AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. TIME FOR MEDITATION

V. APPROVAL OF THE MINUTES FROM DECEMBER 13, 2016 AND JANUARY 3, 2017

VI. ADDITIONS TO THE AGENDA

VII. RECOMMENDATION FROM FOIA APPEALS COMMITTEE REGARDING

STEVEN R. HARRY, APPEAL OF THE DECEMBER 14, 2016 DENIAL OF THE FREEDOM OF INFORMATION ACT REQUEST RELATED TO THE SHERIFF’S OFFICE GENERAL ORDER NO. 240, WHICH ADDRESSES THE OPERATION OF DEPARTMENT VEHICLES

VIII. PETITIONS AND COMMUNICATIONS

1. A LETTER DATED DECEMBER 13, 2016 FROM THE DEPARTMENT OF ENVIRONMENTAL QUALITY REGARDING THE AIR QUALITY DIVISION’S PENDING NEW SOURCE REVIEW APPLICATION REPORT

2. A LETTER DATED JANUARY 10, 2017 FROM THE DEPARTMENT OF ENVIRONMENTAL QUALITY REGARDING THE AIR QUALITY DIVISION’S PENDING NEW SOURCE REVIEW APPLICATION REPORT

IX. LIMITED PUBLIC COMMENT

X. CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIR

XI. CONSIDERATION OF CONSENT AGENDA

XII. COMMITTEE REPORTS AND RESOLUTIONS

3. COUNTY SERVICES COMMITTEE – RESOLUTION RECOGNIZING BLACK HISTORY/CULTURAL DIVERSITY MONTH IN INGHAM COUNTY

4. COUNTY SERVICES COMMITTEE – RESOLUTION MAKING AN APPOINTMENT TO THE FARMLAND AND OPEN SPACE PRESERVATION BOARD
5. COUNTY SERVICES COMMITTEE – RESOLUTION HONORING WINSTON O’NEAL

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

7. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE A PROFESSIONAL ENGINEERING SERVICES CONTRACT FOR THE KERNS ROAD SALT STORAGE SITE CLOSURE PROJECT WITH ENVIROSOLUTIONS, INC.

8. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE A FIRST PARTY CONSTRUCTION CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC. A SECOND PARTY AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND A THIRD PARTY AGREEMENT WITH DART CONTAINER CORPORATION IN RELATION TO A ROAD RECONSTRUCTION PROJECT FOR CEDAR STREET FROM COLLEGE ROAD TO LEGION DRIVE

9. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A SERVICE CONTRACT WITH BENTLEY SYSTEMS, INCORPORATED

10. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING A LETTER OF UNDERSTANDING BETWEEN COUNTY OF INGHAM (Employer) AND OPEIU LOCAL #512 (Union) REGARDING INITIAL RECLASSIFICATION OR PROMOTION SALARY STEP FOR THE INGHAM COUNTY ROAD DEPARTMENT

11. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF MASON REGARDING RAYNER PARK

12. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION AUTHORIZING AN AGREEMENT WITH THE INGHAM CONSERVATION DISTRICT

13. HUMAN SERVICES COMMITTEE – RESOLUTION TO APPROVE THE HEALTH DEPARTMENT’S STRATEGIC PLAN FOR 2017-2019

14. HUMAN SERVICES COMMITTEE – RESOLUTION TO APPROVE THE HEALTH DEPARTMENT’S PLAN OF ORGANIZATION

15. HUMAN SERVICES COMMITTEE – RESOLUTION HONORING SHARON MORGAN
16. HUMAN SERVICES AND COUNTY SERVICES COMMITTEES – RESOLUTION TO APPROVE A POLICY PROHIBITING THE USE OF ELECTRONIC SMOKING DEVICES WITHIN INGHAM COUNTY OFFICES

17. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A CONTRACT WITH BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE CAPITAL AREA MENTORING PARTNERSHIP PROGRAM FOR 2017

18. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT FOR MICHIGAN STATE UNIVERSITY EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY APPROVING THE ANNUAL WORK PLAN FOR 2017

19. LAW AND COURTS COMMITTEE – RESOLUTION MAKING AN APPOINTMENT TO THE INGHAM FAMILY CENTER ADVISORY BOARD

20. LAW AND COURTS COMMITTEE – RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN STATE UNIVERSITY COLLEGE OF VETERINARY MEDICINE

XIII. SPECIAL ORDERS OF THE DAY

XIV. PUBLIC COMMENT

XV. COMMISSIONER ANNOUNCEMENTS

XVI. ADJOURNMENT

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

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

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

Chairperson Hope called the December 13, 2016 Regular Meeting of the Ingham County Board of Commissioners to order at 6:30 p.m.

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

Members Absent: Banas, Tennis, and Tsernoglou

A quorum was present.

PLEDGE OF ALLEGIANCE

Chairperson Hope asked Derrick Quinney, Register of Deeds, 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 meditation.

APPROVAL OF THE MINUTES

Commissioner Schafer moved to approve the minutes of the November 22, 2016 meeting. Commissioner Koenig supported the motion.

The motion carried unanimously. Absent: Commissioners Banas, Tennis, and Tsernoglou.

ADDITIONS TO THE AGENDA

PUBLIC HEARING FOR A BROWNFIELD PLAN FOR THE ELEVATION AT THE OKEMOS POINTE: 2360 JOLLY ROAD (PORTION); 2398 JOLLY ROAD (PORTION); 2350 JOLLY OAK ROAD (PORTION); 2360 JOLLY OAK ROAD; 2362 JOLLY OAK ROAD, MERIDIAN CHARTER TOWNSHIP, MICHIGAN

Chairperson Hope stated that, without objection, this public hearing would be added immediately following Petitions and Communications.

Commissioner Hope stated that the Board Rules stated that resolutions would ordinarily be referred to a committee unless there was a two-thirds vote to allow the resolution to be considered by the Board immediately. She asked if there was a motion to consider the following resolutions:

BOARD OF COMMISSIONERS – RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT WAGE REOPENERS WITH THE CAPITOL CITY LABOR PROGRAM, INC. – LAW ENFORCEMENT UNIT
Commissioner Crenshaw moved to consider the resolution. Commissioner Bahar-Cook supported the motion. The motion carried unanimously. Absent: Commissioners Banas, Tennis, and Tsernoglou.

This agenda item was previously numbered as Agenda Item No. 5.

RESOLUTION HONORING ST. MATTHEW AFRICAN METHODIST EPISCOPAL CHURCH ON THEIR 50TH ANNIVERSARY

Commissioner Crenshaw moved to consider the resolution. Commissioner Schafer supported the motion. The motion carried unanimously. Absent: Commissioners Banas, Tennis, and Tsernoglou.

Chairperson Hope stated that this resolution would be added as Agenda Item No. 56.

Chairperson Hope stated that there was additional material for Agenda Item No. 18.

PETITIONS AND COMMUNICATIONS

NOTICE OF PUBLIC HEARING FROM THE CITY OF MASON REGARDING 322 SOUTH JEFFERSON STREET (COMMERCIAL BANK). Referred to the Finance Committee.

LUTHER A BONNER’S NOTICE OF RESIGNATION FROM THE EDC AND BRA BOARDS. Accepted and placed on file.

NOTICE OF PUBLIC HEARING FROM THE CITY OF LANSING REGARDING BROWNFIELD PLAN #66 – FLUID CHILLER REDEVELOPMENT PROJECT. Referred to the Finance Committee.

NOTICE FROM VEVAY TOWNSHIP REGARDING VEVAY TOWNSHIP PLANNING COMMISSION DRAFT MASTER PLAN. Placed on file.

PUBLIC HEARING FOR A BROWNFIELD PLAN FOR THE ELEVATION AT THE OKEMOS POINTE: 2360 JOLLY ROAD (PORTION); 2398 JOLLY ROAD (PORTION); 2350 JOLLY OAK ROAD (PORTION); 2360 JOLLY OAK ROAD; 2362 JOLLY OAK ROAD, MERIDIAN CHARTER TOWNSHIP, MICHIGAN

Chairperson Hope stated that the public hearing was open.

Sandy Gower, Economic Development, provided an overview of the proposed Brownfield Plan.

Chairperson Hope stated that the public hearing was closed.

AGENDA ITEM NO. 47

Chairperson Hope stated that, without objection, Agenda Item No. 47 would be addressed at this time in the Agenda.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION THANKING GRETCHEN WHITMER FOR HER SERVICE TO INGHAM COUNTY AS PROSECUTING ATTORNEY

RESOLUTION #16 – 544

WHEREAS, the July 2, 2016 resignation of the Ingham County Prosecutor created a vacancy for the chief law enforcement official within the County of Ingham, the Prosecuting Attorney; and

WHEREAS, the Ingham County Circuit Court Judges unanimously appointed Gretchen Whitmer to serve as the Prosecuting Attorney, effective July 2, 2016 through the end of the year, when a newly elected Prosecutor will take office; and

WHEREAS, recognizing the need to rebuild the public's trust and confidence in the Prosecuting Attorney’s Office as soon as possible, she accepted the appointment due to her dedication to public service and the citizens of the County of Ingham; and

WHEREAS, during a very difficult time in the County of Ingham, with the assistance of the great staff within the Prosecuting Attorney’s Office, she was able to regain the trust, confidence and restore integrity within the Prosecuting Attorney’s Office; and

WHEREAS, to maintain trust in the integrity of the office long term, she implemented formal standards of ethics and established a training protocol for Assistant Prosecuting Attorneys within the Office; and

WHEREAS, the revelation of potential evidence destruction at the Ingham County Sheriff’s Office called into question the impact of missing evidence on cases in the County of Ingham, Gretchen initiated an investigation by the Michigan State Police and an evaluation by a Special Prosecutor to ensure the integrity of past and pending cases; and

WHEREAS, Gretchen recognized the need to make immediate improvements to the office; among other changes, she implemented a dedicated Assistant Prosecutor to handle felony domestic violence cases within the County of Ingham and expanded the Diversion Program by adding a caseworker in 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby thank Gretchen Whitmer for her service to the County of Ingham and its citizens as Prosecuting Attorney.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to Gretchen Whitmer and the dedicated employees of the Prosecuting Attorney’s Office for reestablishing trust, confidence and honor within the Office of the Prosecuting Attorney.

