connect and extend existing trails; and

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

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

WHEREAS, the Ingham County Board of Commissioners supports projects that advance the goal of a regional non-motorized network and connections for Ingham County.

THEREFORE BE IT RESOLVED, that a second round of applications will be taken beginning October 1, 2016 Application forms will be reviewed and approved by the Board of Commissioners prior to the second round.

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

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  Absent: Koenig  Approved 3/15/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016

Commissioner Nolan moved to approve the resolution. Commissioner Koenig seconded the motion.

Moved by Commissioner Bahar-Cook, supported by Commissioner Nolan, to amend the resolution as follows:
THEREFORE BE IT RESOLVED, that a second round of applications will be taken beginning October 1, 2016 that will address new construction as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects. Application forms will be reviewed and approved by the Board of Commissioners prior to the second round.

The motion to amend carried unanimously.

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Ingham County Trails and Parks Comprehensive Report prepared by the Mannik & Smith Group including the letter from Mannik & Smith and a response from staff that would be prepared.

BE IT FURTHER RESOLVED, that individual projects will be reimbursed based on actual expenses, in phases, to be defined in each individual contract.

BE IT FURTHER RESOLVED, that the application should be altered to include ASHTO requirements in question 3, and if any special circumstance requires deviation from ASHTO standards, they need to be stated.

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

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  Absent: Koenig  Approved 3/15/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
WHEREAS, interns and volunteers are an important part of augmenting our workforce; and

WHEREAS, the Ingham County Board of Commissioners desires to follow risk management best practices; and

WHEREAS, best practices for risk management include identification of interns/volunteers and running driver license checks to assure maintenance of responsible driving records.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Intern/Volunteer Driving and Records Policy, Procedure and Rules;

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs that all departments and agencies under the jurisdiction of the Board of Commissioners shall be bound by this policy.

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

WHEREAS, the Ingham County Board of Commissioners desires to follow risk management best practices; and

WHEREAS, best practices for risk management include identification of interns/volunteers and running driver license checks to assure maintenance of responsible driving records.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Intern/Volunteer Driving and Records Policy, Procedure and Rules;

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs that all departments and agencies under the jurisdiction of the Board of Commissioners shall be bound by this policy.

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

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville

Nays: None  Absent: Koenig  Approved 3/15/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer

Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
A. Purpose and Applicability

It is the policy of Ingham County that driving records be maintained for all interns or volunteers who transport others on the County’s behalf or conduct County business in their personally-owned or County-owned vehicle. Volunteers or interns in the offices of the County Treasurer, County Clerk, County Drain Commissioner, Register of Deeds, Prosecuting Attorney, Sheriff and the Courts are subject to this policy if the appropriate elected official or Chief Judge has agreed in writing, in whole or in part, to this policy.

B. Authority and Responsibility

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

C. Procedure

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

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

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

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

4. Driver must be at least 18 years of age.

5. No Driver may have been convicted within the last 5 years or have a pending charge for any form of operating a vehicle under the influence of alcohol, a controlled substance or combination of alcohol and a controlled substance, or for reckless or negligent driving.

Drivers must complete and sign the appropriate disclosure, release and authorization form for a
driving background check to be conducted. A Driver’s failure or refusal to complete, sign and submit the disclosure, release and authorization form will automatically revoke any authority or permission for the Driver to operate a personal vehicle to transport others on the County’s behalf or to conduct County business in their personally owned vehicle. In addition, such refusal may require termination of the individual’s participation as a County volunteer or intern. A copy of the disclosure, release and authorization is attached as Exhibit A.

Drivers shall immediately report any restrictions, suspensions or revocations of their driver’s license or any violation points attached to the driver’s license to the Human Resources Department.

In addition to making an immediate report of an accident to the nearest or most convenient police agency or officer, a Driver must immediately report any accident in a personal vehicle operated for County business or County-owned vehicle to the Driver’s Department Director or Elected Official. An accident is defined as any incident in which a vehicle comes in contact with any vehicle, object, or person regardless of whether or not damage and injury resulted from the contact; or, any incident inside the vehicle involving injury or possible injury to a passenger.

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

**Rules of Operation:**

- An intern or volunteer shall not transport others in their personally-owned vehicle on the County’s behalf or conduct County business in their personally-owned or County-owned vehicle without express written authorization from both the Department Head and Human Resources Director. Such authorization is solely within the discretion of the County, and may be withdrawn at any time. Such authorization will require full adherence with the record and Rules provisions of this Policy. A volunteer or intern driving their personally-owned vehicle on County business must adhere to all safety, traffic, and criminal laws of Michigan (including, but not limited to, the use of seatbelts for the Driver and all occupants).

- No Driver may consume alcohol or drugs while in their personally-owned vehicle on County business.

- No Driver may consume or use any substance, regardless of legality or prescription, which impairs the Driver’s ability to safely operate a motor vehicle.

- No Driver may pick up or transport non-employees while on County business, unless there is a County-related purpose and such transport has been expressly authorized by the County in advance.

- Any illegal, reckless, or dangerous conduct while driving that could place the lives or property of others at risk is prohibited.

- No driver shall use a cell phone for any reason while driving. In the event of an emergency, drivers shall maneuver their vehicle to a safe position out of the lane(s) of
traffic and come to a complete stop before utilizing their cell phones.

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

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

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

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

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

Last Name __________________________________ First _____________________ Middle _________
Maiden/Other Names _____________________________________________ Years Used __________
Social Security Number
____________________________________________________________________________________
Driver’s License Number __________________________________ State _________________________
FOR IDENTIFICATION PURPOSES ONLY: Date of Birth ____/____/____ (Month/Day/Year)
Addresses Within The Past Seven Years (use a separate sheet as needed)
Present Street Address
____________________________________________________________________________________
City/State/ZIP
____________________________________________________________________________________
Prior Street Address
____________________________________________________________________________________
From _____/_______/______ (Month/Day/Year) To _____/_______/______ (Month/Day/Year)
City/State/ZIP
____________________________________________________________________________________
Signature of Applicant or Volunteer/Intern ________________________ Date ___________
Printed Name of Applicant or Volunteer/Intern ______________________
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION # 16 – 088

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Road Department staff to submit five applications for the bridges listed above to solicit fiscal year 2019 Local Bridge Program funding.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None  Absent: Koenig  Approved 3/15/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF 2016 SEASONAL REQUIREMENT OF BITUMINOUS SURFACE MIXTURE FOR THE INGHAM COUNTY ROAD DEPARTMENT

RESOLUTION # 16 – 089

WHEREAS, the Road Department annually purchases approximately 10,000 to 18,000 tons of bituminous surface mixture (asphalt) for placement by Road Department crews in various road maintenance operations and in the Local Road Program; and

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

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

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

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three above listed suppliers and purchase asphalt material as needed and budgeted.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  Absent: Koenig  Approved 3/15/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF 2016 SEASONAL REQUIREMENT OF 29A AGGREGATE FOR THE INGHAM COUNTY ROAD DEPARTMENT

RESOLUTION # 16 – 090

WHEREAS, the Road Department annually purchases approximately 18,000 tons of grade 29A slag and natural aggregates for use in road chip-sealing and various other road maintenance operations; and

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

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

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

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

COUNTY SERVICES:  Yeas:  Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays:  None  Absent:  Koenig  Approved 3/15/2016

FINANCE:  Yeas:  Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
Nays:  None  Absent:  Anthony, Case-Naeyaert  Approved 3/16/2016
ADOPTED - MARCH 22, 2016
AGENDA ITEM NO. 31

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH AVATAR FOR PATIENT SATISFACTION SURVEYS

RESOLUTION # 16 – 091

WHEREAS, Centers for Medicare and Medicaid Services (CMS) have indicated that a payment modifier may be available through Consumer Assessment of Healthcare Providers and Systems (CAHPS) as they move from a fee-for-service model to a value based payment structure; and

WHEREAS, CMS will require ICHD Community Health Centers to provide Patient Satisfaction Surveys to continue to receive pay incentives as they move from a fee for service model to a value based payment structure; and

WHEREAS, Patient Satisfaction Surveys allow the Health Department to obtain robust information to enhance the Quality Improvement program within the Community Health Centers; and

WHEREAS, ICHD sought bids from three vendors for the purpose of entering into an agreement with a qualified, experienced and CMS and CAHPS certified vendor capable of providing Patient Satisfaction Surveys; and

WHEREAS, Avatar provided the most responsive proposal in terms of being a CAHPS and CMS certified vendor; and

WHEREAS, ICHD would like to enter into a three year agreement with Avatar for Patient Satisfaction Surveys. The cost of the services is $30,989.80 for three years plus a one-time setup fee of $2,500; and

WHEREAS, funding for this agreement is available through a Patient Centered Medical Home grant through HRSA; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into a three-year agreement with Avatar for Patient Satisfaction Surveys.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Avatar for Patient Satisfaction Surveys for a period of three years effective upon Board approval of this resolution, in the amount of $30,989.80 plus a one-time set up cost of $2,500.
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 as to form by the County Attorney.

HUMAN SERVICES:  Yeas:  McGrain, Banas, Tennis, Nolan, Hope
   Nays:  None    Absent:  Koenig, Case Naeyaert  Approved 3/14/2016

FINANCE:  Yeas:  Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
   Nays:  None    Absent:  Anthony, Case-Naeyaert  Approved 3/16/2016
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN ADMINISTRATIVE SERVICES AGREEMENT WITH BLUE CROSS BLUE SHIELD FOR SERVICES AT THE INGHAM COUNTY JAIL

RESOLUTION # 16 – 092

WHEREAS, Ingham County Health Department (ICHD) and Blue Cross Blue Shield of Michigan (BCBSM) entered into an agreement in 1996 wherein BCBSM would pay the claims of health care services provided to inmates of the Ingham County Jail; and

WHEREAS, in Resolution #15-488, the Board of Commissioners authorized a Schedule A Addendum to the Administrative Services Agreement; and

WHEREAS, BCBSM would like to update the Administrative Services Agreement to include information from the Schedule A addendum; and

WHEREAS, the Administrative Services Agreement should include the following from the Schedule Addendum A: Employee Retirement Income Security Act of 1974 and the Affordable Care Act; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an updated Administrative Services Agreement between ICHD and BCBSM for services at the Ingham County Jail.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an updated Administrative Services Agreement between ICHD and BCBSM for services at the Ingham County Jail.

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 as to form by the County Attorney.

HUMAN SERVICES: Yeas: McGrain, Banas, Tennis, Nolan, Hope
Nays: None

Absent: Koenig, Case Naeyaert
Approved 3/14/2016

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays: None

Absent: Anthony, Case Naeyaert
Approved 3/16/2016
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO UPDATE AUTHORIZED SIGNERS ON FORMS 855A AND 855B

RESOLUTION # 16 – 093

WHEREAS, Centers for Medicare and Medicaid Services (CMS) forms 855A and 855B must be completed and filed each time the ICHD establishes, changes, or terminates a health center location or it will lose its ability to obtain enhanced reimbursements through Medicaid and Medicare; and

WHEREAS, the Public Health Services Act enables ICHD Community Health Centers as Federally Qualified Health Centers under section 330e and Federally Qualified Health Center Look-Alikes, to obtain enhanced reimbursement through Medicaid and Medicare; and

WHEREAS, the CMS require that those authorized to sign CMS forms 855A and 855B be named; and

WHEREAS, CMS form 855A indicates that an exact percentage of management control be stated for each health center position; and

WHEREAS, Resolution #14-227, the following positions were authorized to sign CMS forms 855A and 855B with the following percent of management control:

- Deputy Health Officer/Executive Director (40%)
- Health Officer (35%)
- Health Department Chief Financial Officer (25%)

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the following people to sign CMS forms 855A and 855B with the following percent of management control:

- Russell Kolski, Deputy Health Officer/Executive Director (40%)
- Linda Vail, Health Officer (35%)
- Eric Thelen, Health Department Chief Financial Officer (25%)

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

HUMAN SERVICES:  Yeas:  McGrain, Banas, Tennis, Nolan, Hope
Nays:  None  Absent:  Koenig, Case Naeyaert  Approved  3/14/2016

FINANCE:  Yeas:  Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays:  None  Absent:  Anthony, Case-Naeyaert  Approved  3/16/2016
Adopted - March 22, 2016

AGENDA ITEM NO. 34

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE APPOINTMENT OF JAMES B. PAHL
ATTORNEY MAGISTRATE OF THE 55TH DISTRICT COURT

RESOLUTION # 16 – 094

WHEREAS, Michigan Compiled Law 600.8501 authorizes the judges of District Court to appoint a Magistrate to carry out duties as set forth by statute; and

WHEREAS, Michigan Compiled Law 600.8501 also requires that the appointment of a Magistrate to the District Court be approved by the County Board of Commissioners prior to the Magistrate taking office; and

WHEREAS, the 55th District Court has funds within its existing budget to pay for a per diem Magistrate when the full time Magistrate is absent because of leave or training; and

WHEREAS, the 55th District Court wants to insure that there is no interruption of service to the community when the full-time Magistrate is absent; and

WHEREAS, James B. Pahl previously served as an attorney Magistrate for the 55th District Court for 21.6 years; and

WHEREAS, the 55th District Court intends to appoint James B. Pahl as a per diem Magistrate and the appointment is contingent upon the approval the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the appointment of James B. Pahl as a per diem Magistrate for the 55th District Court to be paid at a rate of $ 30.00 per hour.

LAW & COURTS:  Yeas:  Celentino, Tsernoglou, Anthony, Banas, Schafer, Maiville
Nays: None  Absent: Crenshaw  Approved 3/10/2016

FINANCE:  Yeas:  Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF’S OFFICE TO ENTER INTO A 2016 CONTRACT WITH ADVANCED PUBLIC SAFETY COMPANY FOR THE SHERIFF’S OFFICE AND 55TH DISTRICT COURT ELECTRONIC TICKET WRITING ANNUAL MAINTENANCE FEES

RESOLUTION # 16 – 095

WHEREAS, the Ingham County Sheriff’s Office has contracted with Advanced Public Safety company for over ten years for their electronic ticket writing programming with the 55th District Court; and

WHEREAS, Law and Order Fund for Technology (LOFT) funds are available to cover the yearly maintenance fees costs for this program; and

WHEREAS, the Ingham County Sheriff’s Office and the 55th District Court wishes to continue in 2016 with Advanced Public Safety Company’s maintenance program; and

WHEREAS, the 2016 maintenance contract costs are $6,188.89 which covers the electronic ticket writing equipment and software.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff’s Office to enter into a 2016 maintenance contract with Advanced Public Safety Company for electronic ticket writing equipment and software in an amount not to exceed $6,188.89.

BE IT FURTHER RESOLVED, funds are budgeted for 2016 within account #636-25820-932050.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make the necessary adjustments to the appropriate 2016 budgets consistent with this resolution.

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

LAW & COURTS: Yeas: Celentino, Tsernoglou, Anthony, Banas, Schafer, Maiville
Nays: NoneAbsent: Crenshaw Approved 3/10/2016

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays: NoneAbsent: Anthony, Case-Naeyaert Approved 3/16/2016
WHEREAS, the Ingham County Sheriff’s Office has been approved to receive 2016 Capital Improvement Funding for an Evidence Room Barcoding System; and

WHEREAS, the purpose of requesting 2016 Capital Improvement funds is to purchase a Barcoding Evidence System for the Sheriff’s Office; and

WHEREAS, the Sheriff’s Office has determined the need to update the Evidence Room software system to better account for property being held by the Ingham County Sheriff’s Office; and

WHEREAS, the Capital Improvement funding will be used to purchase an Evidence Room Barcoding System from TriTech who is currently the Ingham County Sheriff’s Office records management system for both corrections and field services; and

WHEREAS, the total expenditure for this proposal is not to exceed $11,664.24.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with TriTech Software systems and utilize $11,664.24 from the 2016 Capital Improvement funding to upgrade and purchase the Evidence Room barcoding system.

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

LAW & COURTS: Yeas: Celentino, Tsernoglou, Anthony, Banas, Schafer, Maiville
Nays: None  Absent: Crenshaw  Approved 3/10/2016

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays: None  Absent: Anthony, Case-Naeyaert  Approved 3/16/2016
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF’S OFFICE TO ACCEPT FROM THE HOLT VFW ORGANIZATION 100 CHILD ID KITS TO USE IN THE DELHI OFFICE COMMUNITY POLICING PROGRAM

RESOLUTION # 16 – 097

WHEREAS, the Ingham County Sheriff’s Office has been contacted by the Holt VFW organization who wishes to purchase and donate 100 Child ID Kits for our Delhi Township Community Policing program; and

WHEREAS, the value of these kits is $245.52 with the Holt VFW Organization purchasing them from the National Child Identification Program; and

WHEREAS, the Ingham County Sheriff’s Office contracts with Delhi Township for their policing including having a Community Policing Deputy position; and

WHEREAS, the Child ID kits will allow parents who wish to participate in this program, to obtain them from our Community Policing Deputy for future reference if needed; and

WHEREAS, all Child ID Kits distributed will be held and maintained by the parents of the children using them; and

WHEREAS, these Child ID Kits in the future could assist all Law Enforcement in identifying a child if that child identity is not known; and

WHEREAS, the Ingham County Sheriff’s Office supports programs such as these Child ID Kits.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff’s Office to accept this donation of 100 Child ID Kits from the Holt VFW Organization.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners and Sheriff’s Office expresses their appreciation to Holt VFW organization for their generous donations and their support of the Ingham County Sheriff’s Office, Delhi Division Community Policing Program.