LAW & COURTS: Yeas: Crenshaw, Celentino, Anthony, Banas, Schafer, Maiville
Nays: None    Absent: Tsernoglou    Approved  12/01/2016

FINANCE:  Yeas:  Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None    Absent: Tennis, Anthony    Approved  12/07/2016

Commissioner Anthony moved to approve the resolution. Commissioner Maiville supported the motion.

The motion carried unanimously. Absent: Commissioners Banas, Tennis, and Tsernoglou.

Commissioner Crenshaw presented the resolution to Prosecuting Attorney Gretchen Whitmer.

Prosecuting Attorney Whitmer thanked the Board of Commissioners. She stated that it was an honor to work with the Prosecuting Attorney’s Office.
LIMITED PUBLIC COMMENT

Todd Cook thanked Commissioner Bahar-Cook for her service to the County.

Register Quinney stated that he opposed the Hay Study and supported Agenda Item No. 21. He thanked Commissioner Bahar-Cook for her service to the County.

Lora Sabin read a statement into the record, and this statement is attached as Attachment A.

Wayne Sieloff, Capital Area International Airport Authority CEO, introduced himself to the Board of Commissioners.

CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIR

None.

CONSIDERATION OF CONSENT AGENDA

Commissioner Maiville moved to adopt a consent agenda consisting of all action items except Agenda Item No. 10, 14, 15, 19, 20, 28, and 43. Commissioner Maiville noted that Agenda Item No. 47 was already approved and as such would not be included on the consent agenda. Commissioner Celentino supported the motion.

The motion carried unanimously. Absent: Commissioners Banas, Tennis, and Tsernoglou.

Those agenda items that were on the consent agenda were adopted by unanimous roll call vote. Absent: Commissioners Banas, Tennis, and Tsernoglou.

Items voted on separately are so noted in the minutes.
INTRODUCED BY THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENERS WITH THE CAPITOL CITY LABOR PROGRAM, INC. –
LAW ENFORCEMENT UNIT

RESOLUTION # 16 – 503

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and Capitol City Labor Program, Inc. – Law Enforcement Unit for the period January 1, 2015 through December 31, 2017; and

WHEREAS, the agreement included a wage reopener for 2016 and 2017; and

WHEREAS, an agreement regarding the 2016 and the 2017 wage reopener has been reached between representatives of Ingham County and Capitol City Labor Program, Inc. – Law Enforcement Unit; and

WHEREAS, the wage reopener agreement for a 1% increase, effective January 1, 2016 and for a 1% increase, effective January 1, 2017 has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2016 and 2017 wage reopener agreements between Ingham County and Capitol City Labor Program Inc. – Law Enforcement Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2016 and 2017 wage reopener, subject to the approval as to form by the County Attorney.

Adopted as part of the consent agenda.
RESOLUTION CONGRATULATING THE CAPITAL AREA HISPANIC COMMUNITY REPRESENTATIVE AND THE GREATER LANSING HISPANIC CHAMBER OF COMMERCE ON THE EVENT OF THE 34TH ANNUAL HISPANIC CHRISTMAS SYMPOSIUM

RESOLUTION # 16 – 504

WHEREAS, the 34th Annual Hispanic Christmas Symposium, will be held on Wednesday, December 14, 2016, hosted by the Capital Area Hispanic Community Representatives (CAHCR) and the Greater Lansing Hispanic Chamber of Commerce; and

WHEREAS, the purpose of the Symposium is to provide an opportunity for individuals from different cultural backgrounds to interact in an informal setting and to share in the spirit of the season; and

WHEREAS, since the first Symposium was held, the Capital Area Hispanic Community Representatives (CAHCR) has used this event to honor the work of individuals within the community who work to uplift and promote the Hispanic community in the Greater Lansing area; and

WHEREAS, the Greater Lansing Hispanic Chamber of Commerce continually strives to increase the visibility and business growth opportunities of Mid-Michigan’s Hispanic and minority owned businesses and community organizations; and

WHEREAS, donations from the 2016 Symposium will benefit the Cristo Rey Community Center and the Greater Lansing Food Bank.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates the Capital Area Hispanic Community Representative and the Greater Lansing Hispanic Chamber of Commerce on the event of the 34th Annual Hispanic Christmas Symposium.

BE IT FURTHER RESOLVED, that the Board wishes them continued success in future endeavors.

COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
Nays: None Absent: Koenig, Tsernoglou Approved 12/06/2016

Adopted as part of the consent agenda.
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 – 505

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 November 21, 2016 as submitted.

COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
Nays: None     Absent: Koenig, Tsernoglou     Approved 12/06/2016

Adopted as part of the consent agenda.
# INGHAM COUNTY ROAD DEPARTMENT

## LIST OF CURRENT PERMITS ISSUED

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**MANAGING DIRECTOR:** ____________________________
RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH THE FRIENDS OF THE LANSING REGIONAL TRAILS AMBASSADOR PROGRAM

RESOLUTION # 16 – 506

WHEREAS, it has been determined that Ingham County Parks would benefit from the expertise and involvement of the Friends of the Lansing Regional Trails Ambassador Program; and

WHEREAS, the Memorandum of Understanding (MOU) would initiate frameworks of a high degree of cooperation between Friends of the Lansing Regional Trails Ambassador Program and Ingham County Parks for mutually beneficial programs, projects, and trails and river activities at the county park level; and

WHEREAS, the Friends of the Lansing Regional Trails Ambassador Program and Ingham County Parks are agreeable to this arrangement, as reflected in the attached Memorandum of Understanding between the parties.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the attached Memorandum of Understanding with the Friends of the Lansing Regional Trails Ambassador Program.

BE IT FURTHER RESOLVED, the term of the Memorandum of Understanding shall be from the date of execution until January 1, 2020.

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

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
Nays: None  Absent: Koenig, Tsernoglou  Approved 12/06/2016

Adopted as part of the consent agenda.
MEMORANDUM OF UNDERSTANDING

2016 – 2020

By and Between

Friends of the Lansing Regional Trails

&

The County of Ingham acting on behalf of the Parks Department
MEMORANDUM OF UNDERSTANDING
between
Friends of the Lansing Regional Trails (FLRT)
and
The County of Ingham acting on behalf of the Parks Department

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Friends of the Lansing Regional Trails, a Michigan Nonprofit Corporation, hereinafter referred to as FLRT, and the COUNTY OF INGHAM, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “County”) acting on behalf of the Ingham County Parks Department.

PURPOSE:
The purpose of this MOU is to initiate frameworks of a high degree of cooperation between FLRT and the County. This institutes a beginning for mutually beneficial programs, projects, and trails and river activities at the county park level. These programs, projects, and activities comprise part of the Ingham County Parks multiple use mission and service the public.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY MUTUALLY AGREED, as follows:

A. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:
Ingham County Parks’ benefits include an active partnership with FLRT to plan, build, maintain and promote designated trails and waterways in Ingham County.

This cooperative effort is provided through the strategic planning of trail development and provides a public service to all trail users.

B. Ingham County Parks may:
1. Work with FLRT to identify opportunities (trail projects, education, and assistance) and jointly pursue such projects with the FLRT’s Ambassador Program.
2. Make Ingham County Parks trails and rivers available for related activities, subject to applicable laws, regulations, policy, plans and other management direction.
3. Provide to the public the appropriate rules and regulations pertaining to recreation on county property.
4. If possible, Ingham County Parks may provide hand tools for volunteers working on trail maintenance. Such tools could include but are not limited to: shovels, folding hand-saws, loppers, wheel barrows, hand trimmers, etc.
5. Be receptive to expanded use of trails and rivers, including but not limited to: snow trails, fat tire biking, assistive devices or equipment further expanding access to Ingham County Parks trail systems by all users and those with varied physical or mental abilities.
6. Promote awareness and trail and river access throughout the Ingham County Parks trail system through social media and other channels.
C. FLRT may:

1. Work with Ingham County Parks to identify appropriate partnership opportunities (trail projects, promotion and education programs) and jointly pursue such projects in conjunction with the trail and river community and the Ingham County Parks.

2. Provide technical assistance with projects, educational activities, grant applications, and trail and river activities and management.

3. Under the direction of Ingham County Parks staff, assist in coordinating trail development and maintenance using volunteers.

4. Advocate that to the best possible extent, utilize best-practices of trail development and management with a focus on user safety, environmental protection and trail system financial and environmental sustainability.

5. Monitor the trail system and assist in removing incidental debris such as leaves, limbs, sticks, etc. on all trails.

6. Organize volunteer trail maintenance events to assist in maintenance of the trails within the confined resources of FLRT.

7. Encourage safe and courteous trail use, and provide signage about trail use ethics.

8. Promote awareness and access throughout the Ingham County Parks trail system through social media and other channels.

9. Help identify and advocate current trends as part of the 5 year master plan public input and stakeholder process including but not limited to: approved/authorized uses, assistive devices or equipment further expanding access to Ingham County Parks trail systems by all users and those with varied physical or mental abilities.

10. Provide available hand tools for use by volunteers for trail maintenance.

D. LIABILITY:

a. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the FLRT in the performance of this Agreement shall be the responsibility of the FLRT, and not the responsibility of the County, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the FLRT, any volunteer, subcontractor, or anyone directly or indirectly employed by the FLRT.

b. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the County in the performance of this Agreement shall be the responsibility of the County and not the responsibility of the FLRT if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any County employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees as provided by statute or court decisions.

c. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and the FLRT in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the County and the FLRT in relation to each party’s responsibilities under these joint activities provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees, respectively, as provided by statute or court decisions.
E. INSURANCE:
   a. FLRT shall purchase and maintain insurance not less than the limits set forth below. All
      coverages shall be with insurance companies licensed and admitted to do business in the State of
      Michigan and with insurance carriers acceptable to the County and have a minimum A.M. Best
      Company’s Insurance Reports rating of A or A- (Excellent).
   b. General Liability Insurance on an “Occurrence Basis” with limits of liability not less than
      $1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the
      following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent
      Contractors Coverage; (D) Broad Form General Liability Endorsement or Equivalent.
   c. Proof of Insurance - FLRT shall provide to the County at the time the Agreements are returned
      by it for execution, two (2) copies of certificates of insurance for each of the policies mentioned
      above. If so requested, certified copies of all policies will be furnished.