LAW & COURTS:  Yeas:  Celentino, Tsernoglou, Anthony, Banas, Schafer, Maiville
Nays:  None  Absent:  Crenshaw  Approved 3/10/2016

FINANCE:  Yeas:  Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays:  None  Absent:  Anthony, Case-Naeyaert  Approved 3/16/2016
WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation’s counties and cities are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities, from educating students for the jobs of the 21st century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and Senior Corps participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, the Corporation for National and Community Service shares a priority with county officials and mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, National Association of Counties, Cities of Service, and mayors and county officials across the country for the Mayor and County Recognition Day for National Service on April 5, 2016.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners hereby designates April 5, 2016, as National Service Recognition Day, and encourages residents to recognize the positive impact of national service in our county; to thank those who serve; and to find ways to give back to their communities.
Whereas, the late Cesar E. Chavez developed and lived by a unique blend of values, philosophy and styles; and

Whereas, throughout his youth and into his adulthood, Cesar migrated across the southwest laboring in the fields and vineyards where he was exposed to the hardships and injustices of farm worker life; and

Whereas, his life as a community organizer began in 1952 when he joined the Community Service Organization (CSO), a prominent Latino civil rights group, in the late 1950s and early 1960s, he served as the national director; and

Whereas, his dream was to create an organization to protect and serve farm workers, whose poverty and disenfranchisement he had shared, in 1962, Cesar resigned from the CSO, and founded what is now known as the United Farm Workers of America; and

Whereas, for more than three decades Cesar led the first successful farm workers union in American history serving hundreds of thousands of farm workers; and

Whereas, he led successful strikes and boycotts that resulted in the first industry-wide labor contracts and the efforts of his union brought about the passage of the groundbreaking 1975 California Agricultural Labor Relations Act to protect farm workers; and

Whereas, on April 23, 1993, Cesar Chavez, a true American hero, died of natural causes in San Luis, Arizona shortly before he was scheduled to appear in Lansing.

Therefore be it resolved, that the Ingham County Board of Commissioners hereby honors the memory of Cesar E. Chavez, an extraordinary Mexican-American, Labor Leader and role model, and declares March 31, 2016 as “Cesar E. Chavez Day” in Ingham County.
SPECIAL ORDERS OF THE DAY

Commissioner Crenshaw moved to appoint Lynn Stauff to the Board of Health. Commissioner Tennis seconded the motion.

The motion carried unanimously.

PUBLIC COMMENT

None.

COMMISSIONER ANNOUNCEMENTS

Commissioner Schafer departed at 7:24 p.m.

Commissioner Crenshaw announced that the Cultural Diversity Luncheon would be held March 24, 2016 from 10:30 a.m. to 2:30 p.m at the Ingham County Fairgrounds. He further announced that on March 26, 2016 there would be a Dinner Dance at 426 Clare Street from 6:00 p.m. to 12:00 a.m.

Commissioner Banas announced that child poverty in Ingham County had increased by 14% in the past 9 years. She stated that she wanted to get behind the community in decreasing the number. She thanked all Task Force members for their work.

Commissioner Bahar-Cook expressed appreciation for Commissioner Banas on her leadership of the Task Force.

Commissioner McGrain announced that on March 29, 2016 the Neighborhood Empowerment Center would host an Imagine Mid-Michigan event. He stated that he would be visiting the Forest Health Center and invited any Commissioners who wanted to join.

Commissioner Anthony announced that she attended a conference with the Trans-Atlantic Leadership Network where she spoke about progressive policies Ingham County had approved. She asked to keep the victims of Brussels in everyone’s thoughts and prayers.

Commissioner Celentino congratulated the Task Force, Chairperson, and Vice-Chairperson for their work. He announced that he attended the B. Christy Neighborhood Association Dinner. He congratulated the individuals that received recognition in their respective neighborhood association.

Commissioner Nolan thanked Commissioner Banas for her leadership of the Task Force.

Commissioner Case-Naeyaert thanked Task Force members and Commissioner Banas for their work. She stated that she did not find the process decisive and was proud to have served on the Task Force.

Commissioner Banas thanked Mr. Morgan and Mr. Cypher for their work with the Task Force.

Commissioner Tsernoglou announced that there would be the Second Annual Doggie Easter Egg Hunt and Kids Eggstravaganza at Hawk Island Park on March 26, 2016 from 2:00 p.m. to 4:00 p.m.
Chairperson Hope announced that there would be an Easter egg hunt at 1:00 p.m. March 26, 2016 at Valhalla Park.

CONSIDERATION AND ALLOWANCE OF CLAIMS

Commissioner Tennis moved to authorize payment of claims in the amount of $46,599,933.14. Commissioner Koenig seconded the motion.

The motion carried unanimously. Absent: Commissioner Schafer.

ADJOURNMENT

The meeting was adjourned at 7:34 p.m.
To: Ingham County Board of Commissioners

ATTN: Becky Bennett

Dear Commissioners,

Please accept this letter as formal notification of my resignation from the Ingham County Parks and Recreation Commission effective March 23, 2016.

I am grateful to the Board of Commissioners for allowing me to serve on the Parks Commission these last three years. I am also grateful for the service of my fellow parks commission members and the Ingham County Parks staff and wish them the best in the future.

Sincerely,

[Signature]

Kevin Duffy
March 25, 2016

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

RE: Brownfield Redevelopment Authority Plan #21 – White Oak Place

Dear Ms. Hope:

The Brownfield Redevelopment Authority (BRA) of the City of East Lansing, Michigan, has approved TIF Plan #21 for the White Oak Place Brownfield Plan (1301 and 1307 E. Grand River Avenue, 116-132 Spartan Avenue) and has forwarded it to the East Lansing City Council for review and a public hearing. The project includes demolition, removal of contaminated materials, and construction of a new mixed-use building with underground parking.

Per the requirements of Public Act 381 of 1996, as amended, the City is required to provide notice regarding the Plan and the public hearing. East Lansing City Council has scheduled a public hearing to consider the Plan on Tuesday, April 12, 2016 at 7:00 p.m. Details of the public hearing are included on the enclosed Notice. The Plan can be viewed at www.cityofeastlansing.com/529/projects.

The City Council welcomes your written or verbal comments on any and all aspects of the proposed Plan. If you have any questions regarding the Plan, please contact me directly at (517) 319-6887.

Sincerely,

Lori A. Mullins
Community & Economic Development Administrator

Encl.
NOTICE OF PUBLIC HEARING

The City of East Lansing in the Counties of Clinton and Ingham

NOTICE OF PUBLIC HEARING ON THE ADOPTION OF BROWNFIELD PLAN #21 FOR THE CITY OF EAST LANSING PURSUANT TO AND IN ACCORDANCE WITH ACT 381, 1996, AS AMENDED, OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN.

Please take notice that a Public Hearing shall be held before the East Lansing City Council on Tuesday, April 12, 2016 at 7:00 p.m. in the Council Chambers, 101 Linden Street, East Lansing, MI 48823 on Brownfield Plan #21 for the City of East Lansing, within which the Authority shall exercise its powers, all pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended.

The brownfield site includes three parcels: 1301 and 1307 E. Grand River Avenue, and 116-132 Spartan Avenue. The land contains several one-story buildings, including a former gas station. A detailed legal description of the property along with maps and a copy of Brownfield Plan #21 are available for public inspection in the Department of Planning, Building and Development, City of East Lansing, 517-319-6930.

Please note that all aspects of the Brownfield Plan are open for discussion at the public hearing, at which all interested persons will be provided an opportunity to be heard and written communication will be received and considered. **The City of East Lansing will provide reasonable accommodations, such as interpreters for the hearing impaired and audiotapes of printed materials being considered at this meeting, upon notice to the City of East Lansing prior to the meeting. Individuals with disabilities requiring reasonable accommodations or services should write or call the City Manager’s Office, 410 Abbot Road, East Lansing, MI 48823, 517-319-6920, TDD 1-800-649-3777.**

Marie Wicks
City Clerk

Dated: March 23, 2016
CITY OF LANSING
NOTICE OF PUBLIC HEARING

BZA-4022.16, 800 E. Michigan Avenue

The Lansing Board of Zoning Appeals will hold a Public Hearing on Thursday, April 14, 2016 at 6:30 p.m. at the Neighborhood Empowerment Center Conference Room, 600 W. Maple Street (Corner of W. Maple and N. Pine Streets), Lansing, to consider a request by 800 E. Michigan, LLC for a variance to permit 3, 25.5 square foot projecting signs on the west wall of the building at 800 E. Michigan Avenue. Section 1279.09 of the Sign Ordinance permits one, 16 square foot projecting sign on the building at this location. Variances of 2 to the allowable number of projecting signs and 9.5 square feet to the allowable size for projecting signs are therefore, being requested.

If you are interested, please attend the hearing or send a representative. Written comments will be accepted between 8 a.m. - 5 p.m. on City business days if received by 5 p.m. on Thursday, April 14, 2016, at the Planning Office, Dept. of Planning & Neighborhood Development, 316 N. Capitol Ave., Suite D-1, Lansing, MI 48933-1236. For more information, contact Susan Stachowiak at 517-483-4085.
City of Lansing
Notice of Public Hearing

The Lansing City Council will hold a public hearing on April 11, 2016* at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #65 — Potter Flats Redevelopment Plan — pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for property commonly referred to as 701 E. South St.—Potter Flats located in the City of Lansing, but more particularly described as:

LOT 8 ASSESSORS PLAT NO 26

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue, including maps, plats, and a description of the brownfield plan will be available for public inspection and may be obtained from Gabriela Allum – Project Coordinator, Lansing Economic Area Partnership, 1000 South Washington, Suite 201, Lansing, MI 48910, (517) 702-3387.

*Please note date change for the abovementioned public hearing
March 29, 2016

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

Dear Ingham County Board of Commissioners:

CATA has provided the Williamston/Webberville area with a diverse group of localized public transportation options since the late 1980s. The Williamston/Webberville Redi-Ride provides advance reservation, curb-to-curb service to customers traveling within the City of Williamston. The Webberville/Williamston Connector operates four trips per day between Williamston/Webberville and the Meridian Mall, where passengers can link up with other CATA fixed-route bus routes. These are offered in addition to CATA Rural Service (CRS) which provides advance reservation, curb-to-curb transportation throughout the rural areas of Ingham County.

Despite CATA’s attempts to promote the Williamston/Webberville Redi-Ride and Connector, the ridership on both services has dropped steadily over the past few years. From 2012 to 2015, ridership on the Connector dropped 15% and Redi-Ride ridership fell by almost a third. The Connector averaged just 20 trips per day in 2015 while the Williamston Redi-Ride averaged only 13. Average daily ridership for the first few months of 2016 is even less.

In the interest of providing efficient and cost effective service, CATA is recommending Williamston/Webberville Redi-Ride and Connector customers use the existing CATA Rural Services and that the Redi-Ride and Connector be discontinued as unique services. CRS provides the same type of service that Redi-Ride and the Connector provided. Customers will still be able to take local trips within the Williamston area and will be able to connect to the larger CATA network of fixed-route service. There will be minor changes in service as a result of this transition. For example, CRS requires passengers to book trips the day before versus 30 minutes before the trip time with Redi-Ride. Also, CRS does not operate on Saturday as Redi-Ride and the Connector did. However, this is expected to have an extremely minimal impact as average Saturday ridership amounted to only 20 trips total between both Redi-Ride and the Connector in 2015 and has averaged less than 10 total trips in 2016. CATA will communicate these service delivery changes with customers to ensure a smooth transition.

In accordance with Section 3.7 Fares and Schedules of the Agreement between the County of Ingham and Capital Area Transportation Authority for 2016-2020, CATA is providing Ingham County with written notice of this change at least three weeks in advance.

Sincerely,

Sandra L. Draggoo
CEO/Executive Director
March 29, 2016

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

Dear Commissioner Hope:

I am writing to you in support of the Volunteers of America’s (VOA) request of the Ingham County Board of Commissioners for financial assistance to support their mission and more specifically, the new VOA Dental Clinic.

Sparrow has developed a strong partnership with the VOA over the past five years and this has resulted in Sparrow providing for the homeless a medical home and the establishment of a Sparrow Medical Group (SMG) practice at the VOA.

As of December 31, 2015, the SMG VOA medical clinic, through the use of a multi-disciplinary team approach to care for this vulnerable population, has provided care for 5,027 patient visits. The patient population consists of heavily disabled individuals with complex morbidity and mental illness. Because of our efforts, these individuals are living with more self-determination, just knowing we are there to assist them, not only with their healthcare needs, but with other needs such as landlord, Social Security or by simply providing a meal when they are in need.

Partnerships and continued financial support are very important to the future success of the VOA and its services to the homeless within our community. Therefore, I urge you to consider supporting the VOA Dental Clinic which will be a financial investment in our community and our community’s health.

Should you care to discuss this request further or have questions, please do not hesitate to contact me at (517) 364-5077.

Thank you for your consideration.

Sincerely,

Joseph J. Ruth  
Executive Vice President & COO
WHEREAS, Arbor Day was first celebrated in 1872 to promote conservation efforts and has become a cherished and respected tradition in Michigan; and

WHEREAS, Arbor Day is a time to celebrate trees and their importance in our lives and represents an opportunity to emphasize that tree planting is an important personal demonstration of stewardship; and

WHEREAS, Arbor Day helps remind Ingham County residents that healthy natural resources are vital and that each of us can play a role in ensuring the quality of life in our community; and

WHEREAS, the Board of Commissioners wish to recognize the outstanding efforts of all involved with the success of Arbor Day including the Michigan Arbor Day Alliance, Michigan Forestry and Park Association, the Michigan Department of Natural Resources Forest, Mineral and Fire Management Division, City of Lansing’s Parks & Recreation and Forestry Division; and

WHEREAS, the 2016 State Arbor Day Celebration will take place Friday, April 29, 2016 at Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby endorses Arbor Day and extends their congratulations and best wishes to all of those involved in the 2016 State Arbor Day.

COUNTY SERVICES:  Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville
Absent: Celentino  Approved 4/05/2016
WHEREAS, Bob Alexander has circulated thousands of petitions for causes beginning in the early 1950’s as he watched his father organize his neighborhood’s fight against Dutch Elm disease; and

WHEREAS, he earned a history degree from the University of Michigan in 1966, and joined the Peace Corps where he spent two years in India working in intensive chicken breeding; and

WHEREAS, Bob joined the National Teacher Corps and taught middle school in newly desegregated Hopkinsville, Kentucky; he also taught at Webster Elementary in Detroit, where 40 percent of the children spoke Spanish, and there were no Spanish-speaking teachers; and

WHEREAS, upon moving back to Ann Arbor, he became involved with farm workers’ groups, the Human Rights Party, and many other causes; and

WHEREAS, Bob has led campaigns for dozens of fellow Democrats running for Ingham County Commissioner, East Lansing School Board, State Representative and other offices; he headed the Draft Al Gore for President campaign in 2007 and was State Campaign Director for Dennis Kucinich in 1994; he is currently working on the Bernie Sanders’ Michigan campaign; and

WHEREAS, his first bid for public office was running for State Representative in 1972 as a third party candidate; he stepped aside in the race for Senate in support of his friend and colleague Lana Pollack, who later authored the “polluter pay” law; and

WHEREAS, Bob once again stepped aside in the East Lansing City Council race in support of Sam Singh, Mark Meadows, and Douglas Jester, all of whom were elected and went on to serve as East Lansing Mayor; he also ran for U.S. Congress twice; and

WHEREAS, Bob retired in 2002 after 30 years of service with the State of Michigan in the Department of Social Services and other departments.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Bob Alexander, a leader in the community, for his tireless commitment to community organizing, activism, and local, state, and federal legislation.

BE IT FURTHER RESOLVED, that the Board appreciates the contributions he has made to the citizens of Ingham County, and he is a true inspiration to us all.

COUNTY SERVICES: Yeas: Nolan, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None  Absent: Celentino, Koenig  Approved 4/05/2016
Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on April 12, 2016, at 6:30 p.m., local time.

PRESENT: Commissioners

ABSENT: Commissioners

The following resolution was offered by Commissioner _______________ and supported by Commissioner: _______________

WHEREAS, the Drain Commissioner received a petition pursuant to Chapter 8 of the Michigan Drain Code, 1956 P.A. 40, as amended, MCL 280.1 et seq. (the “Drain Code”), from five freeholders located within the township dated July 22, 2014, requesting the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, providing structures, adding lands, adding branches and a relief drains, and/or relocating along a highway (hereinafter referred to as “Maintenance and Improvements”) of the Stimson Drain (the “Drain”); and,

WHEREAS, an Order of Necessity was entered on January 13, 2015, determining that the petitioned Maintenance and Improvements were necessary and conducive to the public health, convenience or welfare, and further, that the Maintenance and Improvements to the Drain were necessary for the protection of the public health in Delhi Charter Township, in the County of Ingham, State of Michigan, and,

WHEREAS, the Maintenance and Improvements will include the work within public roads and public road rights-of-way under the control and jurisdiction of the Ingham County Road Department (hereinafter, the “ICRD”), for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321 and;

WHEREAS, the Drain Commissioner has requested that the ICRD grant permission to include in the Maintenance and Improvements of the existing road drainage structures in and under the roads and road rights-of-way under the jurisdiction of the ICRD in accordance with the terms of the agreement to be executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the ICRD, approves entering into an agreement with the Ingham County Drain Commissioner, on behalf of the Stimson Drain Drainage District, to grant a license and permission to said Drainage District, its assigns and successors in interest, for purposes of the Maintenance and Improvements of the Drain and to occupy any and all granted
road rights-of-way held by the ICRD necessary for the Maintenance and Improvements of the Drain, subject to and conditioned upon permission by the ICRD.

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.

YEAS: Commissioners

NAYS: Commissioners

ABSTAIN: Commissioners

COUNTY SERVICES: Yeas: Nolan, Koenig, Bahar-Cook, Tseroglou, Hope, Maiville

Nays: None

Absent: Celentino

Approved 4/05/2016

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

STATE OF MICHIGAN )
) SS
COUNTY OF INGHAM )

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on April 12, 2016, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ____ day of ____________, 2016.