F. NONDISCRIMINATION. The FLRT, as required by law, shall not discriminate against a person to be
   served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or
   privileges of employment, or a matter directly or indirectly related to employment because of race,
   color, religion, national origin, age, sex, gender identity, disability that is unrelated the individual’s
   ability to perform the duties of a particular job or position, height, weight, or marital status. The FLRT
   shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting
   discrimination, including, but not limited to the following:
      a. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended;
      b. The Persons With Disabilities Civil Rights Act, 1976 PA 220, as amended;
         promulgated thereunder; and
      d. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327, as amended, and
         regulations promulgated thereunder.

Breach of this section shall be regarded a material breach of this Agreement. In the event FLRT is
found not to be in compliance with this section, the County may terminate this Agreement effective as of
the date of delivery of written notification to FLRT.

G. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:
   1. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Ingham
      County Parks under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).
   2. MODIFICATION. Modifications within the scope of the instrument shall be made by mutual
      consent of the parties, by the issuance of a written modification, signed and dated by all parties,
      prior to any changes being performed.
   3. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument shall be made by mutual
      consent of the parties, by the issuance of a written modification, signed and dated by all parties,
      prior to any changes being performed.
   4. TERMINATION. Any of the parties, in writing, may terminate the instrument in whole, or in
      part, at any time before the date of expiration.
   5. PRINCIPAL CONTACTS. The principle contacts for this instrument are:

| Ingham County Parks | FLRT Contact |
6. NON-FUND OBLIGATING DOCUMENT. This instrument is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for Government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.

7. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of last signature and is effective through January 1, 2020 at which time it will expire unless extended.

8. WAIVERS. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

9. AGREEMENT MODIFICATIONS. All modifications to this Agreement must be mutually agreed upon by the parties, and incorporated into written amendments to this Agreement after approval by the County’s Board of Commissioners, and signed by their duly authorized representatives.

10. PURPOSE OF SECTION TITLES. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

11. COMPLETE AGREEMENT. This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

12. SEVERABILITY. If any part of this Agreement is found by a Court or Tribunal of competent jurisdiction to be invalid, unconstitutional or beyond the authority of either party to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect. If the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the parties.

13. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT. The people signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.
DECEMBER 13, 2016 REGULAR MEETING

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

<table>
<thead>
<tr>
<th>COUNTY:</th>
<th>FLRT:</th>
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<tbody>
<tr>
<td>Kara Hope -- Chairperson</td>
<td>Tony Beyers, President</td>
</tr>
<tr>
<td>Ingham County Board of Commissioners</td>
<td>Friends of the Lansing Regional Trails</td>
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<tr>
<th>Date</th>
<th>Date:</th>
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APPROVED AS TO FORM
FOR THE COUNTY OF INGHAM:
COHL, STOKER & TOSKEY, P.C.

Mattis D. Nordfjord
ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 9

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING RAELYN KATELEY

RESOLUTION # 16 – 507

WHEREAS, Raelyn Kateley began her employment with the Ingham County Parks Department in 1994 as an Account Clerk; and

WHEREAS, throughout her career she was responsible for processing payroll, accounts payable, p-card statement processing, entering cash receipts, entering PARs (personnel action requests), processing U.S. passport applications, inputting park shelter reservations, and responding to customer and employee inquiries; and

WHEREAS, Raelyn’s commitment to providing exceptional customer service has proven to be a great asset to the County Parks Department and Ingham County; and

WHEREAS, during her career Raelyn was dedicated, knowledgeable and loyal to the Parks Department mission to provide quality outdoor recreation opportunities and facilities for all segments of our population and to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation, and professional management of park lands.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby honors Raelyn Kateley for her outstanding quality of work and extends its sincere appreciation for her contributions during her years of dedicated service to the Ingham County Parks Department.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Raelyn its best wishes for continued success in all her future endeavors.

COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
Nays: None Absent: Koenig, Tsernoglou Approved 12/06/2016

Adopted as part of the consent agenda.
DECEMBER 13, 2016 REGULAR MEETING

ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 10

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING KEVIN DOUGLAS

RESOLUTION # 16 – 508

WHEREAS, Kevin Douglas began his employment in 2000 with what was then the Ingham County Management Information Services Department as a programmer; and

WHEREAS, throughout his career Kevin has been responsible for various projects including converting the County Friend of the Court system to the one used by the State of Michigan, setting up the ability to process payments with credit cards, and the implementation of the OnBase imaging system very much still in use today; and

WHEREAS, Kevin’s commitment to finding effective solutions has been proven to be a very beneficial to our many County departments and Ingham County; and

WHEREAS, during his career Kevin was a source of knowledge, loyalty, and wit for his fellow Innovation and Technology Department staff while being approachable with his congenial easygoing manner.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby honors Kevin Douglas for his steadfastness in overcoming technical challenges and extends its sincere appreciation for his contributions during his years of dedicated service to the Ingham County Innovation and Technology Department.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Kevin its best wishes for continued success in all his future endeavors.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville  
Nays: None  Absent: Koenig, Tsernoglou  Approved 12/06/2016

Commissioner Nolan moved to approve the resolution. Commissioner Maiville supported the motion.

The motion carried unanimously. Absent: Commissioners Banas, Tsernoglou, and Tennis.

Commissioner Nolan presented the resolution to Kevin Douglas, IT Department.

Deb Fett, Chief Information Officer, thanked Mr. Douglas for his service.

Mr. Douglas thanked everyone for the opportunity to serve.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DR. MARTIN LUTHER KING, JR.

RESOLUTION # 16 – 509

WHEREAS, Dr. Martin Luther King, Jr., a Baptist minister and passionate fighter for civil rights through non-violent action, was a vital personality of the modern era, his lectures and remarks stirred the concern and sparked the conscience of a generation; and

WHEREAS, the movements and marches led by Dr. Martin Luther King, Jr. brought significant changes in the fabric of American life; and

WHEREAS, his courageous and selfless devotion gave people of color and the disenfranchised people direction to thirteen years of civil rights activities, his charismatic leadership inspired men and women, young and old, in the nation and abroad; and

WHEREAS, Dr. King's concept of somebodiness gave black and poor people a new sense of worth and dignity, his philosophy of nonviolent direct action, and his strategies for rational and non-destructive social change, galvanized the conscience of this nation and reordered its priorities; and

WHEREAS, his wisdom, his words, his actions, his commitment, and his dreams for a new cast of life, are intertwined with the American experience; and

WHEREAS, few have had as much impact upon the American consciousness as Dr. Martin Luther King, Jr.; and

WHEREAS, the 16th of January, 2017 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

BE IT FURTHER RESOLVED, that the citizens of Ingham County are encouraged to celebrate this holiday and join the Board of Commissioners in the celebration of this notable holiday in honoring this great American hero and role model.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
   Nays: None  Absent: Koenig, Tsernoglou  Approved 12/06/2016

Adopted as part of the consent agenda.
Introduce by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

A RESOLUTION COMMITTING INGHAM COUNTY TO CONTINUED ACTION AGAINST NON-POINT SOURCE POLLUTION IN COMPLIANCE WITH PHASE II OF THE FEDERAL CLEAN WATER ACT BY:

1) CONTINUING MEMBERSHIP IN THE GREATER LANSING REGIONAL COMMITTEE FOR STORM WATER MANAGEMENT,
2) AGREEING TO THE COMMITTEE’S DECEMBER 8, 2016 MEMORANDUM OF AGREEMENT, AND
3) CONFIRMING THE TERMS UPON WHICH THE DRAIN COMMISSIONER WILL REPRESENT (“NEST”) COUNTY DEPARTMENTS FOR PHASE II COMPLIANCE

RESOLUTION # 16 – 510

WHEREAS, Ingham County has been a member of the Greater Lansing Regional Committee (GLRC) for Storm water Management since 2003; and

WHEREAS, participation in the GLRC advances local efforts to improve responsible stewardship of natural resources; and

WHEREAS, participation in the GLRC allows for the cooperative management of the watersheds in which the County is located; and

WHEREAS, the GLRC assists the County and its departments in complying with the regulatory requirements promulgated by the Michigan Department of Environmental Quality (DEQ) Municipal Separate Storm Sewer System (MS4) storm water discharge permit; and

WHEREAS, the County now wishes to approve the Memorandum of Agreement (as revised on December 8, 2016) and commit itself and its departments to continued participation in the GLRC; and

WHEREAS, the Ingham County Drain Commissioner has represented County Departments since 2003 in DEQ permit compliance so that only one annual report need be filed, only one annual membership fee to the GLRC (currently at $6287.50) need be paid and only one DEQ annual permit fee (currently at $3000) need be paid; and

WHEREAS, the vast majority of the costs just referenced and the staff time required for Phase II compliance in the past have been paid by the taxpayers of County Drains; and

WHEREAS, the Drain Commissioner is willing to continue this representation (called “nesting” by the DEQ) if the County Departments partially share the costs of such compliance; and
WHEREAS, the Drain Commissioner and the Controller on behalf of and in consultation with the Department Heads, have agreed to the attached cost-sharing plan, contingent on the agreement of the Board of Commissioners.

THEREFORE BE IT RESOLVED, the Board of Commissioners appoints the Drain Commissioner or his/her designee to serve as the County representative to the GLRC.

BE IT FURTHER RESOLVED, the Board of Commissioners hereby approves the December 8, 2016 Memorandum of Agreement and authorizes the Chairperson of the Board to sign the Memorandum after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, continued membership dues to the GLRC for 2017 through 2022 be paid in accordance with the attached cost-sharing plan.

BE IT FURTHER RESOLVED, annual DEQ permit fees for 2017 through 2022 be paid in accordance with the attached cost-sharing plan.