Barb Byrum, Clerk
County of Ingham
AGREEMENT FOR WORK IN ROAD RIGHT OF WAY BY STIMSON DRAIN DRAINAGE DISTRICT

This agreement is made and entered into on this ___ day of ____________, 2016, by and between the Stimson Drain Drainage District (the “Drainage District”), a public body corporate, administered by the Ingham County Drain Commissioner (the “Drain Commissioner”) of 707 Buhl St, Mason, MI 48854-0220, and County of Ingham on behalf of the Ingham County Road Department (hereinafter, the “ICRD”) of 301 Bush Street, P.O. Box 38, Mason, Michigan 48854.

RECITALS

WHEREAS, the Drain Commissioner received a petition pursuant to Chapter 8 of the Michigan Drain Code, 1956 P.A. 40, as amended, MCL 280.1 et seq. (the “Drain Code”), from five freeholders located within the township dated July 22, 2014, requesting the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, providing structures, adding lands, adding branches and a relief drains, and/or relocating along a highway (hereinafter referred to as “Maintenance and Improvements”) of the Stimson Drain (the “Drain’’); and,

WHEREAS, an Order of Necessity was entered on January 13, 2015, determining that the petitioned Maintenance and Improvements were necessary and conducive to the public health, convenience or welfare, and further, that the Maintenance and Improvements to the Drain were necessary for the protection of the public health in Delhi Charter Township, in the County of Ingham, State of Michigan; and,

WHEREAS, the Drain Commissioner and ICRD agree that the Maintenance and Improvements should include the public roads and public road rights-of-way under the control and jurisdiction of the ICRD, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code, MCL 280.321 and;

WHEREAS, the Drain Commissioner has requested that the ICRD grant permission to include in the Maintenance and Improvements of the existing road drainage structures in and under the roads and road rights-of-way under the jurisdiction of the ICRD; and

WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that the Maintenance and Improvements are completed in accordance with the terms of this Agreement.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree:

1. The ICRD does hereby grant a permit to the Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to occupy and be constructed in, under and occupy any and all granted roads and road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed as depicted on the maps attached hereto as Exhibit A.
2. The Drainage District is solely responsible for, and shall maintain, the Drainage Structures installed under the roads and within the road rights-of-way described and depicted in the attached Exhibit A. The term “Drainage Structures” as used herein shall mean all storm sewer pipes, open ditches, tiles, culverts, trench drains, planting material, manholes, catch basins, vegetation and bio-retention areas residing within the Drainage District for drainage and storm water management purposes.

3. The ICRD shall not be obligated in the future to repair and maintain any Drainage Structures that are located under the roads or within the road rights-of-way that are also within the drainage route and course that have been installed, improved and/or maintained, arising out of or as a result of this Agreement. Additionally, the Drainage District shall be responsible, without cost to the ICRD, for repairing any portion of a road or ICRD property located within the road rights-of-way, as described and depicted on the attached Exhibit A, that is damaged during or as a result of construction on the Drain performed by the Drainage District under this Agreement. Such repair shall reasonably restore any damaged portion to the same general condition as it was prior to such damage.

4. Except as specifically set forth herein, this Agreement does not otherwise alter the ICRD’s obligations, or rights to governmental immunity as may be provided by law, for road administration, repair and maintenance of roads and road rights-of-way under its control and jurisdiction as provided by law.

5. Except as specifically set forth herein, this Agreement does not otherwise alter the Drainage District’s obligations for maintenance and repair of the Drain as provided by law.

6. This Agreement shall not be construed as obligating the ICRD or the Drain Commissioner to expend funds in excess of appropriations or assessments authorized by law or otherwise commit the Drain Commissioner or the ICRD to actions for which they lack statutory authority.

7. For the Maintenance and Improvements to be performed pursuant to this Agreement, and for any future maintenance and/or repair work, the Drain Commissioner, on behalf of the Drainage District, shall obtain any and all necessary permits from the ICRD required to perform said construction, maintenance and/or repair work. Any subsequent changes in Plans and Specifications during construction for work under the roads or within the road rights-of-way must first receive a permit amendment. Subsequent to completion of construction, the Drainage District shall provide the ICRD with construction record drawings illustrating all Maintenance and Improvements and their details constructed under the roads and within the public road rights-of-way and identifying the Drainage Structures to be maintained by the Drainage District.

8. This Agreement is entered specific to the construction, improvements and maintenance of the Drain set forth in Exhibit A and the above-referenced Plans and Specifications and shall not otherwise be applicable beyond said Drain and Drainage District, and does not otherwise modify existing Drain Commissioner and ICRD
authorities or transfer any authority, on to the other. The ICRD and the Drain Commissioner do not waive any claims, positions and/or interpretations that may have with respect to the applicability and/or enforceability of any law, regulation or ordinance.


10. This Agreement does not confer or grant an easement or other rights or interests in the roads or road rights-of-way to the Drain Commissioner or Drainage District other than as necessary for the construction, maintenance and repair of the Drain, unless otherwise stated herein.

11. This Agreement is not intended to create, nor does it create, any third-party rights, but has been entered into for the sole benefit of the parties hereto.

12. The parties signing this Agreement on behalf of each party are, by said signatures, affirming that they are authorized to enter into this Agreement for and on behalf of the respective parties to this Agreement.

STIMSON DRAIN DRAINAGE DISTRICT

By: ____________________________________
    Patrick E. Lindemann
    Ingham County Drain Commissioner

STATE OF MICHIGAN  )
                        )SS
COUNTY OF INGHAM  )

Acknowledged before me, a Notary Public, this ___ day of _____________, 2016 by Patrick E. Lindemann, Ingham County Drain Commissioner, on behalf of the Stimson Drain Drainage District.

____________________________________
    ____________________________
    Notary Public
    State of Michigan, County of Ingham
    My commission expires: ______________
    Acting in the County of: ______________
WHEREAS, the Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Everett Woods residential subdivision in Section 9 of Meridian Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign and any related Traffic Control Order, and to stop southbound traffic on Everett Lane for eastbound and westbound traffic on Westminster Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on York Way for eastbound and westbound traffic on Westminster Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on York Way for northbound and southbound traffic on Everett Lane.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop westbound traffic on Dickens Way for northbound and southbound traffic on Everett Lane.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign, to replace the existing yield sign and any related Traffic Control Order, and to stop northbound traffic on Bent Tree Drive for eastbound and westbound traffic on Barnsbury Road.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign, to replace the existing yield sign and any related Traffic Control Order, and to stop northbound traffic on Bent Tree Drive for eastbound and westbound traffic on Barnsbury Road (north end).
Control Order, and to stop southbound traffic on Bent Tree Drive for eastbound and westbound traffic on Barnsbury Road (south end).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

COUNTY SERVICES: Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None  Absent: Celentino  Approved 4/05/2016
APRIL 12, 2016
AGENDA ITEM NO. 11

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS IN THE
MEADOWS SUBDIVISION SECTION 32, MERIDIAN TOWNSHIP

RESOLUTION # 16 –

WHEREAS, the Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Meadows residential subdivision in Section 32 of Meridian Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign, to replace the existing yield signs and any related Traffic Control Order, and to stop north and southbound traffic on Hyacinth Street for eastbound and westbound traffic on Lupine Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on Lupine Drive for north and southbound traffic on Astilbe/Lupine Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop westbound traffic on Hyacinth Street for northbound and southbound traffic on Astilbe Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Coreopsis Boulevard for eastbound and westbound traffic on Coreopsis Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop westbound traffic on Robbins Way for north and southbound traffic on Hyacinth St./Loon Lane.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop westbound traffic on Lupine Court for north and south bound traffic on Coreopsis/Lupine Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Myrtle Drive for east and west bound traffic on Lupine Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

COUNTY SERVICES:  Yeas:  Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays:  None  
Absent:  Celentino  
Approved  4/05/2016
WHEREAS, the Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Sierra Ridge Estates residential subdivision in Section 4 of Meridian Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop west bound traffic on Isaac Lane for north and south bound traffic on Sleepy Hollow Lane.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop signs to stop north and south bound traffic on Sleepy Hollow Lane for eastbound and westbound traffic on Sacramento Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop south bound traffic on Marietta Way for east and west bound traffic on Isaac Lane.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop north bound traffic on Marietta Way for east and west bound traffic on Sacramento Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

COUNTY SERVICES: Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None
Absent: Celentino
Approved 4/05/2016
WHEREAS, the Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Dells residential subdivision in Section 11 of Delhi Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Brigantine Drive (entry drive) for eastbound and westbound traffic on Halyard/Brigantine Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on Bowline Court for north and south bound traffic on Brigantine Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on Helmsway Drive for northbound and southbound traffic on Brigantine Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Bowline Court for east and west bound traffic on Helmsway Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Yachtsman Drive for east and west bound traffic on Bowline Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Yachtsman Drive for east and west bound traffic on Helmsway Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Cutter Court for east and west bound traffic on Keelson Drive.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Halyard Drive for east and west bound traffic on Keelson Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

COUNTY SERVICES:  Yeas:  Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays:  None  Absent:  Celentino  Approved 4/05/2016
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 # 16 –

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated March 22, 2016 as submitted.

COUNTY SERVICES:  Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None    Absent: Celentino    Approved 4/05/2016
<table>
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<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT / CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
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<td>2016-085</td>
<td>WADSWORTH MILK TRANS</td>
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<td>GEORGE &amp; BETHEL WILLITS</td>
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<td>ALAIEDON TOWNSHIP</td>
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<td>ZIMMER RD &amp; LINN RD</td>
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<td>CABLE OH &amp; UG</td>
<td>SHAW ST &amp; LAKE DR</td>
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<td>2016-099</td>
<td>EATON FARM BUREAU</td>
<td>AGRICULTURAL MOVE</td>
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Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY TO ENTER INTO A CONTRACT WITH SPICER GROUP, INC. FOR PROFESSIONAL CONSULTING SERVICES TO ASSIST THE INGHAM COUNTY PARKS DEPARTMENT AND PARK COMMISSION IN ASSEMBLING THE 2017-2021 MASTER PLAN

RESOLUTION # 16 –

WHEREAS, the Ingham County Parks & Recreation Commission has identified a need to update the Ingham County Parks 2012-2016 Master Plan to provide direction for park operations and improvements; and

WHEREAS, the Ingham County Purchasing Department solicited Requests for Proposals (RFP) inviting proposals from qualified companies for the purpose of entering into a contract with the County to provide professional consulting services to assist the Ingham County Parks Department and Park Commission in assembling the 2017-2021 Master Plan; and

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

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Spicer Group, Inc., for a cost not to exceed $23,700 with January 31, 2017 as the completion date to provide professional consulting services to assist the Ingham County Parks Department and Park Commission in assembling the 2017-2021 Master Plan.

BE IT FURTHER RESOLVED, that funds are available in 208-75200-967000.

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: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  Absent: Celentino  Approved 4/05/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
Nays: None  Absent: None  Approved 4/06/2016
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE FUNDING FOR THE PURCHASE OF A VERSYMMETRIC PLUS 2 LIFT – VEHICLE HOIST SYSTEM AT HAWK ISLAND COUNTY PARK

RESOLUTION # 16 –

WHEREAS, the vehicle hoist system at Hawk Island County Park was recently inspected; and

WHEREAS, the 15 year old vehicle hoist system failed the inspection; and

WHEREAS, the hoist is currently tagged as inoperable and needs replacing; and

WHEREAS, the Parks Department solicited quotes from qualified and experienced firms for the purpose of installing a vehicle hoist system at Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, staff recommends that a purchase order be issued to Leak Petroleum Equipment, Inc.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes issuing a purchase order to Leak Petroleum Equipment, Inc., for a cost not to exceed $6,023.20 for the installation of a Versymmetric Plus 2 Lift 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.

COUNTY SERVICES:  Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville  Nays: None  Absent: Celentino  Approved 4/05/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  Nays: None  Absent: None  Approved 4/06/2016
APRIL 12, 2016
AGENDA ITEM NO. 17

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ENTERING INTO A GRANT WITH THE MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS AND APPOINTING DOUGLAS A. STOVER AS COUNTY GRANT ADMINISTRATOR FOR THE 2016 REMONUMENTATION PROJECT

RESOLUTION # 16 –

WHEREAS, a grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs, for the sole purpose of receiving funds to implement Ingham County’s Monumentation and Remonumentation Plan; and

WHEREAS, as requested, the Ingham County Remonumentation Committee did consult with and take into account the preferences and needs of local units of government, the Ingham County Road Department, local surveyors, and area real estate developers in choosing areas in which to work; and

WHEREAS, the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs has reviewed Ingham County’s 2016 Survey and Remonumentation Grant Application in the amount of $87,454, and has forwarded the 2016 Grant Agreement/Contract for execution; and

WHEREAS, as required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Licensing and Regulatory Affairs for the purpose of receiving $87,454 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2016.

BE IT FURTHER RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoint Douglas A. Stover, Equalization Director, for the related services of County Grant Administrator as required by Act 345, P.A. 1990.

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.

COUNTY SERVICES:  Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None  Absent: Celentino  Approved 4/05/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert
Nays: None  Absent: None  Approved 4/06/2016
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH RONNIE M. LESTER AS COUNTY REPRESENTATIVE FOR THE INGHAM COUNTY MONUMENTATION AND REMONUMENTATION PROJECT IN 2016

RESOLUTION # 16 –

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2016 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2016 through December 31, 2016, at a cost not to exceed $12,600.

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.

COUNTY SERVICES: Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville
Absent: Celentino  Approved  4/05/2016

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert
Absent: None  Approved  4/06/2016
APRIL 12, 2016
AGENDA ITEM NO. 19

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH BUMSTEAD LAND SURVEYS, ENGER SURVEYING AND ENGINEERING, GEODETIC DESIGN, INC., DAVID R. LOHR SURVEYING, CO., REYNOLDS HERITAGE LAND SURVEYING AND MAPPING AND WOLVERINE ENGINEERS & SURVEYORS, P.C., AS PROJECT SURVEYORS FOR THE 2016 INGHAM COUNTY REMONUMENTATION PROJECT

RESOLUTION # 16 –

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, six qualified surveying firms were selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2016; and

WHEREAS, it is the recommendation of the Evaluation Committee, with the concurrence of the Remonumentation Committee, that it is in the County’s best interest to authorize contracts with Bumstead Land Surveys, Enger Surveying and Engineering, Geodetic Design, Inc., David R. Lohr Surveying, Co., Reynolds Heritage Land Surveying and Mapping and Wolverine Engineering and Surveyors, Inc. for services as monumentation surveyors for 2016.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts for the services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be funded by survey and remonumentation grant funds authorized for 2016:

- Bumstead Land Surveys: $11,500
- Enger Surveying and Engineering: $11,500
- Geodetic Design, Inc.: $11,500
- David R. Lohr Surveying, Co.: $11,500
- Reynolds Heritage Land Surveying and Mapping: $11,500
- Wolverine Engineering and Surveyors, Inc.: $11,500

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.

COUNTY SERVICES: Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None  Absent: Celentino  Approved 4/05/2016

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert
Nays: None  Absent: None  Approved 4/06/2016
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH AND APPOINT ANTHONY BUMSTEAD, DAVID CLIFFORD, RONALD ENGER, GILBERT BARISH, DAVID VAN DENBERGHE, DAVID LOHR, BRIAN REYNOLDS AND GREG VAUGHN, AS PEER REVIEW GROUP MEMBERS FOR THE 2016 INGHAM COUNTY REMONUMENTATION PROJECT

RESOLUTION # 16 –

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2016 Ingham County Remonumentation Project:

Anthony Bumstead, 513 W. Lovett Street, Charlotte, MI 48813
David Clifford, 805 N. Cedar Street, Mason, MI 48854
Ronald Enger, 805 N. Cedar Street, Mason, MI 48854
Gilbert Barish, 2300 N. Grand River Avenue, Lansing, MI 48906
David Van Denberghe, 2300 N. Grand River Avenue, Lansing, MI 48906
David Lohr, 6014 Chesapeake Drive, Lansing, MI 48911
Brian Reynolds, 138 W. State Street, Hastings, MI 49058
Greg Vaughn, 312 North Street, Mason, MI 48854
Brett Hollandsworth, 312 North Street, Mason, MI 48854

to terms expiring December 31, 2016.

BE IT FURTHER RESOLVED, upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Memebers, said contracts to be funded by survey and remonumentation grant funds authorized for 2016 at a cost not to exceed $600 per Peer Review Group Member.

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.
COUNTY SERVICES:  Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  Absent: Celentino  Approved 4/05/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
Nays: None  Absent: None  Approved 4/06/2016
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RETAIN AS-NEEDED CONSTRUCTION INSPECTION AND SUPERVISION SERVICES WITH TETRA TECH OF MICHIGAN, P.C. AND NTH CONSULTANTS, LTD

RESOLUTION # 16 –

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection and supervision firms to provide services on an as-needed basis; and

WHEREAS, the Purchasing Department advertised for the as-needed construction inspection and supervision services and received two (2) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, experience, and overall value to the county; and

WHEREAS, when retaining as-needed construction inspection and supervision, ICRD staff would strive to retain the lowest cost consultant whenever possible; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain both Tetra Tech of Michigan, P.C. and NTH Consultants, Ltd. to provide the as-needed construction inspection and supervision services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining both Tetra Tech of Michigan, P.C., 401 South Washington Square, Suite 100, Lansing, Michigan and NTH Consultants, Ltd., 608 South Washington Avenue, Lansing, Michigan to provide the as-needed construction inspection and supervision services.

BE IT FURTHER RESOLVED, 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: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None Absent: Celentino Approved 4/05/2016

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert
Nays: None Absent: None Approved 4/06/2016
WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced material testing firms to provide services on an as-needed basis; and

WHEREAS, the Purchasing Department advertised for the as-needed testing services and received two (2) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, testing experience, and overall value to the county; and

WHEREAS, when retaining as-needed testing services, ICRD staff would strive to retain the lowest cost consultant whenever possible; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain both Soil and Materials Engineers, Inc. (SME) and Professional Service Industries, Inc. (PSI) to provide the as-needed material testing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining both Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan and Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan to provide the as-needed material testing.

BE IT FURTHER RESOLVED, 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: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  Absent: Celentino  Approved 4/05/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
Nays: None  Absent: None  Approved 4/06/2016
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF 2016 SEASONAL REQUIREMENT OF ASPHALT EMULSIONS FOR THE ROAD DEPARTMENT

RESOLUTION # 16 –

WHEREAS, the Ingham County Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program in the following approximate, estimated quantities and for the following purposes: SS-1h for asphalt pavement tack (bond) coat—20,000 gallons, HFRS-2M for chip-sealing sealer—450,000 gallons, HFRS-2 for chip-sealing sealer—as needed where HFRS-2M may not be necessary, AE-90 for spray-patching oil—10,000 gallons, CM-300 for on-site manufacturing of cold patch—16,000 gallons; and

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

WHEREAS, bids for the various types of asphalt emulsions were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #43-16, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and to purchase the HFRS 2-M, SS-1H and AE-90 asphalt emulsions on an as-needed, plant pickup, unit price basis from Michigan Paving and Materials Inc. based on their lowest qualified bid and/or logistically practical plant location and to award HFRS-2 (if needed) and CM-300 asphalt emulsions on an as-needed, delivered, unit price basis from Asphalt Materials Inc. and to award HFRS-2M, SS-1H and AE-90 emulsions as a secondary option to Asphalt Materials Inc. in the event that Michigan Paving and Materials Inc. fails to meet specifications or is unable to provide material when needed.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of the various types of asphalt emulsions on an as-needed, unit price basis from Michigan Paving and Materials Inc. and Asphalt Materials Inc. based on their lowest qualified bid and/or logistically practical plant location and/or availability of specified material for the selected various types of asphalt emulsions.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders accordingly with Michigan Paving and Materials Inc. and Asphalt Materials Inc., and purchase asphalt emulsions as needed and budgeted.

COUNTY SERVICES:  Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  Absent: Celentino  Approved 4/05/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
Nays: None  Absent: None  Approved 4/06/2016
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A BRIDGE DESIGN PROFESSIONAL ENGINEERING SERVICES CONTRACT WITH DLZ MICHIGAN, INC.

RESOLUTION # 16 –

WHEREAS, the Ingham County Road Department received 2017 Local Bridge Program funding to replace the Columbia Road Bridge over the Grand River; and

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation pre-qualified design consultants to provide professional engineering services for the replacement of the Columbia Road Bridge; and

WHEREAS, the Purchasing Department advertised for professional engineering services for the Columbia Road Bridge Replacement Project and received six (6) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain DLZ Michigan, Inc. to provide the professional engineering services in the amount of $71,626.57.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services contract with DLZ Michigan, Inc., 1425 Keystone Drive, Lansing, Michigan based on its Columbia Road Bridge Replacement Project Professional Engineering Services proposal dated February 25, 2016, in the amount of $71,626.57.

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

COUNTY SERVICES:  Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville
                      Nays: None  Absent: Celentino  Approved 4/05/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert
           Nays: None  Absent: None  Approved 4/06/2016
WHEREAS, the Ingham County Road Department received 2017 Local Bridge Program funding to replace the Zimmer Road Bridge over Deer Creek; and

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation pre-qualified design consultants to provide professional engineering services for the replacement of the Zimmer Road Bridge; and

WHEREAS, the Purchasing Department advertised for professional engineering services for the Zimmer Road Bridge Replacement Project and received five (5) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain Great Lakes Engineering Group, LLC to provide the professional engineering services in the amount of $27,974.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services contract with Great Lakes Engineering Group, LLC, 521 Seymour Street, Lansing, Michigan based on its Zimmer Road Bridge Replacement Project Professional Engineering Services proposal dated March 9, 2016, in the amount of $27,974.00.

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

COUNTY SERVICES:  Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  Absent: Celentino  Approved 4/05/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
Nays: None  Absent: None  Approved 4/06/2016
Introduced by the County Services and Finance Committees of the:

INGSAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF 2016 SEASONAL REQUIREMENTS OF SMOOTH-LINED CORRUGATED POLYETHYLENE PIPE & HELICALLY CORRUGATED STEEL PIPE FOR THE ROAD DEPARTMENT

RESOLUTION # 16 –

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 2016 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, Contech Engineered Solutions, LLC. and Advanced Drainage Systems Inc. were awarded and successfully filled the contracts for the Road Department’s 2015 supply of corrugated steel pipe and corrugated polyethylene pipe, respectively, and have both offered to extend 2015 pricing for 2016; and

WHEREAS, it is the recommendation of the Purchasing Department, with concurrence of Road Department staff, to extend pricing with both companies.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the offers of extension, 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: Nolan, Koenig, Bahar-Cook, Tseroglou, Hope, Maiville
Nays: None  Absent: Celentino  Approved 4/05/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert
Nays: None  Absent: None  Approved 4/06/2016
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 81 miles of gravel county roads during the dry months of the year; and

WHEREAS, the Department of Transportation and Roads adopted 2016 budget includes funds for this expense in controllable expenditures; and

WHEREAS, the 2015 awarded vendor, Chloride Solutions of Webberville MI, has offered to extend for 2016, its 2015 unit price of 13 cents per gallon for calcium chloride dust control solution delivered to the Road Department for incidental application by Road Department crews and/or applied to all gravel roads by the vendor; and

WHEREAS, Chloride Solutions uses a dust control brine that the Road department has found to be better for dust control than most other materials and successfully completed their 2015 contractual obligations; and

WHEREAS, it is therefore the recommendation of the Road and Purchasing Departments to extend for 2016, Chloride Solutions’s 2015 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 extending for 2016, the contract and unit price of 13 cents per gallon for calcium chloride dust control solution delivered and/or applied with Chloride Solutions of Webberville, Michigan.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute any necessary purchase documents relating to the above, consistent with this resolution, on behalf of the County.

COUNTY SERVICES:  Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  Absent: Celentino  Approved 4/05/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
Nays: None  Absent: None  Approved 4/06/2016
INTRODUCED BY THE FINANCE COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2016 INGHAM COUNTY BUDGET

RESOLUTION # 16 –

WHEREAS, the Board of Commissioners adopted the 2016 Budget on October 27, 2015 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

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<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2016 BUDGET 3/15/16</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
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FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert
Nays: None  Absent: None  Approved 4/06/2016
### GENERAL FUND REVENUES

#### 2016 Budget – 3/15/16

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<th>Description</th>
<th>2016 Budget</th>
<th>Proposed Changes</th>
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<td><strong>Total General Fund Revenues</strong></td>
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<td><strong>169,669</strong></td>
<td><strong>80,794,087</strong></td>
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**GENERAL FUND EXPENDITURES**

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<td>27,000 to 27,000</td>
<td>27,000 to 27,000</td>
<td></td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>1,654,160 to 1,654,160</td>
<td>1,654,160 to 1,654,160</td>
<td></td>
</tr>
<tr>
<td>Utilities Savings (various depts.)</td>
<td>0 to (15,101)</td>
<td>(15,101)</td>
<td></td>
</tr>
<tr>
<td><strong>Total General Fund</strong></td>
<td><strong>80,624,418 to 169,669</strong></td>
<td><strong>80,794,087 to 80,969,756</strong></td>
<td></td>
</tr>
</tbody>
</table>

**General Fund Revenues**

- Sheriff: Increase insurance proceeds $47,778 to replace damaged transport van.
- Use of Fund Balance: Increase use of fund balance $130,891 for various general fund reappropriations. Decrease use of fund balance $9,000 to balance budget for various adjustments.

**General Fund Expenditures**

- County Clerk: Increase temporary salary budget $6,101 to reflect long term wage and fringe savings from 2014 reorganization per Resolution 14-175.
Controller

Reappropriate remaining funds of $39,370 for strategic planning facilitation per Resolution 15-400 and of $14,994 for Jail/District Court needs assessment study per Resolution 15-229.

Human Resources

Reappropriate remaining funds of $55,000 for employee compensation study per Resolution 15-056.

Sheriff

Reappropriate $21,527 for vehicle ordered in 2015 but received in 2016. Increase budget $47,778 to replace damaged transport van. Cost will be reimbursed from insurance proceeds.

Utilities

Decrease utilities budgets for various departments $15,101 based on reprojected costs.

Non-General Fund Adjustments

Parks (F208)

Reappropriate funds for the following capital improvement projects:
Lake Lansing dock ($5,166) per 2014 capital budget, Lake Lansing North restroom roof repair ($8,000), Lake Lansing South restroom roof repair ($8,000), Lake Lansing South gravel/road maintenance ($7,000) and Burchfield gravel/road maintenance ($6,359) per 2015 capital budget. Reappropriate funds authorized in the 2015 budget for the master plan update ($25,000).

Friend of the Court (F215)

Transfer $1,557 from salary attrition to cover excess cost of vehicle for Friend of the Court. Budget was $15,000. Final cost was $16,557. Reappropriate funds for Oasis Center per R15-103 ($11,330). Funds not spent in FY2015 were used to support the program through its end date of December 31, 2015.

Trails & Parks Millage (F228)

Reappropriate remaining funds for Trails & Parks millage planning consultant per Resolution 15-241. ($22,682)

Hotel/Motel Fund (F230)

Increase revenues and expenses $100,000 to reflect current projections.

Public Improvements (F245)

Reappropriate funds for the following capital improvement projects:
Circuit Court key card reader ($1,600), new Facilities maintenance garage ($45,000) and Lake Lansing Park bathhouse/concession renovation ($7,015) per 2014 capital budget, space utilization study ($22,470) per 2014 capital budget and Resolution 14-379, District Court public bath flooring ($17,293), replace Grady Porter Building rooftop insulation ($15,000), water main repairs at the Jail ($4,650), floor replacement at Women’s Health ($9,900) and Child Health ($7,000), refurbish pod system at WIC ($14,800), boiler replacement ($100,000) and vent covers ($12,000) at the Youth Center, countercost replacement at the Hilliard Building ($12,293), Hawk Island Park path repair ($70,000), Hawk Island parking lot repair ($10,000), Lake Lansing South reforestation ($5,000) and Drain Office vault shelving ($25,000) per 2015 capital budget.
Potter Park/Zoo Reappropriate funds to complete the moose exhibit per Resolution 15-242 ($314,128).

911 Emergency Phone Increase budgeted use of fund balance $117,915 to correct budget for debt service payment. Budgeted debt payment is $96,495. Correct debt payment is $214,410.

Community Corrections Increase use of fund balance to cover substance abuse aftercare services not funded in State of Michigan contract ($1,123).

Fam. Div. Child Care Fund Reappropriate unspent funds for First Step Program and Parenting Wisely curriculum authorized by Resolution 14-327. ($13,125)

Community Health Centers Reappropriate funds for Forest Community Health Center parking lot per 2015 capital budget ($350,000).

Bldg. Authority Operating Reappropriate funds for the following projects at the Human Services Building per the 2015 capital budget: new fire panel ($45,172), new boilers ($45,000), and drop ceiling for Public Health Services ($10,000).

MIS Reappropriate remaining funds for the following projects: Probate Court scanning project ($218,080) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project ($48,096) approved by the 2015 capital budget and Resolution 13-199.

Mach./Equip. Revolving Increase CIP upgrade funds to purchase laptop for Prosecuting Attorney ($1,477), 15 replacement PCs for the Register of Deeds ($18,724) and two replacement PCs for the Drain Office ($1,784). Reappropriate funds for the following capital projects: Circuit Court imaging/scanning project ($228,702), video surveillance for District Court ($5,600), Circuit Court courtroom technology replacements ($7,954), Circuit Court e-filing software/integration ($10,000), Circuit Court polycom replacements/video conferencing ($34,969) and Circuit Court courtroom control system ($18,000) per 2014 capital budget, phonic ear ($750), third floor entrance intercom ($1,000), electric letter opener ($1,000), polycom replacements ($5,000), printer/monitor/software replacements ($9,314), and courtroom technology replacements ($20,000) for Circuit Court per 2015 capital budget. Reappropriate funds for computer replacements budgeted but not purchased in 2015 for the following departments; Board of Commissioners ($565), Cooperative Extension ($2,643), Circuit Court ($4,995), District Court ($6,985), Drain Commissioner ($6,000), Equalization ($3,993), Financial Services ($863), Health Department ($37,529), Probate Court ($880), Prosecuting Attorney ($25,431), Sheriff ($3,297), and Treasurer ($1,047). Reappropriate funds for Sheriff pistol replacements ordered in 2015 but received in 2016 ($6,500). Reappropriate funds for FOIA Management software per Resolution 15-461. ($16,940)
INTRODUCED BY THE FINANCE COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING 2016 ADMINISTRATIVE FUND

RESOLUTION # 16 - ________

A _________ meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), was held in Mason, Michigan, on ________________, ____. The following Commissioners were present:

_______________________________________________________

_______________________________________________________

_______________________________________________________

ABSENT:

_______________________________________________________

_______________________________________________________

RESOLUTION AUTHORIZING 2016 ADMINISTRATIVE FUND

IT IS RESOLVED BY THE INGHAM COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:

The County Treasurer, pursuant to Section 87c, Subsection (2), of Act 206, is designated as Agent for the County, and the Treasurer’s office shall receive all such sums as are provided in Section 87c, Subsection (3), to cover administrative expenses so long as Treasurer waives right to receive such sums as would be payable to his under Section 87c, Subsection (3).

Discussion followed. A vote was thereupon taken on the foregoing resolution and was as follows:

AYES:

_______________________________________________________

_______________________________________________________
NAYS:

_______________________________________________________

ABSTAIN:

_______________________________________________________

A sufficient majority having voted therefor, the resolution appearing above was adopted.

STATE OF MICHIGAN
COUNTY OF INGHAM

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Ingham County Board of Commissioners, that such resolution was duly adopted at a __________ meeting held on the ___ day of ____________, ____, and that notice of such meeting was given as required by law.

___________________________________
Ingham County Clerk

[SEAL]

FINANCE:  Yeas:  Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
Nays: None   Absent: None   Approved 4/06/2016
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

2016 BORROWING RESOLUTION
(2015 DELINQUENT TAXES)

RESOLUTION # 16 -__________

A __________ meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), was held in Mason, Michigan, on ____________, ____. The following Commissioners were present:

_______________________________________________________

_______________________________________________________

_______________________________________________________

ABSENT:

_______________________________________________________

_______________________________________________________

The preambles and resolution set forth below were offered by Commissioner ____________ and were seconded by Commissioner ____________.

2016 BORROWING RESOLUTION
(2015 DELINQUENT TAXES)

WHEREAS, ad valorem real property taxes are imposed by the County and the local taxing units within the County on July 1 and/or December 1 of each year; and

WHEREAS, a certain portion of these taxes remain unpaid and uncollected on March 1 of the year following assessment, at which time they are returned delinquent to the County's treasurer (the "Treasurer"); and

WHEREAS, the statutes of the State of Michigan authorize the County to establish a fund, in whole or in part from borrowed proceeds, to pay local taxing units within the County...
their respective shares of delinquent ad valorem real property taxes in anticipation of the collection of those taxes by the Treasurer; and

WHEREAS, the County Board of Commissioners (the "Board") has adopted a resolution authorizing the County's Delinquent Tax Revolving Fund (the "Revolving Fund Program"), pursuant to Section 87b of Act No. 206, Michigan Public Acts of 1893, as amended ("Act 206"); and

WHEREAS, such fund has been established to provide a source of monies from which the Treasurer may pay any or all delinquent ad valorem real property taxes which are due the County, and any city, township, school district, intermediate school district, community college district, special assessment district, drainage district, or other political unit within the geographical boundaries of the County participating in the County's Revolving Fund Program pursuant to Act 206 ("local units"); and

WHEREAS, the Treasurer is authorized under Act 206, and has been directed by the Board, to make such payments with respect to delinquent ad valorem real property taxes (including the property tax administration fees assessed under subsection (6) of Section 44 of Act 206) owed in 2015 to the County and the local units (collectively, the "taxing units") which will have remained unpaid on March 1, 2016 and the Treasurer is authorized to pledge these amounts in addition to any amounts not already pledged for repayment of prior series of notes (or after such prior series of notes are retired as a secondary pledge) all as the Treasurer shall specify in an order when the notes authorized hereunder are issued (the "Delinquent Taxes"); and

WHEREAS, the Board has determined that in order to raise sufficient monies to adequately fund the Revolving Fund, the County must issue its General Obligation Limited Tax Notes, Series 2016 in one or more series, in accordance with Sections 87c, 87d, 87g and 89 of Act 206 and on the terms and conditions set forth below.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD AS FOLLOWS:

I. GENERAL PROVISIONS

101. Establishment of 2016 Revolving Fund. In order to implement the continuation of the Revolving Fund Program and in accordance with Act 206, the County hereby establishes a 2016 Delinquent Tax Revolving Fund (the "Revolving Fund") as a separate and segregated fund within the existing Delinquent Tax Revolving Fund of the County previously established by the Board pursuant to Section 87b of Act 206.

102. Issuance of Notes. The County shall issue its General Obligation Limited Tax Notes, Series 2016 in one or more series (the "Notes"), in accordance with this Resolution and Sections 87c, 87d, 87g and 89 of Act 206, payable in whole or in
part from the Delinquent Taxes and/or from the other sources specified below.

103. **Aggregate Amount of Notes.**

(a) The Notes shall be issued in an aggregate amount to be determined in accordance with this Section by the Treasurer.

(b) The aggregate amount of the Notes shall not be less than the amount by which the actual or estimated Delinquent Taxes exceeds (i) the County's participating share of Delinquent Taxes, and (ii) any sums otherwise available to fund the Tax Payment Account established under Section 702 (including any monies held in respect of Section 704(c)).