BE IT FURTHER RESOLVED, the attached cost-sharing plan is approved for use through 2022, and may be joined by the Capital Region International Airport Authority if that body wishes to remain “nested” with the Ingham County Drain Commissioner’s MS4 permit.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
                Nays: None  Absent: Koenig, Tsernoglou  Approved 12/06/2016

Adopted as part of the consent agenda.
RESOLUTION TO APPROVE AGREEMENT FOR WORK IN COUNTY ROAD RIGHT-OF-WAY
BY FERLEY CONSOLIDATED DRAIN DRAINAGE DISTRICT

RESOLUTION # 16 – 511

WHEREAS, as a result drainage problems and flooding in the Ferley Consolidated Drain Drainage District ("Drainage District"), a Petition from landowners located within the Drainage District, dated July 27, 2015, requesting improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, providing structures, adding lands, adding branches and relief drains, and/or relocating along a highway, (the “Maintenance and Improvements”) to the Ferley Consolidated Drain (the “Drain”) was filed with the Drain Commissioner; and

WHEREAS, an Order of Necessity was entered on September 21, 2015, determining that the Maintenance and Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that the Maintenance and Improvements to the Drain are necessary for the protection of the public health in Delhi Charter Township; and

WHEREAS, the Drainage District is developing plans and specifications for the Maintenance and Improvements to the Drain within the Drainage District, and is in the process of securing easements necessary therefore; and

WHEREAS, the Maintenance and Improvements are intended to relieve drainage problems and flooding, providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations, and local ordinances; and

WHEREAS, said Maintenance and Improvements entail work to be performed in the 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 of 1956, MCL 280.321; and

WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in 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 roads are left in equal, or better, condition once construction is completed in accordance with the terms of this 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 Ferley Consolidated Drain Drainage District, to grant license and permission to said Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICRD necessary for
DECEMBER 13, 2016 REGULAR MEETING

the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed in the roads rights-of-way as permitted 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.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville  
Nays: None  Absent: Koenig, Tsernoglou  Approved 12/06/2016

Adopted as part of the consent agenda.
ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 14

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT
TO WEBBERVILLE CONSOLIDATED DRAIN DRAINAGE DISTRICT BONDS

RESOLUTION # 16 – 512

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the “Drain Commissioner”), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain intra-county drain improvements referred to as the Weberville Consolidated Drain Maintenance and Improvement Project (the “Project”), which is being undertaken by the Weberville Consolidated Drain Drainage District (the “Drainage District”) in a Special Assessment District (the “Special Assessment District”) established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed $7,500,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

THEREFORE BE IT RESOLVED as follows:

The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $7,500,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or
certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.

Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville  
Nays: None  Absent: Koenig, Tsernoglou  Approved 12/06/2016

FINANCE:  Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert  
Nays: None  Absent: Tennis, Anthony  Approved 12/07/2016

Commissioner Bahar-Cook moved to approve the resolution. Commissioner Schafer supported the motion.

The motion carried unanimously by roll call vote. Absent: Commissioners Banas, Tennis, and Tsernoglou.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT
TO BLUE-SPOTTED SALAMANDER DRAIN DRAINAGE DISTRICT BONDS

RESOLUTION # 16 – 513

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the “Drain Commissioner”), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain intra-county drain improvements referred to as the Blue-Spotted Salamander Drain Maintenance and Improvement Project (the “Project”), which is being undertaken by the Blue-Spotted Salamander Drain Drainage District (the “Drainage District”) in a Special Assessment District (the “Special Assessment District”) established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed $1,500,000.00 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

THEREFORE BE IT RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $1,500,000.00. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.
3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefore.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
       Nays: None    Absent: Koenig, Tsernoglou  Approved 12/06/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
       Nays: None    Absent: Tennis, Anthony  Approved 12/07/2016

Commissioner Nolan moved to approve the resolution. Commissioner Bahar-Cook supported the motion.

The motion carried unanimously by roll call vote. Absent: Commissioners Banas, Tennis, and Tsernoglou.
ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 16

Introduced by the County Services and Finance Committees of the:

INGERHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO TRANSFER ALL UNSOLD TAX REVERTED PROPERTIES REJECTED BY LOCAL UNITS TO THE INGERHAM COUNTY LAND BANK FAST TRACK AUTHORITY

RESOLUTION # 16 – 514

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 et seq., (“the Act”) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Ingham County Treasurer, with the Ingham County Board of Commissioners’ approval, has entered into an intergovernmental agreement with the State Land Bank Fast Track Authority under the Act to form an Ingham County Land Bank Fast Track Authority; and

WHEREAS, tax reverted property not previously sold by the Ingham County Treasurer, acting as the foreclosing governmental unit (FGU), shall be transferred to the city, village, or township in which the property is located, except those parcels of property to which the city, village or township has objected to in accordance with 1999 PA 123, MCL 211.78M(6); and

WHEREAS, parcels rejected by a city, village or township become the property of Ingham County; and

WHEREAS, the Land Bank was established to assist in the strategic disposition of tax reverted property; and

WHEREAS, local units are encouraged to object so the parcels stay with the County for disposition by the Land Bank.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes the Controller/Administrator to take appropriate action to transfer all rejected property to the Land Bank.

BE IT FURTHER RESOLVED, that this Resolution shall be renewed annually.

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

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
       Nays: None       Absent: Koenig, Tseroglou       Approved 12/06/2016

FINANCE:  Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
       Nays: None       Absent: Tennis, Anthony       Approved 12/07/2016

Approved as part of the consent agenda.
DECEMBER 13, 2016 REGULAR MEETING

2016 Tax Foreclosures
Subject to Local Unit Rejection

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33-01-01-03-101-091

LOT 73 WOODLAWN SUB

Property Address: SANFORD AVE LANSING MI

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33-01-01-03-378-051

LOT 143 PARK MANOR HEIGHTS

Property Address: 2324 COMMONWEALTH AVE LANSING MI

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33-01-01-04-109-101

LOTS 53 & 54 IDEAL HOMESITES

Property Address: 622 CARRIER ST LANSING MI

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33-01-01-04-276-081

LOT 46 SUPERVISORS PLAT OF COMMUNITY HOME SITES

Property Address: 541 E PAULSON ST LANSING MI

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33-01-01-04-301-141

N 75 FT OF S 335 FT LOT 15 & N 50 FT OF S 335 FT LOT 16 ASSESSORS PLAT NO 34 REC L 11 P 15

Property Address: 2703 TAYLOR ST LANSING MI
33-01-01-04-328-231

LOT 53 ASSESSORS PLAT NO 45

Property Address: TURNER ST LANSING MI

33-01-01-04-426-592

COM 793 FT W OF E 1/4 POST, TH N 12.75 FT TO S LINE CHILSON AVE, W 50 FT, S
179.75 FT, E 50 FT, N 167 FT TO BEG; SEC 4 T4N R2W

Property Address: 426 CHILSON AVE LANSING MI

33-01-01-05-427-041

LOT 5 ASSESSORS PLAT NO 57

Property Address: 2730 N M L KING JR BLVD LANSING MI

33-01-01-05-451-021

W 140.7 FT, S 23DEG 44MIN W 272.45 FT TO N BANK OF GRAND RIVER, S 64DEG 16MIN E 161.55 FT
ALONG SAID BANK, N 21DEG 34MIN E 284 FT TO SAID S R/W LINE, N 68DEG 26MIN W 10.13 FT TO BEG;
SEC 5 T4N R2W

Property Address: N GRAND RIVER AVE LANSING MI

33-01-01-05-451-031

COM ON S'LY LINE OF 100 FT R/W GRAND RIVER AVE S 68DEG 26MIN E 10.13 FT FROM INTERSECTIONR2W
WITH N&S 1/4 LINE, TH S 68DEG 26MIN E 270 FT, S 21DEG 34MIN W 397.6 FT TO N BANK GRAND RIVER,
N 45DEG 37MIN W 292.9 FT ALONG SAID BANK, N 21DEG 34MIN E 284 FT TO BEG; SEC 5 T4N
Property Address: N GRAND RIVER AVE LANSING MI

33-01-01-06-131-035
LOT 237 WESTMONT SUB

Property Address: ALFRED AVE LANSING MI

33-01-01-08-201-571
W 32 FT OF E 70.25 FT LOT 1 ASSESSORS PLAT NO 12

Property Address: 1217 MUSKEGON AVE LANSING MI

33-01-01-08-282-051
S 26 FT LOT 130 & N 17 FT LOT 129 KNOLLWOOD PARK

Property Address: ROOSEVELT AVE LANSING MI

33-01-01-08-378-251
LOT 22 BLOCK 2 DAYTONS ADD

Property Address: 817 N JENISON AVE LANSING MI

33-01-01-08-406-161
LOT 29 BUNGALOW HOME ADD

Property Address: 1123 THEODORE ST LANSING MI
LOT 162, N 15 FT LOT 163 & S 20 FT LOT 161 CHARLES KUDNERS SUB

Property Address: 1003 WESTMORELAND AVE LANSING MI

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W 110 FT OF N 16.31 FT LOT 128 & W 110 FT OF S 16.69 FT LOT 129 ENGLEWOOD PARK ADD

Property Address: 922 CHICAGO AVE LANSING MI

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N 34 FT LOT 106 ENGLEWOOD PARK ADD

Property Address: 729 CHICAGO AVE LANSING MI

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S 2 R LOT 10 BLOCK B SUB OF BLOCKS 26 & 27 ORIG PLAT

Property Address: 1118 N PINE ST LANSING MI

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E 1/2 LOT 5 BLOCK 2 MOORES SUB ON BLOCK 27

Property Address: 623 BROOK ST LANSING MI

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E 37 FT LOTS 11 & 12 BLOCK E SUB OF BLOCKS 26 & 27 ORIG PLAT

Property Address: 515 W OAKLAND ST LANSING MI

33-01-01-09-476-041

S 2 R OF W 6 R LOT 22 BLOCK 21 ORIG PLAT

Property Address: 808 CENTER ST LANSING MI

33-01-01-10-103-011

LOT 2 BLOCK 2 BALLARDS ADD

Property Address: 1913 N HIGH ST LANSING MI

33-01-01-10-103-031

S 14 FT LOT 3 & N 26 FT LOT 4 BLOCK 2 BALLARDS ADD

Property Address: 1903 N HIGH ST LANSING MI

33-01-01-10-106-051

LOT 19 & PART OF VAC ALLEY DESC AS COM NE COR LOT 19, TH W 33 FT, N 3.96 FT, E 33 FT, S 3.96 FT TO BEG; REPLAT OF BLOCK 3 OF BALLARDS ADD