(c) The aggregate amount of the Notes shall not be greater than the sum of (i) the actual amount of the Delinquent Taxes pledged to the payment of debt service on the Notes, plus (ii) the amount determined by the Treasurer to be allocated to a reserve fund. Original proceeds of the Notes devoted to a reserve fund shall not exceed the lesser of (A) the amount reasonably required for those of the Notes secured by the reserve fund, (B) 10% of the proceeds of such Notes, (C) the maximum amount of annual debt service on such Notes, or (D) 125% of average annual debt service on such Notes.

(d) The aggregate amount of the Notes shall be designated by the Treasurer by written order after (i) the amount of the Delinquent Taxes, or the amount of Delinquent Taxes to be funded by the issuance of the Notes, has been estimated or determined, and (ii) the amount of the reasonably required reserve fund has been calculated. Delinquent Taxes shall be estimated based on delinquencies experienced during the past three fiscal years and on demographic and economic data relevant to the current tax year, and shall be determined based on certification from each of the taxing units. The amount of the reasonably required reserve fund shall be calculated pursuant to such analyses and certificates as the Treasurer may request.

104. **Proceeds.** If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated to occur to allow distribution of the proceeds of the Notes within 20 days after the date of issue, the proceeds of the Notes shall be deposited in the County's 2016 Delinquent Tax Project Account and thereafter used to fund the whole or a part of the County's 2016 Tax Payment Account, 2016 Note Reserve Account and/or 2016 Note Payment Account, subject to and in accordance with Article VII. If the Notes are issued and sold on or after such time, the proceeds of the Notes shall be deposited directly into the County's 2016 Tax Payment Account, 2016 Note Reserve Account and/or 2016 Note Payment Account, as provided in Article VII.
105. Treasurer's Order Authorizing Notes and Establishing Delinquent Taxes. At or prior to the time any Notes are issued pursuant to this resolution, the Treasurer, as authorized by Act 206, may issue a written order specifying the amount and character of the Delinquent Taxes, the Article or Articles under which the Notes are being issued and any other matters subject to the Treasurer's control under either this resolution or Act 206.

II.

FIXED MATURITY NOTES

201. Authority. At the option of the Treasurer, exercisable by written order, the Notes may be issued in accordance with this Article II. All reference to "Notes" in Article II refers only to Notes issued pursuant to Article II, unless otherwise specified.

202. Date. The Notes shall be dated as of the date of issue or as of such earlier date specified by written order of the Treasurer.

203. Maturity and Amounts. Notes issued pursuant to this Article II shall be structured in accordance with subsections (a) or (b) below as determined by the Treasurer pursuant to written order.

(a) The first maturity of the Notes or of a series of the Notes shall be determined by the Treasurer pursuant to written order, but shall not be later than four years after the date of issue. Later maturities of the Notes shall be on the first anniversary of the preceding maturity or on such earlier date as the Treasurer may specify by written order. The Notes shall be structured with the number of maturities determined by the Treasurer to be necessary or appropriate, and the last maturity shall be scheduled for no later than the sixth anniversary of the date of issue. The amount of each maturity or of any mandatory or optional call date shall be set by the Treasurer when the amount of Delinquent Taxes is determined by the Treasurer or when a reliable estimate of the Delinquent Taxes is available to the Treasurer. In determining the exact amount of each maturity or of any mandatory or optional call date the Treasurer shall consider the schedule of delinquent tax collections prepared for the tax years ending December 31, 2015, or after any other years and the corollary schedule setting forth the anticipated rate of collection of those Delinquent Taxes which are pledged to the repayment of the Notes. The amount of each maturity and the scheduled maturity dates of the Notes shall be established to take into account the dates on which the Treasurer reasonably anticipates the collection of such Delinquent Taxes and shall allow for no more than a 15% variance between the debt service payable on each maturity date, the Notes, and the anticipated amount of pledged monies.
available on such maturity date to make payment of such debt service.

(b) Alternatively, the Notes or a series of the Notes may be structured with a single stated maturity falling not later than the fourth anniversary of the date of issue. Notes issued under this subsection (b) shall be subject to redemption on such terms consistent with the applicable parts of subsection (a) of this section and with Section 209 as shall be ordered by the Treasurer, but in no event shall such Notes be subject to redemption less frequently than annually.

204. Interest Rate and Date of Record.

(a) Except as otherwise provided in this paragraph, Notes issued pursuant to subsection (a) of Section 203 shall bear interest payable semi-annually, with the first interest payment to be payable (i) on the first date, after issuance, corresponding to the day and month on which the maturity of such Notes falls, or (ii) if the Treasurer so orders, six months before such date. In the event (i) any maturity of the Notes arises either less than six months before the succeeding maturity date or less than six months after the preceding maturity date and (ii) the Treasurer so orders in writing, interest on the Notes shall be payable on such succeeding or preceding maturity date. Subject to the following sentence, Notes issued pursuant to subsection (b) of Section 203 shall, pursuant to written order of the Treasurer, bear interest monthly, quarterly, or semiannually, as provided by written order of the Treasurer. If Notes issued under this Article II are sold with a variable rate feature as provided in Article IV, such Notes may, pursuant to written order of the Treasurer, bear interest weekly, monthly, quarterly or on any put date, or any combination of the foregoing, as provided by written order of the Treasurer.

(b) Interest shall not exceed the maximum rate permitted by law.

(c) Interest shall be mailed by first class mail to the registered owner of each Note as of the applicable date of record, provided, however, that the Treasurer may agree with the Registrar (as defined below) on a different method of payment.

(d) Subject to Section 403 in the case of variable rate Notes, the date of record shall be not fewer than 14 nor more than 31 days before the date of payment, as designated by the Treasurer prior to the sale of the Notes.

205. Note Form. The form of Note shall be consistent with the prescriptions of this Resolution and shall reflect all material terms of the Notes. Unless the Treasurer shall by written order specify the contrary, the Notes shall be issued in fully registered form both as to principal and interest,
registrable upon the books of a note registrar (the "Registrar") to be named by the Treasurer. If the Notes are issued in bearer form the Treasurer shall appoint a paying agent (the "Paying Agent"). (The Registrar or Paying Agent so named may be any bank or trust company or other entity, including the County, offering the necessary services pertaining to the registration and transfer of negotiable securities.)

206. Denominations and Numbers. The Notes shall be issued in one or more denomination or denominations of $1,000 each or any integral multiple of $1,000 in excess of $1,000, as determined by the Treasurer. Notwithstanding the foregoing, however, in the event the Notes are deposited under a book entry depository trust arrangement pursuant to Section 208, the Notes may, if required by the depository trustee, be issued in denominations of $5,000 each or any integral multiple of $5,000. The Notes shall be numbered from one upwards, regardless of maturity, in such order as the Registrar shall determine.

207. Transfer or Exchange of Notes.

(a) Notes issued in registered form shall be transferable on a note register maintained with respect to the Notes upon surrender of the transferred Note, together with an assignment executed by the registered owner or his or her duly authorized attorney-in-fact in form satisfactory to the Registrar. Upon receipt of a properly assigned Note, the Registrar shall authenticate and deliver a new Note or Notes in equal aggregate principal amount and like interest rate and maturity to the designated transferee or transferees.

(b) Notes may likewise be exchanged for one or more other Notes with the same interest rate and maturity in authorized denominations aggregating the same principal amount as the Note or Notes being exchanged, upon surrender of the Note or Notes and the submission of written instructions to the Registrar or, in the case of bearer Notes, to the Paying Agent. Upon receipt of a Note with proper written instructions the Registrar or Paying Agent shall authenticate and deliver a new Note or Notes to the owner thereof or to the owner's attorney-in-fact.

(c) Any service charge made by the Registrar or Paying Agent for any such registration, transfer or exchange shall be paid for by the County as an expense of borrowing, unless otherwise agreed by the Treasurer and the Registrar or Paying Agent. The Registrar or Paying Agent may, however, require payment by a noteholder of a sum sufficient to cover any tax or other governmental charge payable in connection with any such registration, transfer or exchange.

208. Book Entry Depository Trust. At the option of the Treasurer, and notwithstanding any contrary provision of Section 212, the Notes may be deposited, in whole or in part, with a
depository trustee designated by the Treasurer who shall transfer ownership of interests in the Notes by book entry and who shall issue depository trust receipts or acknowledgments to owners of interests in the Notes. Such book entry depository trust arrangement, and the form of depository trust receipts or acknowledgments, shall be as determined by the Treasurer after consultation with the depository trustee. The Treasurer is authorized to enter into any depository trust agreement on behalf of the County upon such terms and conditions as the Treasurer shall deem appropriate and not otherwise prohibited by the terms of this Resolution. The depository trustee may be the same as the Registrar otherwise named by the Treasurer, and the Notes may be transferred in part by depository trust and in part by transfer of physical certificates as the Treasurer may determine.

209. Redemption.

(a) Subject to the authority granted the Treasurer pursuant to subsection (c) of this Section (in the case of fixed rate Notes) and to the authority granted the Treasurer pursuant to Section 404 (in the case of variable rate Notes), the Notes or any maturity or maturities of the Notes shall be subject to redemption prior to maturity on the terms set forth in subsection (b) below.

(b) Notes scheduled to mature after the first date on which any Notes of the series are scheduled to mature shall be subject to redemption, in inverse order of maturity, on each interest payment date arising after the date of issue.

(c) If the Treasurer shall determine such action necessary to enhance the marketability of the Notes or to reduce the interest rate to be offered by prospective purchasers on any maturity of the Notes, the Treasurer may, by written order prior to the issuance of such Notes, (i) designate some or all of the Notes as non-callable, regardless of their maturity date, and/or (ii) delay the first date on which the redemption of callable Notes would otherwise be authorized under subsection (b) above.

(d) Notes of any maturity subject to redemption may be redeemed before their scheduled maturity date, in whole or in part, on any permitted redemption date or dates, subject to the written order of the Treasurer. Notes called for redemption shall be redeemed at par, plus accrued interest to the redemption date, plus, if the Treasurer so orders, a premium of not more than 1%. Redemption may be made by lot or pro rata, as shall be determined by the Treasurer.

(e) With respect to partial redemptions, any portion of a Note outstanding in a denomination larger than the minimum authorized denomination may be redeemed, provided such portion as well as the amount not being redeemed constitute authorized denominations. In the event less than the entire principal
amount of a Note is called for redemption, the Registrar or Paying Agent shall, upon surrender of the Note by the owner thereof, authenticate and deliver to the owner a new Note in the principal amount of the principal portion not redeemed.

(f) Notice of redemption shall be by first class mail 30 days prior to the date fixed for redemption, or such shorter time prior to the date fixed for redemption as may be consented to by the holders of all outstanding Notes to be called for redemption. Such notice shall fix the date of record with respect to the redemption if different than otherwise provided in this Resolution. Any defect in any notice shall not affect the validity of the redemption proceedings. Notes so called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with a paying agent to redeem the same.

210. Discount. At the option of the Treasurer, the Notes may be offered for sale at a discount not to exceed 2%.

211. Public or Private Sale. The Treasurer may, at the Treasurer's option, conduct a public sale of the Notes after which sale the Treasurer shall either award the Notes to the lowest bidder or reject all bids. The conditions of sale shall be as specified in a published Notice of Sale prepared by the Treasurer announcing the principal terms of the Notes and the offering. Alternatively, the Treasurer may, at the Treasurer's option, negotiate a private sale of the Notes as provided in Act 206. If required by law, or if otherwise determined by the Treasurer to be in the best interest of the County, (a) the Notes shall be rated by a national rating agency selected by the Treasurer, (b) a good faith deposit shall be required of the winning bidder, and/or (c) CUSIP numbers shall be assigned to the Notes. If a public sale is conducted or if otherwise required by law or the purchaser of the Notes, the Treasurer shall prepare or cause to be prepared and disseminated an offering memorandum or official statement containing all material terms of the offer and sale of the Notes. Pursuant to any sale of the Notes, the County shall make such filings, shall solicit such information and shall obtain such governmental approvals as shall be required pursuant to any state or federal law respecting back-up income tax withholding, securities regulation, original issue discount or other regulated matter.

212. Execution and Delivery. The Treasurer is authorized and directed to execute the Notes on behalf of the County by manual or facsimile signature, provided that if the facsimile signature is used the Notes shall be authenticated by the Registrar or any tender agent as may be appointed pursuant to Section 801(c). The Notes shall be sealed with the County seal or imprinted with a facsimile of such seal. The Treasurer is authorized and directed to then deliver the Notes to the purchaser thereof upon receipt of the purchase price. The Notes
shall be delivered at the expense of the County in such city or cities as may be designated by the Treasurer.

213. Renewal, Refunding or Advance Refunding Notes. If at any time it appears to be in the best interests of the County, the Treasurer, by written order, may authorize the issuance of renewal, refunding or advance refunding Notes. The terms of such Notes, and the procedures incidental to their issuance, shall be set subject to Section 309 and, in appropriate cases, Article X.

III. SHORT-TERM NOTES

301. Authority. At the option of the Treasurer, exercisable by written order, Notes may be issued in accordance with this Article III. All references to "Notes" in Article III refer only to Notes issued pursuant to Article III, unless otherwise specified.

302. Date and Maturity. The Notes shall be dated as of their date of issuance or any prior date selected by the Treasurer and shall mature on such date not exceeding three years from the date of their issuance as may be specified by written order of the Treasurer.

303. Interest and Date of Record. The Notes shall bear interest payable monthly, quarterly, or semi-annually and at maturity at such rate or rates as may be determined by the Treasurer not exceeding the maximum rate of interest permitted by law on the date the Notes are issued. The date of record shall be not fewer than two nor more than 31 days before the date of payment, as designated by the Treasurer prior to the sale of the Notes.

304. Note Form. The form of Note shall be consistent with the prescriptions of this Resolution and shall reflect all material terms of the Notes. The Notes shall, in the discretion of the Treasurer and consistent with Section 205, either be payable to bearer or be issued in registered form. If issued in registered form, the Notes may be constituted as book-entry securities consistent with Section 208, notwithstanding any contrary provision of Section 308.

305. Denomination and Numbers. The Notes shall be issued in one or more denomination or denominations, as determined by the Treasurer. The Notes shall be numbered from one upwards in such order as the Treasurer determines.

306. Redemption. The authority and obligations of the Treasurer set forth in subsections (b) and (c) of Section 209 (in the case of fixed rate Notes), or Section 404 (in the case of variable rates Notes), as the case may be, shall apply also to Notes issued under Article III.
307. **Sale of Notes.** The authority and obligations of the Treasurer set forth in Sections 210 and 211 respecting Fixed Maturity Notes shall apply also to Notes issued under Article III.

308. **Execution and Delivery.** The authority and obligations of the Treasurer set forth in Section 212 respecting Fixed Maturity Notes shall also apply to Notes issued under Article III.

309. **Renewal or Refunding Notes.**

(a) The Treasurer may by written order authorize the issuance of renewal or refunding Notes (collectively the "Renewal Notes"). Renewal Notes shall be sold on the maturity date of, and the proceeds applied to the payment of debt service on, the Notes to be renewed. The maturities and repayment terms of the Renewal Notes shall be set by written order of the Treasurer.

(b) In the order authorizing Renewal Notes, the Treasurer shall specify whether the Notes shall be issued in accordance with this Article III, in which event the provisions of Article III shall govern the issuance of the Notes, or whether the Notes shall be issued in accordance with Article II, in which event the provisions of Article II shall govern the issuance of the Notes. The order shall also provide for and shall also govern with respect to:

(i) the aggregate amount of the Renewal Notes;

(ii) the date of the Renewal Notes;

(iii) the denominations of the Renewal Notes;

(iv) the interest payment dates of the Renewal Notes;

(v) the maturity or maturities of the Renewal Notes;

(vi) the terms of sale of the Renewal Notes;

(vii) whether any Renewal Notes issued in accordance with Article II shall be subject to redemption and, if so, the terms thereof; and

(viii) any other terms of the Renewal Notes consistent with, but not specified in, Article II or Article III.

(c) Regardless of whether Renewal Notes need be approved by prior order of the Department of Treasury, the
Treasurer, pursuant to Section 89(5)(d) of Act 206, shall promptly report to the Department of Treasury the issuance of any Renewal Notes.

**IV. VARIABLE INTEREST RATE**

401. Variable Rate Option. At the option of the Treasurer, exercisable by written order, the Notes, whether issued pursuant to Article II or Article III, may be issued with a variable interest rate, provided that the rate shall not exceed the maximum rate of interest permitted by law.

402. Determination of Rate. The order of the Treasurer shall provide how often the variable interest rate shall be subject to recalculation, the formula or procedure for determining the variable interest rate, whether and on what terms the rate shall be determined by a remarketing agent in the case of demand obligations consistent with Section 801(d), and whether and on what terms a fixed rate of interest may be converted to or from a variable rate of interest. Such formula or procedure shall be as determined by the Treasurer, but shall track or float within a specified percentage band around the rates generated by any one or more of the following indices:

(i) Publicly reported prices or yields of obligations of the United States of America;

(ii) An index of municipal obligations periodically reported by a nationally recognized source;

(iii) The prime lending rate from time to time set by any bank or trust company in the United States with unimpaired capital and surplus exceeding $40,000,000;

(iv) Any other rate or index that may be designated by order of the Treasurer provided such rate or index is set or reported by a source which is independent of and not controlled by the Treasurer or the County.

The procedure for determining the variable rate may involve one or more of the above indices as alternatives or may involve the setting of the rate by a municipal bond specialist provided such rate shall be within a stated percentage range of one or more of the indices set forth above.

403. Date of Record. The Date of Record shall be not fewer than one nor more than 31 days before the date of payment, as designated by written order of the Treasurer.