Property Address: 825 E NORTH ST LANSING MI

33-01-01-10-180-161

LOT 182 HIGHLAND PARK
Property Address: 1315 MASSACHUSETTS AVE LANSING MI

33-01-01-10-254-121

LOT 208 CAPITOL HEIGHTS

Property Address: 1419 OHIO AVE LANSING MI

33-01-01-10-326-551

LOT 2 BROWNS SECOND SUB

Property Address: E GRAND RIVER AVE LANSING MI

33-01-01-10-326-561

LOT 1 BROWNS SECOND SUB

Property Address: 1108 E GRAND RIVER AVE LANSING MI

33-01-01-10-401-140

LOT 27, ALSO PARTS LOTS 28 & 29 LYING S OF A LINE COM 10.815 FT N OF SE COR LOT 29, TH W'LY 102 FT =/
TO POINT ON W LINE LOT 28 LYING 10.815 FT S OF NW COR THEREOF & POE; OTTO'S ADD

Property Address: CLARK ST LANSING MI

33-01-01-10-408-061

LOT 54 FARRANDS ADD

Property Address: 1108 CLEVELAND ST LANSING MI
33-01-01-14-309-111

E 94 FT LOT 396 LESLIE PARK SUB

Property Address: 2221 E KALAMAZOO ST LANSING MI

33-01-01-14-352-041

LOT 80 LESLIE PARK SUB

Property Address: 413 S CLEMENS AVE LANSING MI

33-01-01-14-360-001

W 99 FT LOTS 431 & 432 LESLIE PARK SUB

Property Address: 501 S HAYFORD AVE LANSING MI

33-01-01-15-104-401

LOT 11 BLOCK 2 ASSESSORS PLAT NO 7

Property Address: 508 LESHER PLACE LANSING MI

33-01-01-15-310-001

N 42 FT LOT 5 & W 12 FT OF N 42 FT LOT 4 BLOCK 16 GREEN OAK ADD

Property Address: 301 S HOSMER ST LANSING MI

33-01-01-15-376-241
LOT 4 BLOCK 2 LANSING IMPROVEMENT COMPANYS ADD

Property Address: 1116 E KALAMAZOO ST LANSING MI

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33-01-01-15-432-431

LOT 1 BLOCK 3 ASSESSORS PLAT NO 16

Property Address: 134 LESLIE ST LANSING MI

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33-01-01-15-479-121

LOT 92 PAUL PARK ADD

Property Address: 513 LESLIE ST LANSING MI

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33-01-01-17-227-241

E 1/2 LOT 5 WHITES SUB E OF BUTLER REC L 1 P 15

Property Address: 727 W SAGINAW ST LANSING MI

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33-01-01-17-227-311

E 1/2 LOT 15 WHITES SUB E OF BUTLER REC L 1 P 15

Property Address: 825 W SAGINAW ST LANSING MI

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33-01-01-17-258-121

E 3 R LOT 17 BLOCK 2 FRENCHS SUB
Property Address: 1210 W OTTAWA ST LANSING MI

33-01-01-17-258-181
S 9 R OF E 2 R OF W 4 R LOTS 1, 2 & 3 BLOCK 2 FRENCHS SUB

Property Address: 1112 W OTTAWA ST LANSING MI

33-01-01-20-130-131
W 37 FT LOT 38 RIVERVIEW HEIGHTS SUB REC L 4 P 44

Property Address: 1607 W MALCOLM X ST LANSING MI

33-01-01-20-489-041
LOT 10 FLORAL SUB

Property Address: 1817 S RUNDLE AVE LANSING MI

33-01-01-21-258-085
E 2 R OF S 5 1/2 R LOT 15 BLOCK 203 ORIG PLAT

Property Address: 227 E SOUTH ST LANSING MI

33-01-01-21-277-070
LOT 3 BLOCK 220 ORIG PLAT

Property Address: 1016 BEECH ST LANSING MI
33-01-01-21-430-040

LOT 15 & S 6.5 FT OF E 21 FT LOT 14 TORRANCE COURT SUB REC L 8 P 29

Property Address: 535 TORRANCE CT LANSING MI

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33-01-01-21-431-095

S 56.5 FT LOT 32 TORRANCE FARM ADD

Property Address: 1508 BAILEY ST LANSING MI

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33-01-01-21-451-015

LOT 10 BLOCK 2 HALLS THIRD ADD

Property Address: 138 GARDEN ST LANSING MI

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33-01-01-21-484-020

N 31 FT LOT 129 TORRANCE FARM ADD

Property Address: 1815 LINVAL ST LANSING MI

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33-01-01-22-203-161

LOT 253 EXCELSIOR LAND COMPANYS SUB

Property Address: 924 DAKIN ST LANSING MI

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33-01-01-22-206-142
LOTS 232 & 233 EXCELSIOR LAND COMPANY'S SUB

Property Address: 1042 DAKIN ST LANSING MI

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33-01-01-22-207-021

LOT 281 EXCELSIOR LAND COMPANY'S SUB

Property Address: 1015 DAKIN ST LANSING MI

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33-01-01-22-228-041

LOTS 46 & 47 ASSESSORS PLAT NO 49

Property Address: 721 LESLIE ST LANSING MI

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33-01-01-22-277-121

LOT 154 & N 1/2 LOT 153 CITY PARK SUB

Property Address: 1132 LESLIE ST LANSING MI

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33-01-01-22-280-162

LOTS 105, 106 & 107 PARKVIEW LAND CO ADD

Property Address: 1236 ALLEN ST LANSING MI

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33-01-01-22-283-262

W 34 FT LOT 63 CITY PARK SUB

Property Address: 1820 PERKINS ST LANSING MI
33-01-01-22-309-291

LOT 7 BLOCK 6 ASSESSORS PLAT NO 28 REC L 10 P 33

Property Address: 912 BAKER ST LANSING MI

33-01-01-22-352-011

LOT 3 BLOCK 4 ASSESSORS PLAT NO 28 REC L 10 P 33

Property Address: 1507 LYONS AVE LANSING MI

33-01-01-22-353-031

LOT 9 REO MOTOR CAR COS SUB REC L 6 P 30

Property Address: 1609 DONORA ST LANSING MI

33-01-01-23-103-091

LOT 53 LANSING ADDITION COMPANY'S SUB REC L 5 P 20

Property Address: 704 S MAGNOLIA AVE LANSING MI

33-01-01-23-127-061

LOTS 18 & 19 J L PUTMANS SUB REC L 7 P 35

Property Address: 723 S FRANCIS AVE LANSING MI
33-01-01-23-153-021

S 14 FT LOT 27 & N 36 FT LOT 28 AVIS SUB REC L 9 P 30

Property Address: 1210 S CLEMENS AVE LANSING MI

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33-01-01-26-302-021

LOT 3 GREEN MEADOWS SUB

Property Address: 2023 HAMELON ST LANSING MI

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33-01-01-27-476-050

S 330 FT OF E 792 FT OF SE 1/4 OF SE 1/4 EXC E 173 FT OF S 240 FT; SEC 27 T4N R2W

Property Address: AURELIUS RD LANSING MI

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33-01-01-27-476-055

COM 330 FT N OF SE COR SEC 27, TH W ON LINE 330 FT N OF & PARLL TO S SECTION LINE 792 FT, N 14.68 FT TO S LINE GOODHOME SUB, ELY TO E LINE SAID SECTION, S 15.48 FT TO BEG; SEC 27 T4N R2W

Property Address: AURELIUS RD LANSING MI

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33-01-01-28-285-071

LOTS 129, 130 & N 5 FT LOT 133 ALSO COM NW COR LOT 129, TH N 5 FT E 120 FT, S 5 FT, W 120 FT TO BEG; ADDMORE PARK

Property Address: 569 LINCOLN AVE LANSING MI

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33-01-01-28-452-231

N 46 FT OF S 132 FT LOT 1 BLOCK 1 OAK CREST SUB

Property Address: 3116 S CEDAR ST LANSING MI

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33-01-01-29-277-051

LOTS 13 & 14 BLOCK 1 RESUB OF BLOCKS 17, 21, 22 AND LOTS 35 TO 72 INCL, BLOCK 30 ELMHURST SUB

Property Address: 2501 STIRLING AVE LANSING MI

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33-01-01-29-278-021

LOT 12 BLOCK 3 RESUB OF BLOCKS 17, 21, 22 AND LOTS 35 TO 72 INCL, BLOCK 30 ELMHURST SUB

Property Address: 2509 S M L KING JR BLVD LANSING MI

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33-01-01-30-478-121

LOT 429 PLEASANT GROVE SUB NO 1

Property Address: 3318 AVALON ST LANSING MI

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33-01-01-31-126-281

COM 1638.8 FT E OF NW COR SEC 31, TH S 596.75 FT, W 136 FT, N 596.75 FT, E 136 FT TO BEG; SEC 31 T4N R2W

Property Address: W HOLMES RD LANSING MI

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33-01-01-31-279-011


LOT 6 PLEASANT SUB

Property Address: 4209 RICHMOND ST LANSING MI

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33-01-01-32-353-131

LOT 150 PLEASANT GROVE SUB

Property Address: 4909 HUGHES RD LANSING MI

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33-01-01-33-151-101

LOT 32 SUPERVISORS PLAT OF BURCHFIELD SUB

Property Address: 3827 BURCHFIELD DR LANSING MI

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33-01-01-34-229-045

LOT 38 SUPERVISORS PLAT OF CHERRY HILL

Property Address: REX ST LANSING MI

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33-01-01-35-326-131

LOT 20 SONNYBROOK PLAT

Property Address: 2621 DIER ST LANSING MI

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33-01-01-35-353-132

LOTS 52 & 53 SUPERVISORS PLAT OF CULVER-DALE SUB
Property Address: 2018 IRENE ST LANSING MI

LOT 19 SUPERVISORS PLAT OF HOME OWNERS SUB

Property Address: 5835 ROLFE RD LANSING MI

COM ON SW'LY LINE LOT 14 961.7 FT S 44DEG 20MIN E OF W'LY COR, TH S 44DEG 20MIN E 105 FT, N 45 DEG VALLEAUS SUB E 57.5 FT, N 44DEG 20MIN W 105 FT, S 45DEG W 57.5 FT TO BEG; SUPERVISORS PLAT OF

Property Address: SELFRIDGE BLVD LANSING MI

LOT 4 SUPERVISORS PLAT OF VALLEAUS SUB

Property Address: 5812 S M L KING JR BLVD LANSING MI

E 78.5 FT OF N 1/2 LOT 55 ALSO W 15 FT OF N 1/2 LOT 56 MAPLE GROVE FARMS NO 2

Property Address: 3009 W JOLLY RD LANSING MI

E 57.5 FT OF S 176.25 FT LOT 67 MAPLE GROVE FARMS NO 2

Property Address: 2416 MIDWOOD ST LANSING MI
33-01-05-06-433-041

LOT 51 EXC E 10 FT SUPERVISORS PLAT OF WEBSTER FARM SUB NO 2

Property Address: 2422 WEBSTER ST LANSING MI

33-01-05-06-434-061

LOT 76 WEBSTER FARM SUB NO 1

Property Address: 5840 PIPER AVE LANSING MI

33-01-05-09-203-001

W 65 FT OF N 140 FT LOT 4 GARDENDALE SUB

Property Address: 300 E MILLER RD LANSING MI

33-02-02-10-432-007


Property Address: 5681 SCHOOL HASLETT MI

33-13-13-29-431-006

O 94 lots 8 & 9 BLOCK 3 BALDWINS ADD TO VILLAGE OF ONONDAGA SEC 29 T1NR2W

Property Address: 4836 ONONDAGA RD ONONDAGA MI
33-17-14-21-452-008

LSV-217 LOT 11 BLOCK 11 CITY OF LESLIE

Property Address: 208 E RACE LESLIE MI

33-20-02-18-202-009

LOT 285 STRATHMORE NO 3

Property Address: 1025 SNYDER EAST LANSING MI

33-21-01-18-207-005

LOT 283 MICHIGAN HEIGHTS.

Property Address: 412 N CATHERINE ST LANSING MI

33-21-01-18-428-016

LOTS 40 & 41 DURANT HILLS NO 1.

Property Address: 124 HUNGERFORD ST LANSING MI

33-25-05-17-127-001

BEG @ A PT ON N SEC LN 439.91 FT N 89 DEG 44'31"W, FROM THE N 1/4 COR SEC.17-S
0 DEG 27' 33"W, 74.15 FT TO NE COR LOT 14 HOUGHTON HGTS SUBD.-N 83 DEG 58'54"W,
241.05 FT-N 0 DEG 15' 29"W, 50 FT-S 89 DEG 44'31"E, ON N SEC LN 240 FT TO THE
POB. SEC.17,T3N R2W. .34 ACRES M/L.

Property Address: SANIBEL HOLLOW HOLT MI
DECEMBER 13, 2016 REGULAR MEETING

33-25-05-18-226-016

BEG AT A PT ON N SEC LN 1055.74 FT N89°51'47"W FROM NE COR OF SEC 18, TH S00°08'13"W ON W R/W LN OF RENFREW WAY 175.18 FT, TH N89°52'17"W 31.72 FT, TH N00°53'36"W 175 FT TO N SEC LN, TH S89°51'47"E ON N SEC LN 32.25 FT TO POB. SEC 18, T3N.R2W. 0.13 AC M/L. (SPLIT FOR 1999- NEW PLAT, PARENT PARCEL 18-226-015, REMAINDERS 18-226-016 & -017)

Property Address: HORSTMeyer RD LANSING MI

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INTRODUCED BY THE

COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A LETTER OF UNDERSTANDING WITH
CAPITOL CITY LABOR PROGRAM, INC. – 9-1-1 NON-SUPERVISORY UNIT REGARDING
OVERTIME AND CALL TAKER ASSIGNMENTS

RESOLUTION # 16 – 515

WHEREAS, an agreement was reached between representatives of Ingham County and the Capitol City labor
Program, Inc. – 911 Non-Supervisory unit (CCLP) for the period January 1, 2016 through December 31, 2017; and

WHEREAS, the Human Resources Department, 911 Center and the County Attorney have addressed in a
contract reopener with CCLP the staffing issues and the need for forced overtime on designated holidays; and

WHEREAS, the Human Resources Department, 911 Center and the County Attorney have addressed in a
contract reopener with CCLP the need for clarification of Call taker assignments; and

WHEREAS, the Employer and Union desire to modify the current language in the collective bargaining
agreement and amended the language through the attached Letter of Understanding; and

WHEREAS, the provisions of the Letter of Understanding have been approved by the County Services and
Finance Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the
attached Letter of Understanding.

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.

COUNTRY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
Nays: None Absent: Koenig, Tsernoglou Approved 12/06/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None Absent: Tennis, Anthony Approved 12/07/2016

Approved as part of the consent agenda.
LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM
AND
CAPITOL CITY LABOR PROGRAM, INC.
911 NON-SUPERVISORY UNIT

2017 Collective Bargaining Agreement Re-opener

WHEREAS, the Employer and Union are parties to a Collective Bargaining Agreement with a term running from January 1, 2016, through December 31, 2017 (the “CBA”); and

WHEREAS, Article 22, Section 22.4, of the CBA provided the option to both parties to choose one issue for a re-opener;

WHEREAS, the Union’s issue is forced overtime caused by a staffing shortage on a holiday and the Employer’s issue is a change to shift preference; and

WHEREAS, the parties wish to revise the terms of the CBA to incorporate the agreement reached on these issues.

NOW, THEREFORE IT IS HEREBY AGREED as follows:

1. Article 8, Section 8.1 is amended and replaced in its entirety with the following:

   8.1 Under the current shift schedule, two 6 month shifts and team selections will be bid twice per year, by each group, Call Takers and Dispatchers. For the first 8 Call Takers, after being trained, no more than 2 Call Takers will be assigned to each of the 4 teams. Starting November 7, 2016, once 12 Call Takers are hired and trained, the parties will meet to discuss any issues with the Call Taker position. No more than 3 Call Takers will be assigned to each of the 4 teams.

2. Article 28, Section 28.6 is amended and replaced in its entirety with the following:

   28.6 Employees who work on one of the above holidays, will be paid holiday pay for all hours worked on the holiday, time and one (1 ½) their regular straight time rate. Starting with the Thanksgiving holiday in 2016, employees who volunteer or are forced to work overtime caused by a staffing shortage on one of the above holidays will be compensated at two times their regular straight time rate of pay.

3. This Letter of Understanding shall modify the parties’ CBA only to the extent expressly provided herein.
IN WITNESS WHEREOF the authorized representatives of the parties hereto have executed this Agreement on date indicated below each signature.

CAPITOL CITY LABOR PROGRAM, INC.

_____________________________
Division Representative

_____________________________
Thomas Krug, Lodge Executive Director

_____________________________
Steven Lett, Lodge Attorney Approved as to form

COUNTY OF INGHAM:

_____________________________
Kara Hope Chairperson Board of Commissioners

_____________________________
Mattis D. Nordfjord, County Attorney Approved as to form
RESOLUTION APPROVING MODIFICATIONS TO THE 2017 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL

RESOLUTION # 16 – 516

WHEREAS, the Managerial and Confidential Employee Steering Committee discussed changes to the 2017 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommended changes for the 2017 Managerial and Confidential Employee Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommendations, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2017 Managerial and Confidential Employee Personnel Manual:

1. Change in language under section B. Compensation Plan: For clarification, add the Board Coordinator, Director – Equalization and Managing Director – Road Department to the list positions reporting directly to the Board of Commissioners.

2. Update language under section C. Compensation Levels: Effective January 1, 2017, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 1% increase to the 2016 salary schedule.

3. Update language in section E. Hospitalization – Medical Coverage: Subject to annual modification for health plan year 2017.

4. Change in language under section I. Longevity Plan: Clarify the longevity bonus schedule by eliminating the reference to the percentage calculation of base pay and listing the actual amounts for each level of continuous service.

5. Change in language under section J. Leaves of Absence: Under subsection b. Sick Leave – add language regarding positions reporting directly to the Board of Commissioners will inform the Board Office of his/her intention to take sick leave.

6. Change in language under section M. Vacations: Add subsection 8 regarding positions reporting directly to the Board of Commissioners notifying the Board Office of vacation leave.

7. Change in language under section O. Vacation Bonus Days: Under subsection 2, add language regarding positions reporting directly to the Board of Commissioners notifying the Board Office of vacation bonus leave.
8. Change in language under section Q. Travel Allowance: Include a reference to the current Board approved Travel Policy.

9. Change in language under section W. Administrative Leave: Include a reference to the current Board approved Suspension of County Operations Policy.

10. Change in Appendix A: Add subsection 5 regarding positions reporting directly to the Board of Commissioners notifying the Board Office of telecommute days.

11. Change in Appendix D - Compensation Levels: Eliminate the special separate grade of the Court Officer/Research Clerk and incorporate into the MCF Grade 8.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective January 1, 2017 and shall expire on December 31, 2017.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
   Nays: None   Absent: Koenig, Tsernoglou   Approved 12/06/2016

FINANCE:  Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
   Nays: None   Absent: Tennis, Anthony   Approved 12/07/2016

Approved as part of the consent agenda.
ATTACHMENT FOR AGENDA ITEM 18

INGHAM COUNTY

AND

THIRTIETH JUDICIAL CIRCUIT COURT

AND

55TH DISTRICT COURT

AND

INGHAM COUNTY PROBATE COURT

MANAGERIAL AND CONFIDENTIAL
EMPLOYEE PERSONNEL MANUAL

January 1, 2017- December 31, 2017
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A. PURPOSE AND INTENT

It is the purpose and intent of this Managerial and Confidential Employee Personnel Manual to act as an information outline of benefits that the Employer intends to extend to its Managerial and Confidential employees. This plan should not be construed as creating a contract between the Employer and any of the applicable employees. The interpretation and operation of the benefits noted herein are within the sole discretion of the Ingham County Board of Commissioners, or its designees. Benefits as outlined in this document may be added to, expanded, reduced, deleted or otherwise modified by the Ingham County Board of Commissioners and any such modifications in the plan shall be solely within the discretion of the Employer. It is the intent of the Employer to provide reasonable prior notice of such changes, if any, or modifications to the employees affected thereby. The Employer reserves and retains, solely and exclusively, all rights to manage and operate its affairs and neither the constitutional nor the statutory rights, duties and obligations of the Employer shall in any way whatsoever be abridged by the terms of this plan. The fact that these policies may have been applied differently in the past does not affect their current or future enforcement.