404. Redemption. Notwithstanding any contrary provision of subsections (b) and (c) of Section 209, but subject to the last sentence of this Section 404, Notes bearing interest at a
variable rate may be subject to redemption by the County and/or put by the holder at any time or times and in any order, as may be determined pursuant to written order of the Treasurer. Notes shall not be subject to redemption more frequently than monthly.

405. Remarketing, Repurchase and Resale.

(a) In the event Notes issued under this Article IV are constituted as demand obligations, the interest rate on the Notes shall be governed by, and shall be subject to, remarketing by a remarketing agent appointed in accordance with Section 801(c), under the terms of a put agreement employed in accordance with Section 801(d).

(b) The County shall be authorized, consistent with Act 206 and pursuant to order of the Treasurer, to participate in the repurchase and resale of Notes in order to reduce the cost of, or increase the revenue, attendant to the establishment of the Revolving Fund and the issuance and discharge of the Notes. Any purchase of Notes pursuant to this subsection (b) shall be made with unpledged monies drawn from revolving funds established by the County in connection with retired general obligation limited tax notes.

V. MULTIPLE SERIES

501. Issuance of Multiple Series. At the option of the Treasurer, exercisable by written order, the Notes issued under Article II, Article III or Article X may be issued in two or more individually designated series. Each series shall bear its own rate of interest, which may be fixed or variable in accordance with Article IV. Various series need not be issued at the same time and may be issued from time to time in the discretion of the Treasurer exercisable by written order. In determining the dates of issuance of the respective series, the Treasurer shall consider, among other pertinent factors, the impact the dates selected may have on the marketability, rating and/or qualification for credit support or liquidity support for, or insurance of, the Notes. The Notes of each such series shall be issued according to this Resolution in all respects (and the term "Notes" shall be deemed to include each series of Notes throughout this Resolution), provided that:

(a) The aggregate principal amount of the Notes of all series shall not exceed the maximum aggregate amount permitted under Section 103;

(b) Each series shall be issued pursuant to Article II or Article III, and different series may be issued pursuant to different Articles;
(c) Each series shall be issued pursuant to Section 502 or Section 503, and different series may be issued pursuant to different Sections;

(d) A series may be issued under Article II for one or more of the annual maturities set forth in Article II with the balance of the annual maturities being issued under Article II or under Article III in one or more other series, provided that the minimum annual maturities set forth in Section 203 shall be reduced and applied pro rata to all Notes so issued; and

(e) The Notes of all series issued pursuant to Article II above shall not, in aggregate, mature in amounts or on dates exceeding the maximum authorized maturities set forth in Section 203.

502. Series Secured Pari Passu. If the Notes are issued in multiple series pursuant to this Article V, each series of Notes may, by written order of the Treasurer, be secured pari passu with the other by the security described in and the amounts pledged by Article VII below. Moreover, such security may, pursuant to further written order of the Treasurer, be segregated in accordance with the following provisions.

(a) The Treasurer may by written order establish separate sub-accounts in the County's 2016 Note Reserve Account for each series of Notes, into which shall be deposited the amount borrowed for the Note Reserve Account for each such series.

(b) The Treasurer may by written order establish separate sub-accounts in the County's 2016 Note Payment Account for each series of Notes, and all amounts deposited in the Note Payment Account shall be allocated to the sub-accounts.

(c)(i) In the event separate sub-accounts are established pursuant to subsection (b) above, and subject to Paragraph (ii) below, the percentage of deposits to the County's 2016 Note Payment Account allocated to each sub-account may be set equal to the percentage that Notes issued in the corresponding series bears to all Notes issued under this Resolution or to any other percentage designated by the Treasurer pursuant to written order; provided that if the various series are issued at different times or if the various series are structured with different maturity dates, (I) sums deposited in the Note Payment Account prior to the issuance of one or more series may upon the issuance of each such series be reallocated among the various sub-accounts established under Subsection (b) above to achieve a balance among the sub-accounts proportionate to the designated percentage allocation, and/or (II) deposits to the Note Payment Account may be allocated among the sub-accounts according to the total amount of debt service that will actually be paid from the respective sub-accounts.
(ii) Alternatively, the Treasurer may, by written order, rank the sub-accounts established under Subsection (b) above in order of priority, and specify that each such sub-account shall receive deposits only after all sub-accounts having a higher priority have received deposits sufficient to discharge all (or any specified percentage of) Notes whose series corresponds to any of the sub-accounts having priority.

(d) In the absence of a written order of the Treasurer to the contrary, the amounts in each sub-account established pursuant to this Section 502 shall secure only the Notes issued in the series for which such sub-account was established, until such Notes and interest on such Notes are paid in full, after which the amounts in such sub-account may, pursuant to written order of the Treasurer, be added pro rata to the amounts in the other sub-accounts and thereafter used as part of such other sub-accounts to secure all Notes and interest on such Notes for which such other sub-accounts were created, until paid in full. Alternatively, amounts held in two or more sub-accounts within either the Note Reserve Account or the Note Payment Account may be commingled, and if commingled shall be held pari passu for the benefit of the holders of each series of Notes pertaining to the relevant sub-accounts.

503. Series Independently Secured. If the Notes are issued in multiple series pursuant to this Article V, each series of Notes may, by written order of the Treasurer, be independently secured in accordance with this Section 503.

(a) Each series of Notes shall pertain to one or more taxing units, as designated by the Treasurer pursuant to written order, and no two series of Notes shall pertain to the same taxing unit. A school district, intermediate school district, or community college district extending beyond the boundaries of a city in which it is located may, pursuant to written order of the Treasurer, be subdivided along the boundaries of one or more cities and each such subdivision shall be deemed a taxing unit for purposes of this Section 503.

(b) Separate sub-accounts shall be established in the County's 2016 Tax Payment Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account to only those taxing units designated as being in that series.

(c) In the event Notes are issued for deposit into the Project Account established under Section 701, separate sub-accounts shall be established in the Project Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account only to accounts, sub-accounts and/or taxing units designated as being in the series corresponding to the sub-account from which disbursement is being made.
(d) A separate sub-account shall be established in the County's 2016 Note Reserve Account for each series of Notes, into which shall be deposited the amount determined by the Treasurer under Section 103 or Section 703 with respect to the series. Each sub-account shall secure one and only one series.

(e) A separate sub-account shall be established in the County's 2016 Note Payment Account for each series of Notes. Each sub-account shall be allocated only those amounts described in Section 704 which pertain to the taxing units included in the series corresponding to the sub-account. Chargebacks received from a taxing unit pursuant to Section 905 shall be deposited in the sub-account corresponding to the series in which the taxing unit is included. Amounts held in each sub-account shall secure the debt represented by only those Notes included in the series corresponding to the sub-account, and disbursements from each sub-account may be applied toward the payment of only those Notes included in the series corresponding to the sub-account.

(f) The amounts in each sub-account established pursuant to this Section 503 shall secure only the Notes issued in the series for which such sub-account was established until such Notes and interest on such Notes are paid in full, after which any amounts remaining in such sub-account shall accrue to the County and shall no longer be pledged toward payment of the Notes.

VI.

TAXABILITY OF INTEREST

601. Federal Tax. The County acknowledges that the current state of Federal law mandates that the Notes be structured as taxable obligations. Consequently, the Notes shall, subject to Article X, be issued as obligations the interest on which is not excluded from gross income for purposes of Federal income tax.

602. State of Michigan Tax. Consistent with the treatment accorded all obligations issued pursuant to Act 206, interest on the Notes shall be exempt from the imposition of the State of Michigan income tax and the State of Michigan single business tax, and the Notes shall not be subject to the State of Michigan intangibles tax.

603. Change in Federal Tax Status. In the event there is a change in the Federal tax law or regulations, a ruling by the U.S. Department of Treasury or Internal Revenue Service establishes that the Notes may be issued as exempt from Federal income taxes or a change in Michigan law causes the Notes in the opinion of counsel to be exempt from federal income taxes, the Notes may be so issued.
VII. FUNDS AND SECURITY

701. Delinquent Tax Project Account. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated in time to allow distribution of the proceeds of the Notes within 20 days after the date of issue, a 2016 Delinquent Tax Project Account (the "Project Account") shall be established by the Treasurer as a separate and distinct fund of the County within its general fund. The Project Account shall receive all proceeds from the sale of the Notes, including any premium or accrued interest received at the time of sale. The Project Account shall be held in trust by an escrow agent until the monies therein are disbursed in accordance with this Article VII. The escrow agent shall be a commercial bank, shall be located in Michigan, shall have authority to exercise trust powers, and shall have a net worth in excess of $25,000,000. The form and content of the agreement between the County and the escrow agent shall be approved by the Treasurer. Subject to the following sentence, monies deposited in the Project Account shall be expended only (i) for the purpose of funding the Tax Payment Account established under Section 702 and (ii) to the extent permitted by Act 206, for the purpose of paying the expenses of the offering of the Notes. In the event the Treasurer by written order so directs, additional funding of the Project Account may be undertaken, and any surplus proceeds remaining in the Project Account after the Treasurer has completed the funding of the Tax Payment Account may be transferred to either the 2016 Note Reserve Account created under Section 703 or the 2016 Note Payment Account created under Section 704. Monies in the Project Account may be disbursed by the escrow agent to the County's 2016 Tax Payment Account at any time and from time to time, upon receipt of a written requisition signed by the Treasurer.

702. 2016 Tax Payment Account. The County's 2016 Tax Payment Account (the "Tax Payment Account") is hereby established as a distinct account within the Revolving Fund. The Treasurer shall designate all or a portion of the proceeds of the Notes, not to exceed the amount of Delinquent Taxes, for deposit in the Tax Payment Account. If, however, the proceeds of the Notes are initially deposited in the Project Account pursuant to Section 701, the Treasurer is instead authorized and directed to transfer monies included in the Project Account in accordance with the procedures set forth in Section 701. The County shall apply the monies in the Tax Payment Account to the payment of the Delinquent Taxes or expenses of the borrowing in accordance with Act 206. The allocation of monies from the Tax Payment Account may be made pursuant to a single, comprehensive disbursement or may instead be made from time to time, within the time constraints of Act 206, to particular taxing units as
monies are paid into the Tax Payment Account, such that the source of the monies (whether from the County's own funds, from the proceeds of a tax exempt borrowing or from the proceeds of a taxable borrowing) may be traced to the particular taxing unit receiving the funds. Moreover, and regardless of whether multiple series of Notes are issued, the Tax Payment Account may be divided into separate sub-accounts in order to allow the Treasurer to designate which taxing units shall receive borrowed funds and which shall receive funds otherwise contributed by the County.

703. 2016 Note Reserve Account. In the event funding is provided as described in this Section 703, the Treasurer shall establish a 2016 Note Reserve Account (the "Note Reserve Account") as a distinct account within the Revolving Fund. After depositing all of the monies to fund the Tax Payment Account pursuant to Section 702, the Treasurer shall next transfer to the Note Reserve Account, either from the Project Account or directly from the proceeds of Notes, any proceeds remaining from the initial issuance of the Notes. In addition, the Treasurer may transfer unpledged monies from other County sources to the Note Reserve Account in an amount which, when added to any other amounts to be deposited in the Note Reserve Account, does not exceed the amount reasonably required for the Notes secured by the Reserve Account or, if less, 20% of the total amount of the Notes secured by the Reserve Account. Except as provided below, all monies in the Note Reserve Account shall be used solely for payment of principal of, premium, if any, and interest on the Notes to the extent that monies required for such payment are not available in the County's 2016 Note Payment Account. Monies in the Note Reserve Account shall be withdrawn first for payment of principal of, premium, if any, and interest on the Notes before County general funds are used to make the payments. All income or interest earned by, or increment to, the Note Reserve Account due to its investment or reinvestment shall be deposited in the Note Reserve Account. When the Note Reserve Account is sufficient to retire the Notes and accrued interest thereon, the Treasurer may order that the Note Reserve Account be used to purchase the Notes on the market, or, if the Notes are not available, to retire the Notes when due. If so ordered by the Treasurer, all or any specified portion of the Note Reserve Account may be applied toward the redemption of any Notes designated for redemption in accordance with Section 209.

704. 2016 Note Payment Account.

(a) The County's 2016 Note Payment Account is hereby established as a distinct account within the Revolving Fund. (The County's 2016 Note Payment Account, as supplemented by monies held in any interim account that are designated for transfer to the 2016 Note Payment Account, is herein referred to as the "Note Payment Account".) The Treasurer is directed to deposit into the Note Payment Account, promptly on receipt,
those amounts described below in Paragraphs (i), (ii), (iv), and (v) that are not excluded pursuant to Subsection (c) below. Furthermore, the Treasurer may, by written order, deposit into the Note Payment Account all or any portion of the amounts described below in Paragraph (iii).

(i) All Delinquent Taxes.

(ii) All statutory interest on the Delinquent Taxes.

(iii) All property tax administration fees on the Delinquent Taxes, net of any amounts applied toward the expenses of this borrowing.

(iv) Any amounts which are received by the Treasurer from the taxing units within the County because of the uncollectability of the Delinquent Taxes.

(v) Any amounts remaining in the Project Account after the transfers to the Tax Payment Account and Note Reserve Account have been made as specified in Sections 702 and 703.

(b) Monies in the Note Payment Account shall be used by the County to pay principal of, premium, if any, and interest on the Notes as the same become due and payable.

(c)(i) The Treasurer may by written order provide that only a portion of the sums described above in Subsection (a) shall be deposited into the Note Payment Account and applied toward the payment of debt service on the Notes, in which event those sums which are withheld from the Note Payment Account shall be deposited into the Tax Payment Account or, pursuant to further order of the Treasurer, applied toward any other purpose consistent with Act 206. The portion of any sums described in Subsection (a) which are withheld from the Note Payment Account pursuant to this Subsection shall be determined in accordance with the following Paragraph.

(ii) Prior to the issuance of the Notes, the Treasurer may by written order specify a cut-off date not earlier than March 1, 2016, and only those sums payable to the Note Payment Account and received by the County after the cut-off date shall be applied to the Note Payment Account.

(d) The Treasurer may by written order provide that at such time as sufficient funds shall have been deposited into the Note Payment Account to pay all remaining amounts owed under the Notes the pledge on any additional monies otherwise payable to the Note Payment Account shall be discharged and such monies shall not be deposited into the Note Payment Account or otherwise pledged toward payment of the Notes.
(e) The Treasurer may by written order provide that in the event Notes are issued pursuant to Article III, amounts which would otherwise be included in the Note Payment Account or the Note Reserve Account (or any sub-account therein for a particular series of Notes) shall not include any amounts received by the County prior to the latest maturity date of any series of Notes previously issued under Article II and/or Article III.

705. Limited Tax General Obligation and Pledge.

(a) The Notes shall be the general obligation of the County, backed by the County's full faith and credit, the County's tax obligation (within applicable constitutional and statutory limits) and the County's general funds. The County budget shall provide that if the pledged monies are not collected in sufficient amounts to meet the payments of the principal and interest due on the Notes, the County, before paying any other budgeted amounts, shall promptly advance from its general funds sufficient monies to pay such principal and interest.

(b) In addition, the monies listed below are pledged to the repayment of the Notes and, subject to Section 901, shall be used solely for repayment of the Notes until the principal of, premium, if any, and interest on the Notes are paid in full:

(i) All amounts deposited or earned in any Project Account, until disbursed in accordance with Section 701;

(ii) All net proceeds from the sale of the Notes deposited or earned in the Tax Payment Account, until disbursed in accordance with Section 702;

(iii) All amounts deposited in the Note Payment Account pursuant to Section 704(a);

(iv) All amounts deposited in the Note Reserve Account;

(v) All amounts earned from the investment of monies held in the Note Payment Account or the Note Reserve Account; and

(vi) Any monies placed in the Note Payment Account and drawn in the discretion of the Treasurer from unpledged sums on the revolving funds, which pledge shall be subject to such limitations or exceptions as shall be set forth in the written order of the Treasurer.

(c) If the Notes shall be issued in various series pursuant to Article V, this pledge shall in the case of any
independently secured series extend only to monies in accounts or sub-accounts pertaining to the particular series.

(d) If the amounts so pledged are not sufficient to pay the principal and interest when due, the County shall pay the same from its general funds or other available sources. Pursuant to written order of the Treasurer, the County may later reimburse itself for such payments from the Delinquent Taxes collected.

706. Security for Renewal, Refunding or Advance Refunding Notes. Renewal, refunding, or advance refunding Notes shall be secured by all or any portion of the same security securing the Notes being renewed, refunded or advance refunded. The monies pledged in Section 705 for the repayment of the Notes are also pledged for the repayment of the principal of, premium, if any, and interest on any renewal, refunding, or advance refunding Notes issued pursuant to this Resolution, and any such renewal, refunding, or advance refunding Notes shall be the general obligation of the County, backed by its full faith and credit, which shall include the tax obligation of the County, within applicable constitutional and statutory limits.

707. Use of Funds after Full Payment or Provisions for Payment. After all principal of, premium, if any, and interest on the Notes have been paid in full or provision made therefor by investments of pledged amounts in direct noncallable obligations of the United States of America in amounts and with maturities sufficient to pay all such principal, premium, if any, and interest when due, any further collection of Delinquent Taxes and all excess monies in any fund or account of the Revolving Fund, and any interest or income on any such amounts, may, pursuant to written order of the Treasurer and subject to Article V, be used for any proper purpose within the Revolving Fund including the securing of subsequent issues of notes.

VIII.
SUPPLEMENTAL AGREEMENTS

801. Supplemental Agreements and Documents. The Treasurer, on behalf of the County, is authorized to enter into any or all of the following agreements or commitments as may, in the Treasurer's discretion, be necessary, desirable or beneficial in connection with the issuance of the Notes, upon such terms and conditions as the Treasurer may determine appropriate:

(a) A letter of credit, line of credit, repurchase agreement, note insurance, or similar instrument, providing backup liquidity and/or credit support for the Notes;

(b) A reimbursement agreement, revolving credit agreement, revolving credit note, or similar instrument, setting
forth repayments of and security for amounts drawn under the letter of credit, line of credit, repurchase agreement or similar instrument;

(c) A marketing, remarketing, placement, authenticating, paying or tender agent agreement or dealer agreement designating a marketing, remarketing, authenticating, paying, tender or placement agent or dealer and prescribing the duties of such person or persons with respect to the Notes; and

(d) A put agreement or provision allowing the purchaser of the Notes to require the County to repurchase the Notes upon demand at such times as may be provided in such put agreement or provision.