No person or representative of the Employer, other than the Board of Commissioners, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the provisions contained herein. It is the intent of the Board of Commissioners that this Manual will be amended to equivalently match changes negotiated in collective bargaining agreements. Managers and Confidential employees are employees at will.
B. COMPENSATION PLAN

1. The following Manual has been developed to become effective for the period January 1, 2017 – December 31, 2017 and is subject to change by the Board of Commissioners.

2. Employees not at the top step of the salary range for their classification may be considered for a step increase to the next appropriate step as of their anniversary date, or hire date as defined. Step increases will be subject only to the approval of the immediate supervisor with the exception of those positions reporting directly to the Board of Commissioners or Judges. Those positions include but may not be limited to the Health Officer, Animal Control Director, Veterans Affairs Director, Director – Equalization, Managing Director – Road Department, Board Coordinator, Friend of the Court, Circuit Court Administrator, District Court Administrator and Magistrate, Probate Court Administrator, and the Controller, and must be approved by the appropriate presiding Judge or liaison committee Chairperson of the Board of Commissioners.

3. "Date of hire" is defined as the date that an employee commences employment in a full or part-time position and is used for the purpose of determining length of employment and step increases as long as said employee remains in said classification. The date of hire is not used for reclassification or promotion purposes regarding step increases.

4. "Anniversary date" is defined as the date used to determine length of service within a specific classification. An employee is assigned an anniversary date upon a promotion or reclassification. Anniversary date is used if an employee is reclassified or promoted to determine the date for subsequent step increases.

5. Employees will not be paid at rates in excess of the maximum for their salary grade and classification.

6. At the discretion of the County Services Committee, for County Managers and Confidential employees, or Chief Judge for Court Managers, and Court Confidential employees, employees may receive a merit increase within established guidelines.

7. At the discretion of the County Services Committee, for County Managers and Confidential employees, or Chief Judge for Court Managers, and Court Confidential employees, a new employee may be started above Step 2 of the appropriate grade. Upon appropriate justification by the department and subsequent approval of the Human Resources Director, a new employee may be started at Step 2.
At the discretion of the Ingham County Health Department and with the approval of the Human Resources Director, Primary Care Physicians and Dentists may be started at Step 5 and Physicians Assistants up to and including Step 4 of the appropriate grade when it is determined to grant credit for prior applicable experience. Documentation and verification of the experience shall be the responsibility of the Department.

At the discretion of the Chief Judge, Court Officer/Research Clerks in the Circuit Court that have passed the bar exam will start at step 2 of the pay scale. Court Officer/Research Clerks that had not passed the bar exam prior to initial employment and subsequently pass the bar exam will be moved to step 2 upon providing proof the he/she passed the bar exam.

8. a. "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion.

b. Employees who are reclassified or promoted within their career field to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.

c. If there is no step in the new salary grade that is between five and ten percent (5% - 10%) higher than the current annual wage, said employee shall receive an annual salary increase of seven and one-half percent (7.5%) which shall be effective the first full pay period following promotion or reclassification. On said employee's next anniversary or reclassification (which is one (1) year following the effective date of reclassification or promotion), s/he shall be eligible to advance to the next step on the salary scale which is larger than said employee's salary at that time. The starting salary rate for those employees being reclassified or promoted outside of their career field will be determined by the County Services Committee.

d. The salary of a Manager or Confidential employee being demoted will be determined by the County Services Committee, unless otherwise specified by a Collective Bargaining Agreement if the employee is no longer a Manager or Confidential employee.
C. COMPENSATION LEVELS

1. The compensation levels used for Managerial and Confidential positions, excluding elected positions, shall be as set forth in Appendix D. Any change in the salary grade of a position covered by this Manual must be approved by the County Services Committee and the Board of Commissioners.

2. The salary ranges may be reviewed annually by the County Services Committee and appropriate modifications may then be recommended to the Board of Commissioners. The salary ranges may only be modified by a majority of the Board of Commissioners.

3. The salary of an employee may be increased within the salary range for the position upon the approval of the County Services Committee as provided hereunder.

4. Effective January 1, 2017 Salary Schedule: Employees employed under this manual shall be compensated as outlined in Appendix D - Salary Schedule, reflecting a 1% increase above 2016.

5. Retroactive pay will not be paid unless the employee is employed on the date this revised manual is approved by the Board of Commissioners and includes retroactivity of wages.
DECEMBER 13, 2016 REGULAR MEETING

D. HOLIDAYS

1. The following holidays are recognized by the Employer:

   - New Year’s Eve
   - New Year’s Day
   - Martin Luther King Day
   - President’s Day
   - Good Friday
   - Memorial Day
   - Independence Day
   - Labor Day
   - Veteran’s Day
   - Thanksgiving Day
   - Friday Following Thanksgiving
   - Christmas Eve
   - Christmas Day
   - President’s Day
   - Friday Following Thanksgiving
   - Good Friday
   - Christmas Eve
   - Christmas Day

2. Employees who are not required to work on the above recognized holidays shall be paid for the holiday.

3. Employees who are required to work on a County holiday, or an employee who works ten (10) regularly scheduled days during the bi-weekly payroll period in which the holiday occurs, whether or not that schedule actually includes working on the day of the holiday (law enforcement continuous operations), shall be eligible for eight (8) hours additional compensation at his/her regular straight time rate, regardless of the time of day that the work is performed, and double time for work in excess of eight (8) hours on a holiday. Holiday pay combined with the straight time pay provides compensation at twice the employee's regular rate for work (up to eight (8) hours) performed on the holiday. When an employee works less than eight (8) hours on a recognized holiday, s/he will receive his/her regular rate of pay for the time worked plus eight (8) hours holiday pay.

4. An employee must work the last scheduled day before, and the first scheduled day after the holiday, plus the holiday if scheduled, to be eligible for holiday pay, unless the absence has been previously approved by the department head.

5. When an employee is absent on vacation, the employee will receive compensation for that holiday and the holiday will not be considered a vacation day.

6. When a recognized holiday falls on a Saturday, the preceding Friday shall be observed as the holiday, and when the recognized holiday falls on a Sunday, the following Monday shall be observed as the holiday.
7. With the exception of those working in a continuous shift operation, employees shall be entitled to the preceding day off, with pay, whenever Christmas Day or New Year's Day fall on Tuesday, Wednesday, Thursday, or Friday.

8. Part-time employees shall receive holiday pay at one-half (½) the rate that full-time employees are eligible to receive.
E. HOSPITALIZATION -- MEDICAL COVERAGE

1. Health Insurance Program:

   Subject to annual modification - for plan year 2017.

   a. The Employer will provide the following Health Insurance Program for eligible full-time employees and legal dependents.

   **Option 1: PHP Plus High Option Plan: L0000280 – Class 1030**

   **Option 2: PHP Standard Option Plan: L0000280 – Class 1010**

   The out-of-network costs for the Standard Plan shall be fully covered through the Employer’s premium contribution.

   Prescription drug coverage will be provided by the Employer through PHP of Mid Michigan using the Express Scripts as the Pharmacy Benefit Manager.

   **Drug Plan:** Prescription drug co-pays for Retail Generic drugs are $5.00. The co-pays for Preferred Brand drugs will be $30.00. Retail Non-Preferred Brand drugs co-pays will be $60.00. Maximum out-of-pocket expenses for drugs for each health care plan participant will be $1,200.00 per year. Coverage for mail order will also be provided, and a 90-day supply of any properly prescribed drug will only be available through mail order. Mail order Generic co-pays will be $10.00. Mail order Preferred Brand co-pays will be $60.00. Mail order Non-Preferred co-pays will $120.00. The formulary shall be subject to periodic review and revision. There are specific medications and medication classes that are subject to prior authorization requirements, prior notification requirements, daily and period quantity limits by Express Scripts. Appeals and override processes may be available for unusual or unique situations.

   **Option 3: PHP Base Plan: L0000280 – Class 1J00**

   Prescription drug coverage will be provided by the Employer through PHP of Mid Michigan using the Express Scripts as the Pharmacy Benefit Manager.

   Employee/patient pays the total costs of medications until the plan deductible has been satisfied. At that point Generics will be dispensed with a $10.00 co-pay (or actual cost), Tier Two medications with a $25.00 co-pay (or actual cost), and Tier three medications with a $50.00 co-pay (or actual cost). Three month supplies of properly prescribed drugs may be obtained via
mail only with the following co-pays: Generic $20.00 or actual cost, Tier 2 $50.00 or actual cost, and Tier 3 $100.00 or actual cost. These costs are not changed if the member reaches the maximum out of pocket costs for the plan year.

b. An employee who is eligible for medical/hospitalization insurance from another source and who executes an affidavit to that effect may elect not to be covered by the medical insurance provided through Ingham County. The decision to waive coverage shall be made once per calendar year. A Waiver Agreement prepared by the Employer shall be completed and signed by the employee. In the event the employee elects to forego medical insurance, the Employer will pay employee a monthly amount as taxable compensation. The amounts payable shall be as follows:

- For employees continuously receiving the waiver payment since or before December 31, 2006, the Employer shall pay an amount based upon the coverage for which the employee is otherwise eligible at the time of election (full family, two persons, or single subscriber).

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Family</td>
<td>$239.97</td>
</tr>
<tr>
<td>2-Person</td>
<td>$213.59</td>
</tr>
<tr>
<td>Single</td>
<td>$126.13</td>
</tr>
</tbody>
</table>

- For employees who receive a waiver beginning on or after January 1, 2007, the waiver amount is $126.13 per month.

- These waiver amounts will be adjusted annually the same percentage as the benchmarks increase.

c. In the event a husband and wife are both employees of the County, or any of the Courts of Ingham County, the payment provisions in lieu of health insurance coverage shall be mandatory. Those employees shall not be permitted to have double health insurance coverage from the same or different options noted in Section A. They are entitled to two individual single plans with the County as required under ACA or they can choose 2-person coverage.

- If both spouses are employed by Ingham County and have been receiving the waiver payment since or before December 31, 2006, one spouse will receive a single waiver payment and the other shall carry the health insurance.
If two employees marry on or after January 1, 2007, one employee will be provided the coverage and the other spouse will **not** be eligible for a waiver payment.

Employees losing medical coverage from another source shall notify the County Financial Services Department – Benefits Office in sufficient time so that the employee and dependents, where appropriate, can be enrolled in a health care plan beginning the first day of the month following the loss of alternate coverage.

d. The Board of Commissioners may substitute another carrier; however, the basic provisions of the coverage shall be retained.