(e) An agreement to use amounts formerly pledged to other years borrowings as security for the Notes when no longer so pledged.

802. Revolving Credit Notes. If the Treasurer enters into a revolving credit agreement (the "Agreement") pursuant to Section 801 above, the Agreement may call for the issuance of one or more revolving credit notes (the "Revolving Credit Notes") for the purpose of renewing all or part of maturing Notes or Notes that have been put pursuant to a put agreement or provision. Such Revolving Credit Notes shall be issued pursuant to Article II or III, as appropriate, and in accordance with the following provisions:

(a) Interest on the Revolving Credit Notes may be payable on maturity, on prior redemption, monthly, bimonthly, quarterly, or as otherwise provided in the Agreement.

(b) The Revolving Credit Notes may mature on one or more date or dates not later than the final maturity date of the Notes, as provided in the Agreement.

(c) The Treasurer may, at the time of the original issuance of the Notes, execute and deliver one Revolving Credit Note in a maximum principal amount not exceeding the lending commitment under the Agreement from time to time in force (and may substitute one such Note in a lesser principal amount for another in the event the lending commitment is reduced), provided that a schedule shall be attached to such Note on which loans and repayments of principal and interest are evidenced and further provided that the making of a loan and the evidencing of such loan on the schedule of any such Note shall constitute the issuance of a renewal Note for the purposes of this Resolution.

IX.
MISCELLANEOUS PROVISIONS
901. Expenses. Expenses incurred in connection with the Notes shall be paid from the property tax administration fees collected on the Delinquent Taxes and, if so ordered by the Treasurer, from any earnings on the proceeds of the offering or from other monies available to the County.

902. Bond Counsel. The Notes (and any renewal, refunding or advance refunding Notes) shall be delivered with the unqualified opinion of Axe & Ecklund, P.C., attorneys of Grosse Pointe Farms, Michigan, bond counsel chosen by the Treasurer, which selection may, at the option of the Treasurer, be for one or more years.

903. Financial Consultants. Stauder, BARCH & ASSOCIATES, Inc., Ann Arbor, Michigan, is hereby retained to act as financial consultant and advisor to the County in connection with the sale and delivery of the Notes.

904. Complete Records. The Treasurer shall keep full and complete records of all deposits to and withdrawals from each of the funds and accounts in the Revolving Fund and any account or sub-account created pursuant to this Resolution and of all other transactions relating to such funds, accounts and sub-accounts, including investments of money in, and gain derived from, such funds and accounts.

905. Chargebacks. If, by the date which is three months prior to the final maturity date of the Notes, sufficient monies are not on deposit in the Note Payment Account and the Note Reserve Account to pay all principal of and interest on the Notes when due, Delinquent Taxes not then paid or recovered at or prior to the latest tax sale transacted two or more months before the final maturity of the Notes shall, if necessary to ensure full and timely payment on the date of final maturity, be charged back to the local units in such fashion as the Treasurer may determine, and, subject to Article V, the proceeds of such chargebacks shall be deposited into the County's 2016 Note Payment Account no later than five weeks prior to the final maturity of the Notes. This Section 905 shall not be construed to limit the authority of the Treasurer under State law to charge back under other circumstances or at other times.

906. Investments. The Treasurer is authorized to invest all monies in the Project Account, in the Revolving Fund or in any account or sub-account therein which is established pursuant to this Resolution in any one or more of the investments authorized as lawful investments for counties under Act No. 20, Public Acts of 1943, as amended. The Treasurer is further authorized to enter into a contract on behalf of the County under the Surplus Funds Investment Pool Act, Act No. 367, Michigan Public Acts of 1982, as amended, and to invest in any investment pool created thereby monies held in the Project Account, in the Revolving Fund, or in any account or sub-account therein which is established pursuant to this Resolution.
907. Mutilated, Lost, Stolen or Destroyed Notes. In the event any Note is mutilated, lost, stolen, or destroyed, the Treasurer may, on behalf of the County, execute and deliver, or order the Registrar or Paying Agent to authenticate and deliver, a new Note having a number not then outstanding, of like date, maturity and denomination as that mutilated, lost, stolen, or destroyed. In the case of a mutilated Note, a replacement Note shall not be delivered unless and until such mutilated Note is surrendered to the Treasurer or the Registrar or Paying Agent. In the case of a lost, stolen or destroyed Note, a replacement Note shall not be delivered unless and until the Treasurer and the Registrar or Paying Agent shall have received such proof of ownership and loss and indemnity as they determine to be sufficient.

ARTICLE X.
TAX-EXEMPT NOTES OR REFUNDING

1001. Refunding of Taxable Debt or Issuance of Tax-Exempt Debt. The County acknowledges that the current state of Federal law precludes the issuance of the Notes as obligations the interest on which is exempt from Federal income tax. However, the County presently contemplates that anticipated amendments to the Internal Revenue Code of 1986 (the "Code") and/or the Treasury Regulations issued thereunder (the "Regulations") or a change in Michigan law changing the character of the Notes may in the future permit the issuance of general obligation limited tax notes on a tax-exempt basis, and, in view of this expectation, the County, through the offices of the Treasurer, shall issue tax-exempt notes or issue obligations to refund any or all outstanding Notes issued as taxable obligations, at the time, on the terms, and to the extent set forth in this Article X.

1002. Timing of Refunding. The aforementioned refunding obligations (the "Refunding Notes") shall be issued after the effective date of any change in the Code, Regulations, Internal Revenue Service pronouncements or judicial rulings which, as confirmed by the written opinion of bond counsel, permit the refunding of all or some of the outstanding Notes with proceeds from obligations the interest on which is excluded from gross income for purposes of Federal income tax.

1003. Extent of Refunding. Subject to the other provisions of this Section 1003, the Refunding Notes shall refund all Notes outstanding at or after the effective date of any change in the law described in Section 1002. This Section 1003 shall not, however, be construed to require the refunding of any Note prior to the time such Note may be refunded on a tax-exempt basis, nor shall this Section 1003 be construed to require the refunding of any Note, if that refunding would result in greater cost to the County (including interest...
expense, professional fees and administrative outlays) than would arise if the Note were to remain outstanding.

1004. Confirmatory Action. Subsequent to any change in the law described in Section 1002, the Board shall convene to consider any terms of the Refunding Notes requiring specific ratification by the Board.

1005. Arbitrage Covenant and Tax Law Compliance. In the event tax-exempt Notes or Refunding Notes are issued pursuant to this Article X, the following covenants shall be observed by the County:

(i) the County will make no use of the proceeds of the Notes or Refunding Notes and will undertake no other intentional act with respect to the Notes or Refunding Notes which, if such use or act had been reasonably expected on the date of issuance of the Notes or Refunding Notes or if such use or act were intentionally made or undertaken after the date of issuance of the Notes or Refunding Notes, would cause the Notes or Refunding Notes to be "arbitrage bonds," as defined in Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), in the Regulations promulgated under Sections 103 and 148 of the Code or in any successor or supplementary provision of law hereinafter promulgated,

(ii) the County will undertake all actions as shall be necessary to maintain the Notes or Refunding Notes as obligations the interest on which qualifies for the tax exemption provided by Section 103(a) of the Code, including, where appropriate and without limitation, filing informational returns with the Secretary of Treasury, keeping accurate account of all monies earned in any fund, account or sub-account authorized by this Resolution or any resolution adopted in accordance with Section 1004 above, certifying cumulative cash flow deficits of the County and the local units, and investing any required portion of the gross proceeds of the Notes or Refunding Notes, whether on behalf of the County or the local units, in tax-exempt obligations or State and Local Government Series obligations, and

(iii) the County will make timely payment to the United States of any investment earnings, realized by the County on the gross proceeds of the Notes or Refunding Notes, as may be subject to rebate under Section 148(f) of the Code, and, to the extent required under applicable law or deemed by the Treasurer to be in the best interest of the County pursuant to written order, the County's obligation to make such payment to the United States shall also account for excess investment earnings realized by local units on all or a portion of the gross proceeds distributed to, and held by, the local units pursuant to Section 702.
the Treasurer shall be directed to take such actions and to enter into such agreements and certifications, on behalf of the County, as the Treasurer shall deem necessary or appropriate to comply with the foregoing covenants.

1006. Undertaking to Provide Continuing Disclosure. If necessary, this Board of Commissioners, for and on behalf of the County of Ingham, hereby covenants and agrees, for the benefit of the beneficial owners of the Notes to be issued by the County, to enter into a written undertaking (the "Undertaking") required by Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be substantially in the form as approved by the Underwriter of the Notes. The Undertaking shall be enforceable by the beneficial owners of Notes or by the Underwriter on behalf of such beneficial owners (provided that the Underwriter's right to enforce the provisions of the Undertaking shall be limited to a right to obtain specific enforcement of the County's obligations hereunder and under the Undertaking), and any failure by the County to comply with the provisions of the Undertaking shall not be deemed a default with respect to the Notes.

The County Treasurer or other officer of the County charged with the responsibility for issuing the Notes shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the terms of the County's Undertaking.

Discussion followed. A vote was thereupon taken on the foregoing resolution and the vote for each such resolution was as follows:

AYES:

_______________________________________________________
_______________________________________________________
_______________________________________________________

NAYS:

_______________________________________________________

ABSTAIN:

_______________________________________________________

A sufficient majority having voted therefor, the two resolutions appearing above were adopted.
STATE OF MICHIGAN
COUNTY OF INGHAM

I, _____________________, Clerk for the County of Ingham, do hereby certify that the above and foregoing is a true and correct copy of a resolution adopted by the Board of Commissioners of the County of Ingham, Michigan on ______________, ___ as appears on record in my office, and that I have compared the same with the original and that it is a true transcript therefrom and of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at Mason, Michigan this ______ day of _____________, ___.

_______________________, Ingham County Clerk

[SEAL]

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FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert
Nays: None    Absent: None    Approved 4/06/2016
WHEREAS, Katie McKinley began her career with the Ingham County Health Department (ICHD) in February 1990 as a part time Nutritionist in the Women Infant and Children (WIC) program where she provided nutrition assessments and counseling, developed nutrition education curricula, and provided nutrition counseling for high risk women, infants and children enrolled in the WIC Program; and

WHEREAS, in 1994 Katie transitioned to the Maternal Support Services/Infant Support Services (MSS/ISS) team at the Pennsylvania campus where she provided nutrition counseling and education to women and children in families homes in order to improve health outcomes; and

WHEREAS, as ICHD grew and the need for nutrition services increased, Katie expanded her role to provide support for patients at all of the ICHD Community Health Centers; and

WHEREAS, Katie provided educational support and nutrition education to residents of the Ingham County community in an easy to engage format that her clients could relate to; and

WHEREAS, Katie’s energy and commitment to her field was evident throughout her years of service to our community, and in the relationships that she developed with her colleagues in the department; and

WHEREAS, after 25 years of dedicated service to ICHD, Katie McKinley retired on January 22, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Katie McKinley for her 25 years of dedicated service to the community and for the contributions she has made to the Ingham County Health Department.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

HUMAN SERVICES:  Yeas:  McGrain, Banas, Tennis, Koenig, Nolan, Case Naeyaert  
Nays:  None  Absent:  Hope  Approved  4/04/2016
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 and 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 Health Department (ICHD) have entered into a 2015-2016 Agreement authorized in Resolution #15-413, and Amendment #1 in Resolution 15-479, and Amendment #2 in Resolution 16-048; and

WHEREAS, the MDHHS has proposed amendment #3 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 #3 to the 2015-2016 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from $5,029,541 to $5,209,376, an increase of $179,835.

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

1. Local Agency Vendor Compliance Pilot (WIC) $36,000 - new funding
2. Well-Integrated Screening & Evaluation for Women Across the Nation (WISEWOMAN) $20,100 - new funding
3. TB Control increase of $2,200 from $12,513 to $14,713
4. HIV Prevention increase of $20,000 from $160,943 to $180,943
5. Breast & Cervical Cancer Control Program (BCCCP) Coordination increase of $67,500 from $161,875 to $229,375
6. Public Health Emergency Preparedness Ebola Virus Disease Phase II increase of $19,975 from $39,485 to $59,480
7. Immunization Billing Practice Infrastructure Enhancement increase of $14,060 from $4,000 to $18,060
BE IT FURTHER RESOLVED, the resolution includes authorization of contracts, not to exceed $5,900, for McDonald Broadcasting and Adams Outdoor Advertising to provide advertising for the BCCCP Coordination and WISEWOMAN program.

BE IT FURTHER RESOLVED, the resolution includes authorization of contracts currently in existence with Genesee County Health Department Breast and Cervical Cancer Control Program (BCCCP) providers.

BE IT FURTHER RESOLVED, the authorization of these contracts is mandated by MDHHS as a grant condition requirement of a Local Coordinating Agency (LCA) which is a function of the Ingham County Health Department.

BE IT FURTHER RESOLVED, the resolution authorizes a temporary full-time Community Health Worker and two part-time temporary BCCCP Nurse’s for the BCCCP Coordination program, through September 30, 2016.

BE IT FURTHER RESOLVED, the resolution also authorizes an increase of an existing Medical Assistant I position (#601109) from part-time to full-time to provide support for the WIC Local Agency Vendor Compliance Pilot program through September 30, 2016.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer is authorized to submit Amendment #3 of the 2015-2016 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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 as to form by the County Attorney.

HUMAN SERVICES: Yeas: McGrain, Banas, Tennis, Koenig, Nolan, Case Naeyaert  
Nays: None  Absent: Hope  Approved 4/04/2016

COUNTY SERVICES: Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  Absent: Celentino  Approved 4/05/2016

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
Nays: None  Absent: None  Approved 4/06/2016
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION TO THE AGREEMENT WITH COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH-CEI) FOR A MENTAL HEALTH THERAPIST

RESOLUTION # 16 –

WHEREAS, in Resolution #16-061, the Ingham County Board of Commissioners accepted $2,286,075 in Health Center Program Funding for the period of February 1, 2016 through January 31, 2017 from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA); and

WHEREAS, the HRSA funding included $80,000 to extend the agreement between Ingham County Health Department (ICHD) and CMH-CEI for a 1.0 FTE Mental Health Therapist for the term of February 1, 2016 through January 31, 2017 in an amount not to exceed $80,000; and

WHEREAS, all other terms of the agreement will remain the same; and

WHEREAS, the Ingham Community Health Center Board of Directors supports the extension to the agreement between Ingham County and CMH-CEI for a 1.0 FTE Mental Health Therapist; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an extension to the agreement between Ingham County and CMH-CEI for a 1.0 FTE Mental Health Therapist for the term of February 1, 2016 through January 31, 2017 in an amount not to exceed $80,000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an extension to the agreement between Ingham County and CMH-CEI for a 1.0 FTE Mental Health Therapist for the period of February 1, 2016 through January 31, 2017 in an amount not to exceed $80,000.

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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.

HUMAN SERVICES:  Yeas:  McGrain, Banas, Tennis, Koenig, Nolan, Case Naeyaert
Nays:  None    Absent:  Hope    Approved  4/04/2016

FINANCE:  Yeas:  Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert
Nays:  None    Absent:  None    Approved  4/06/2016
WHEREAS, in Resolution #16-061, the Ingham County Board of Commissioners accepted $2,286,075 in Health Center Program Funding for the period of February 1, 2016 through January 31, 2017 from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA); and

WHEREAS, the HRSA funding includes a requirement and funding for interpreter services within the Ingham County Health Centers; and

WHEREAS, in order to meet this requirement, this resolution authorizes an agreement between ICHD and STVCC for May 1, 2016 through January 31, 2017 at a prorated amount of $30,000; and

WHEREAS, following this term, the agreement will automatically renew on an annual basis for the amount of $40,000 per year with a term of February 1st through January 31st of each year, contingent upon funding; and

WHEREAS, this resolution also authorizes an extension of the existing agreement between ICHD and STVCC for the period of February 1, 2016 through February 29, 2016 at a prorated amount of $3,333; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports an amendment to extend the agreement between ICHD and STVCC for interpreter services and supports any budget adjustments necessary as part of extending the agreement; and

WHEREAS, the Health Officer recommends the Ingham County Board of Commissioners authorizes the amendment to extend the agreement between Ingham County and STVCC for interpreter services.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement between Ingham County and St. Vincent Catholic Charities for interpreter services from May 1, 2016 through January 31, 2017 at a prorated amount of $30,000.

BE IT FURTHER RESOLVED, following this term, the agreement will automatically renew on an annual basis for the amount of $40,000 per year with a term of February 1st through January 31st of each year, contingent upon funding.

BE IT FURTHER RESOLVED, this resolution also authorizes an extension of the existing agreement between ICHD and STVCC for the period of February 1, 2016 through February 29, 2016 at a prorated amount of $3,333.
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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.

HUMAN SERVICES:  Yeas:  McGrain, Banas, Tennis, Koenig, Nolan, Case Naeyaert  
Nays:  None  
Absent:  Hope  
Approved  4/04/2016

FINANCE:  Yeas:  Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
Nays:  None  
Absent:  None  
Approved  4/06/2016
WHEREAS, Iron Mountain, Inc. currently has approximately 7,700 cubic feet of Ingham County Health Department (ICHD) files stored; and

WHEREAS, ICHD sought bids from three vendors for the purpose of entering into an agreement for transport, storage and retrieval of files; and

WHEREAS, Iron Mountain, Inc. was determined to be the best external storage solution to store files in a secure environment; and

WHEREAS, ICHD Purchasing has reviewed and supports the use of Iron Mountain, Inc. for the transport, storage and retrieval of files; and

WHEREAS, the proposed fees by Iron Mountain, Inc. include $0.20 per cubic foot, $3.06 per file for retrieval, $3.06 per file for re-file and a $25.12 administrative fee per month; and

WHEREAS, the cost of these services are not to exceed $20,000.00 which will include monthly storage fees, administrative fees and file retrieval and re-file fees and will be for a one year period; and

WHEREAS, the cost for the storage of documents is included in the FY 16 Ingham County Health Department budget; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize a one year contract between Ingham County and Iron Mountain, Inc. for the transport, storage and retrieval of files.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a one year contract between Ingham County and Iron Mountain, Inc. for the transport, storage and retrieval of files effective the date of execution.

BE IT FURTHER RESOLVED, fees include $0.20 per cubic foot, $3.06 per file for retrieval, $3.06 per file for re-file and a $25.12 administrative fee per month.

BE IT FURTHER RESOLVED, the cost of these services are not to exceed $20,000.00 which will include monthly storage fees, administrative fees, file retrieval and re-file fees for a one year.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.
BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.

**HUMAN SERVICES:** **Yeas:** McGrain, Banas, Tennis, Koenig, Nolan, Case Naeyaert  
**Nays:** None  
**Absent:** Hope  
**Approved 4/04/2016**

**FINANCE:** **Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
**Nays:** None  
**Absent:** None  
**Approved 4/06/2016**
WHEREAS, in Resolution #15-413 the Ingham County Health Department (ICHD) accepted more than $4.6 million dollars in state/federal funds through the Comprehensive Agreement for 2015-2016; and

WHEREAS, the Comprehensive Agreement included $322,040 in state/federal funds for the HIV Ryan White Part B program; and

WHEREAS, the agreement currently in place was for the term of January 1, 2013 through December 31, 2015; and

WHEREAS, the new agreement shall be from January 1, 2016 through December 31, 2018; and

WHEREAS, the Infectious Disease Physician Services Agreement will be renewed at a 2% annual increase, for the amount of $93,693 in Year 1 (January 1, 2016 through December 31, 2016), in the amount of $95,566 in Year 2 (January 1, 2017 through December 31, 2017) and in the amount of $97,477 in Year 3 (January 1, 2018 through December 31, 2018; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the renewal of the agreement between ICHD and Michigan State University College of Osteopathic Medicine (MSU COM) for infectious disease physician services; and

WHEREAS, the Health Officer recommends the Ingham County Board of Commissioners authorize the renewal of the agreement between ICHD and MSU COM for infectious disease physician services for the term of January 1, 2016 through December 31, 2018.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with MSU COM for 0.4 full-time infectious disease physician services.

BE IT FURTHER RESOLVED, the new agreement shall be from January 1, 2016 through December 31, 2018.

BE IT FURTHER RESOLVED, the Infectious Disease Physician Services Agreement will be renewed at a 2% annual increase, for the amount of $93,693 in Year 1 (January 1, 2016 through December 31, 2016), in the amount of $95,566 in Year 2 (January 1, 2017 through December 31, 2017) and in the amount of $97,477 in Year 3 (January 1, 2018 through December 31, 2018.

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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.

**HUMAN SERVICES:**  Yeas: McGrain, Banas, Tennis, Koenig, Nolan, Case Naeyaert  
Nays: None  Absent: Hope  Approved 4/04/2016

**FINANCE:**  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
Nays: None  Absent: None  Approved 4/06/2016
WHEREAS, Capital City Labor Program Inc. (f/k/a Capital City Lodge #141, Fraternal Order of Police Labor Program, Inc.) is the exclusive representative for the purpose of collective bargaining for the Corrections Unit and the Law Enforcement Unit; and

WHEREAS, the parties identified an issue with the continuation of seniority for members that were transferred between the units; and

WHEREAS, the Capital City Labor Program Inc. and the Ingham County Sheriff met and conferred regarding the issue of seniority and the continuation thereof between the Corrections Unit and the Law Enforcement Unit; and

WHEREAS, the County Attorney prepared the attached Letter of Understanding between the parties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner authorizes the attached Letter of Understanding, correcting and clarifying the agreement.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

**LAW & COURTS:** Yeas: Crenshaw, Tsernoglou, Anthony, Banas, Maiville
Nays: None  Absent: Celentino, Schafer  **Approved 3/31/2016**

**COUNTY SERVICES:** Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None  Absent: Celentino  **Approved 4/05/2016**
Letter of Understanding
Between
Ingham County Sheriff
Capitol City Labor Program Inc. Corrections Unit
Capitol City Labor Program Inc. Law Enforcement Unit
f/k/a Capitol City Lodge #141 Fraternal Order of Police Labor Program, Inc.

SENIORITY

The parties having met and conferred regarding the issue of seniority and the continuation thereof between the Corrections Unit and the Law Enforcement Unit involving transfers between units,

NOW THEREFORE BE IT AGREED that:

Section 1. Seniority shall mean the status attained by continuous fulltime length of service from the date of hire in positions identified in the Corrections and Law Enforcement bargaining units.

Section 2. The Sheriff shall maintain a roster of bargaining unit employees, arranged according to seniority, showing name, position, class and seniority dates, and shall furnish a copy to the Division at the first of each year, or as soon thereafter as practical.

Section 3. An employee originally hired into the Corrections unit, or Law Enforcement unit and subsequently transferred to a grant funded position shall maintain his/her seniority from the original date of hire and shall be treated in all respects as a regular County employee for purposes of seniority.

Employees hired into the Correction unit or Law Enforcement Unit under a State or Federal grant shall be treated the same as regular funded County employees for the purposes of layoff and recall; excepting, however if the State and/or Federal grant requires different layoff and recall procedures.

Section 4. A. Deputies transferred from a fulltime Corrections Deputy assignment to a fulltime Field Service or Staff Service Deputy assignment shall retain their seniority with the corrections unit based on their earliest date of hire into a Corrections or Law Enforcement position.

B. Deputies transferred from a fulltime Field Service or Staff Service Deputy assignment to a fulltime Corrections Deputy assignment shall retain their seniority with the Law Enforcement unit based on their earliest date of hire into a Law Enforcement or Correction position.
Section 5. The above Agreement shall apply to and be for the purpose of:

A. Shift Bid,
   and
B. Pass Day,
   and
C. Vacation Day Selection,
   and
D. Layoff and recall rights
   only.

Further that this Letter of Agreement will be effective through the end of the current contract which expires on ______________________________

WHEREFORE, the parties have executed this Agreement this ____ day of ________, 2016.

PARTIES:  DATE:

COUNTY OF INGHAM

____________________________
Kara Hope, Chairperson
County Board of Commissioners

SHERIFF OF INGHAM COUNTY

____________________________
Sheriff Gene Wriggelsworth

UNION AGENT

____________________________
Steven T. Lett

____________________________
Thomas Krug
WHEREAS, the Ingham County Animal Control Department’s UAW employees have a Letter of Understanding under which they staffed an after-hours on call phone; and

WHEREAS, ICAC’s UAW employees are unanimous in their desire to no longer perform the duties specified in the LOU; and

WHEREAS, ICAC employees under the Capital City Labor Program (CCLP) are willing to take on this responsibility; and

WHEREAS, current funding for the responsibilities covered in the Letter of Understanding will not change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached Letter of Understanding with the UAW to cancel the previous LOU which specified terms under which UAW members would staff the ICAC on call phone.

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

LAW & COURTS:  Yeas: Crenshaw, Tsernoglou, Anthony, Banas, Maiville  
Nays: None  
Absent: Celentino, Schafer  
Approved 3/31/2016

COUNTY SERVICES:  Yeas: Nolan, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  
Absent: Celentino, Koenig  
Approved 4/05/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
Nays: None  
Absent: None  
Approved 4/06/2016
LETTER OF UNDERSTANDING BETWEEN
COUNTY OF INGHAM (Employer)
And
UNITED AUTO WORKERS (Union) and its
TECHNICAL, OFFICE, PARAPROFESSIONAL and SERVICE (TOPS) EMPLOYEE
UNIT

WHEREAS, the Employer and the Union have entered a collective bargaining agreement extending through December 31, 2017 (the “CBA”); and

WHEREAS, as part of the CBA, the parties continued a Letter of Understanding concerning Standby/On-Call lists for all non-probationary, full-time employees within the Office Coordinator, Redemption Clerk/ Dispatcher, and Volunteer Assistant classifications in the Animal Control Department that had been in place since approximately 2014 (the “LOU”); and

WHEREAS, the Union and the Employer have been advised that the LOU is no longer needed; and

WHEREAS, the parties mutually agree to terminate the LOU.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. The LOU concerning the Standby/On-Call for all non-probationary, full-time employees within the Office Coordinator, Redemption Clerk/Dispatcher, and Volunteer Assistant classifications in the Animal Control Department is hereby terminated and no longer in effect.

2. The balance of the CBA will remain in full force and effect for the duration of the CBA’s term.

IT IS FURTHER AGREED THAT this Letter of Understanding shall be unique to this case and neither the Employers nor Unions waive any rights as to other future cases. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

COUNTY OF INGHAM

Kara Hope, Chairperson
Ingham County Board of Commissioners

UNITED AUTO WORKERS

Sally Auer, UAW Chairperson

APPROVED AS TO FORM
COHL, STOKER & TOSKEY, P.C.

Mattis D. Nordfjord, Esq.
INTRODUCED BY THE LAW & COURTS, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT THE “ON CALL” LETTER OF UNDERSTANDING WITH CAPITAL CITY LABOR PROGRAM

RESOLUTION # 16 –

WHEREAS, the Ingham County Animal Control Department has need for employees to carry and answer an on call phone for the purpose of assisting foster volunteers with certain medical emergencies with their foster animals and to respond to after-hours alarms; and

WHEREAS, ICAC’s UAW employees are unanimous in their desire to no longer perform these duties; and

WHEREAS, ICAC’s Capital City Labor Program (CCLP) employees (animal care and ACO staff) are willing to take on this responsibility; and

WHEREAS, current funding for the responsibilities covered in the Letter of Understanding will not change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached Letter of Understanding with the CCLP specifying terms under which CCLP members would staff the ICAC on call phone.

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

LAW & COURTS:  Yeas:  Crenshaw, Tsernoglou, Anthony, Banas, Maiville  
Nays: None  Absent: Celentino, Schafer  Approved  3/31/2016

COUNTY SERVICES:  Yeas: Nolan, Bahar-Cook, Tsernoglou, Hope, Maiville  
Nays: None  Absent: Celentino, Koenig  Approved  4/05/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
Nays: None  Absent: None  Approved  4/06/2016
LETTER OF UNDERSTANDING BETWEEN
COUNTY OF INGHAM (Employer)
AND
CAPITOL CITY LABOR PROGRAM, INC.
Animal Control Unit (Union)

Standby/On-Call: Animal Control Employees

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (the "Employer") and the CAPITOL CITY LABOR PROGRAM, INC. (the "Union") have agreed to a collective bargaining agreement for the Animal Control employees bargaining unit from January 1, 2016, through December 31, 2017 (the “CBA”); and

WHEREAS, the Employer and the Union wish to enter this Letter of Understanding to supplement the CBA regarding on-call time for Employees in Animal Control only (the “LOU”).

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. Standby/On-Call list will be established annually for all non-probationary, full-time employees within the Animal Control Officer, Veterinary Technician and Animal Shelter Operator classifications. Employees within these classifications will sign up for such lists annually, provided however, the list must have 1 employee sign up in each Standby/On-Call slot. If no employees sign up for the Standby/On-Call slots, an additional employee will be added by the Employer based on the employee from the eligible classification with the least amount of overtime worked so that there is at least 1 employee in each Standby/On-Call slot.

2. The Standby/On-Call list will be arranged by seniority, beginning with the person with the highest seniority in the first position on the list and descending from there. Employees on the Standby/On-Call list will select a week for Standby/On-Call assignment from the initial weeks available. Thereafter, Standby/On-Call assignments will rotate by week for Standby/On-Call duty, with the order initially selected repeating itself. However, by mutual agreement of the employees involved and with the Director's approval, the employees may exchange their Standby/On-Call day(s) with another employee from the list.

3. Each Standby/On-Call week assignment will run for 7 consecutive days.

4. In the event that an employee assigned to Standby/On-Call has called into work sick, then the Employer shall attempt to fill that Standby/On-Call assignment from volunteers. If the assignment remains unfilled, the least senior eligible employee on the list will be assigned the Standby/On-Call. In the event that an employee assigned to Standby/On-Call is anticipated to be off work for a pay period or more, or if an employee on the list leaves County employment, the Employer will first seek volunteers to fill that employee's Standby/On-Call assignments from those eligible employees. If the assignments remain unfilled, eligible employees will be assigned to the Standby/On-Call assignments on a rotating basis.

5. Employees who are on Standby/On-Call shall carry a cell phone or other communication device issued by the Employer, shall remain within its range, and be able to return to the Animal Control Shelter within 1 hour after being called in to work.
6. Employees shall have the option to opt out of serving on Standby/On-Call and shall sign a notice stating they are choosing to do so.

7. The Standby/On-Call employee is only required to answer the cell phone during the hours that the Animal Control Shelter is closed.

8. Animal Control employees on Standby/On-Call for each week shall be paid for Standby/On-Call time at the rate of $20.00 for each weekday and $25.00 for each weekend day, for a maximum weekly total of $150.00.

9. Employees on the Standby/On-Call lists shall also be entitled to a minimum of 3 hours pay, if called in to work. This shall be in addition to Standby/On-Call pay.

10. All the other terms and condition specified in the CBA shall remain in full force and effect.

11. This LOU shall be reviewed by both parties on, at least, an annual basis to ensure that it meets the needs of both parties. Any modification of this LOU must be in writing and signed by the parties hereto.

IT IS FURTHER AGREED THAT this LOU shall be unique to this case and neither the Employer nor Union waive any rights as to other future cases. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.
WHEREAS, the Ingham County Animal Control Department management believes that the department would have an increased operational efficiency if lead worker positions are created for the animal care and animal control officer (ACO) divisions; and

WHEREAS, the National Animal Care and Control Association (NACA) recommended creation of division leads for ICAC in their 2015 study of the department; and

WHEREAS, ICAC employees and the Capital City Labor Program (CCLP) agree that creating two new “lead” workers would benefit ICAC operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a reorganization creating a lead worker in the animal care division to be paid a stipend of $3,200 annually in addition to regular wages and a lead ACO position to be paid a stipend of $3,700 annually in addition to regular wages as described by the attached job descriptions.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget.

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

LAW & COURTS: Yeas: Crenshaw, Tsernoglou, Anthony, Banas, Maiville
Nays: None Absent: Celentino, Schafer  Approved 3/31/2016

COUNTY SERVICES: Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None Absent: Celentino  Approved 4/05/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert
Nays: None Absent: Tennis  Approved 4/06/2016
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING PARTICIPATION WITH THE MERIDIAN TOWNSHIP
POLICE DEPARTMENT HIGHWAY SAFETY GRANT

RESOLUTION # 16 –

WHEREAS, the Meridian Township Police Department entered into a Traffic Enforcement Grant Agreement with the Michigan Department of State Police’s Office of Highway Safety Planning; and

WHEREAS, the purpose is to provide enforcement action to decrease the number of drunk driving violations and seatbelt violations by conducting random patrols, specifically for enforcement against those violations within Ingham County; and

WHEREAS, the Ingham County Sheriff’s Office wishes to participate with the Meridian Township Police Department in the operation of the Traffic Enforcement Grant acquired by the Meridian Township Police Department; and

WHEREAS, Meridian Township Police Department shall reimburse Ingham County from the grant funds for the Sheriff Deputies’ overtime wages and personnel costs not to exceed $63,992.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff’s Office to participate with the Meridian Township Police Department in the Traffic Enforcement grant for an amount up to $63,992.00 for the time period of October 1, 2015 through September 30, 2016.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Ingham County Sheriff’s Office 2016 budget in accordance with this resolution.

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

LAW & COURTS:  Yeas:  Crenshaw, Tsernoglou, Anthony, Banas, Maiville
         Nays:  None   Absent:  Celentino, Schafer   Approved  3/31/2016

FINANCE:  Yeas:  Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert
         Nays:  None   Absent:  None   Approved  4/06/2016
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING PARTICIPATION WITH THE MERIDIAN TOWNSHIP POLICE DEPARTMENT YOUTH ALCOHOL ENFORCEMENT GRANT

RESOLUTION # 16 –

WHEREAS, the Meridian Township Police Department entered into a Youth Alcohol Enforcement Grant Agreement with the Michigan Department of State Police’s Office of Highway Safety Planning; and

WHEREAS, the purpose is to provide enforcement action to decrease consumption of alcohol by minors and to increase compliance with Ingham County’s liquor licensees by conducting compliance checks at licensed establishments throughout Ingham County; and

WHEREAS, the Ingham County Sheriff’s Office wishes to participate with the Meridian Township Police Department in the operation of the Youth Alcohol Enforcement Grant acquired by the Meridian Township Police Department; and

WHEREAS, Meridian Township Police Department shall reimburse Ingham County from the grant funds for the Sheriff Deputies’ overtime wages and personnel costs not to exceed $24,999.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff’s Office to participate with the Meridian Township Police Department in a Youth Alcohol Enforcement grant for an amount up to $24,999.00 for the time period of October 1, 2015 through September 30, 2016.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Ingham County Sheriff’s Office 2016 budget in accordance with this resolution.

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

LAW & COURTS:  Yeas:  Crenshaw, Tsernoglou, Anthony, Banas, Maiville  
Nays:  None  Absent:  Celentino, Schafer  Approved  3/31/2016

FINANCE:  Yeas:  Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert  
Nays:  None  Absent:  None  Approved  4/06/2016