2. **Premium.**

Health care premiums shall be shared between the County and the employee. The amounts paid by the County and the employee shall be determined using a benchmark. The County will pay the entire benchmark. These benchmarks may be adjusted annually as recommended by the Ingham Health Coalition and approved by the Ingham County Board of Commissioners, but shall be increased no less than two percent (2%). Any premium costs over the benchmark will be split 50/50 between the County and the employee.

Any cost incurred for health claims assessment under 2011 Public Act 142, being MCL 550.1733 et seq., will be shared 50/50 by the Employer and the employees.

Health care premiums which are paid by the employee will be paid by pre-tax payroll deductions under the Ingham County Section 125 Plan.

- Full time employees will be eligible for the single, two-person, or family benchmark as applicable for their enrollment.
- Three quarter time employees will be eligible for a single or a two-person benchmark as applicable for their enrollment. Three quarter time employees may enroll in family coverage and pay the difference in premium cost between a two person plan and family plan.
- Part time and shared time employees will be eligible for a single benchmark. Part time and shared time employees may enroll in two person or family coverage and pay the difference in costs between a single plan and the coverage level desired.
2017 Benchmarks (increase 3%)

Full Family = $946.32
2-Person = $843.13
Single = $402.69
Retirees = $408.08

3. An employee shall become covered the first of the month following date of hire and upon completion of the required forms and acceptance by the provider as a participant. The Employer shall pay the premium cost for full family coverage for each eligible full-time employee up to the amounts specified above. Payroll deductions will be made for any additional coverage the employee chooses to select.

4. Effective August 1, 2008 certain individuals who satisfy the requirements of Resolution #08-042 will be provided health insurance pursuant to the benefit eligibility requirements of the County, health care providers and IRS regulations. Such provision of healthcare benefits is subject to elimination or modification by the County to the extent permitted by law.

5. It is the intent of the parties to implement the recommendations of the Ingham County Health Care Coalition for the health care options as approved by the Ingham County Board of Commissioners in resolution #14-436, including implementation of the HRA plan and implementation of a comprehensive healthcare management program.
F. INGHAM COUNTY DENTAL INSURANCE
Self-funded plan administered by Delta Dental of Michigan

1. Payment under this provision is limited to One Thousand Dollars ($1000.00) maximum per person, per year, for Class I and Class II benefits.
2. Special part-time and temporary hired employees are not eligible for coverage.
3. Dental insurance coverage shall start the first day of the seventh month of employment.
4. Consideration may be given to changes in dental coverage during the term of this Plan, as determined by the Board of Commissioners.

<table>
<thead>
<tr>
<th>Covered Service</th>
<th>Dental Plan Pays</th>
<th>Employee/Patient Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class I Benefits</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Cleaning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X-Ray</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Month checkups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiographs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Restoration/ Fillings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Periodontics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endodontics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class II Benefits</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>Major Restorative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Surgery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bridges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crowns</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Maximum Benefit
One Thousand Dollars ($1000) maximum per person, per contract year for Class I and Class II Benefits

Maximum Benefit Deductible
None

COB
Birthday Rule

Teeth Implants
Within annual benefit limit

Added Cleaning
With proof of medical need

Natural color fillings
On all teeth effective 01/01/09
G. INGHAM COUNTY VISION INSURANCE  
Self-funded plan administered by VSP

1. Managerial and confidential full-time, three quarter-time and part-time employees will be provided a vision insurance plan as approved by the Board of Commissioners. Effective January 1, 2003, the vision coverage will be VSP Standard Plan B.

2. During the term of this Plan, consideration may be given to changes in vision coverage as determined by the Board of Commissioners.

<table>
<thead>
<tr>
<th>Covered Service</th>
<th>Vision Plan Pays</th>
<th>Employee/Patient Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Exam</td>
<td>100 % after co-pay</td>
<td>$10.00 co-pay</td>
</tr>
<tr>
<td>Lenses</td>
<td>100 % after co-pay</td>
<td>$25.00 Co-pay</td>
</tr>
<tr>
<td>Frames</td>
<td>100 % after co-pay</td>
<td>$25.00 Co-pay Lenses and frames combined</td>
</tr>
<tr>
<td>Personal preferences</td>
<td>Discount Provided</td>
<td>Cost after discount</td>
</tr>
<tr>
<td>Lasik Surgery</td>
<td>Discount Provided</td>
<td>Cost after discount</td>
</tr>
<tr>
<td>Contact Lenses</td>
<td>No additional cost</td>
<td>No additional cost</td>
</tr>
</tbody>
</table>

In lieu of the lens and frame benefits, contact lenses may be substituted.
H. LIFE INSURANCE

1. Full-time managerial employees are provided with $50,000 life insurance coverage, including double indemnity for accidental death. Part-time employees hired after January 1, 2009 shall receive $50,000 life insurance coverage.

2. Full-time confidential professional employees are provided with $50,000 life insurance coverage, and full-time confidential TOPS employees are provided with $50,000 life insurance coverage. Confidential Professional and TOPS part-time employees hired after January 1, 2009 are provided with $50,000 life insurance coverage.

3. Life insurance coverage is effective on the first day of the month following employment, and the premium costs of the coverage are paid by the Employer.

4. Employees may obtain additional term life insurance coverage at group rates through the Employer's insurance carrier and pay the premium costs of the additional coverage through payroll deduction. The requirement for obtaining this additional coverage will be determined by the insurance carrier.

HELPFUL WEBSITES

MEDICAL INSURANCE
44 North
www.44n.com

Health Care Provider
PHP (of Mid Michigan)
www.phpmm.org

Prescription Coverage
Express Scripts
https://www.express-scripts.com

VISION INSURANCE
VSP
www.vsp.com

DENTAL INSURANCE
Delta Dental of Michigan
www.deltadentalmi.com

FLEXIBLE SPENDING ACCOUNTS
Infinisource
www.infinisource.net

Voluntary Insurance Plans
AFLAC
www.aflac.com

LIFE INSURANCE
Lincoln Financial
https://www.lfg.com
<table>
<thead>
<tr>
<th><strong>RETIREMENT</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MERS of Michigan</td>
<td><a href="http://www.mersofMichigan.com">www.mersofMichigan.com</a></td>
<td></td>
</tr>
<tr>
<td>HUMANA</td>
<td><a href="http://www.humana.com">www.humana.com</a></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DEFERRED COMPENSATION</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationwide Retirement Solutions</td>
<td><a href="http://www.nrsforu.com">www.nrsforu.com</a></td>
<td></td>
</tr>
<tr>
<td>AXA Advisors</td>
<td><a href="http://www.axaonline.com">www.axaonline.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>EMPLOYEE ASSISTANCE PROGRAM</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CARES</td>
<td><a href="http://www.sparrow.org/cares/cares.asp">http://www.sparrow.org/cares/cares.asp</a></td>
<td></td>
</tr>
</tbody>
</table>
I. LONGEVITY PLAN

1. All full-time employees, hired prior to January 1, 2013, having completed four (4) years of continuous employment prior to December 1st, shall be eligible to receive a longevity bonus for service with the Employer. Payments to employees who become eligible by their date of hire, prior to December 1st, of any year shall be due the first regular working day of December. Any employee must have completed continuous full-time service equal to the service required for original eligibility, plus one (1) additional year of continuous regular full-time employment for each additional annual payment. Employees whose service with the Employer terminates because of service or disability retirement shall be paid a prorated bonus when they retire based on the number of calendar months of full-time active service credited to them from the preceding December 1st to the date of cessation of their active employment. An employee whose employment with the Employer terminates for other reasons prior to December 1st shall not be eligible to receive a longevity bonus. The County shall have thirty days (30) days between verification of eligibility and payment processing. An employee on an unpaid leave of absence due to illness during the twelve (12) months eligibility period for a longevity payment, other than the initial payment, shall receive a pro-rated payment based on the number of complete months s/he received full compensation. An employee on an unpaid leave of absence due to other than illness shall not be eligible to receive a longevity bonus. Employees hired on or after January 1, 2013 are not eligible to receive longevity bonus for service with the Employer.

2. The longevity bonus payment schedule shall be as follows:

<table>
<thead>
<tr>
<th>CONTINUOUS SERVICE</th>
<th>ANNUAL BONUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 or more, but less than 8 years</td>
<td>$600</td>
</tr>
<tr>
<td>8 or more, but less than 12 years</td>
<td>$1000</td>
</tr>
<tr>
<td>12 or more, but less than 16 years</td>
<td>$1400</td>
</tr>
<tr>
<td>16 or more years</td>
<td>$1800</td>
</tr>
</tbody>
</table>

3. Employees who work part-time or three-quarter time shall receive longevity computed on a pro-rata basis at .5 full time equivalent for part-time employees and at .75 full time equivalent for three-quarter employees.

4. After the four (4) year eligibility period, those employees who are then placed on either part-time or special part-time status from their regular full-time position by the Employer, are laid off, or commence disability insurance compensation, shall have their longevity computed on
a pro-rata basis.

5. It is expressly understood and agreed that workers' disability compensation is not considered paid time or "compensation".

6. a. If, prior to the completion of the initial four (4) year eligibility period, an employee has a break in service or is reduced to less than full-time due to no fault of their own for twelve (12) months or less during the longevity year, then, under such circumstances, the employee, upon returning to work, may use the completed prior year(s) of continuous, regular, compensated employment to arrive at the required four (4) year eligibility period for longevity. However, the year in which the interruption occurred will not be counted in arriving at the required four (4) years of service.

b. An eligible employee would not lose all prior years of service for the initial longevity period if s/he were on an approved unpaid leave of ninety (90) days or less. For a leave of ninety-one (91) days or more, s/he would forfeit all prior years and would have to start over again. The employee would lose the year where the leave of absence occurs for the ninety (90) days or less for computing longevity.
J. LEAVES OF ABSENCE

1. **Sick Leave.**

a. **Accumulation**

i. Each full-time employee hired on or after January 1, 2013 shall earn 3.69 hours per pay period. Three quarter time employees shall earn 75% of that amount and part-time employees shall earn 50% of that amount.

ii. Each full-time employee hired after January 1, 2009 and before January 1, 2013 shall earn 4.0 hours per pay period. Three quarter time employees shall earn 75% of that amount and part-time employees shall earn 50% of that amount.

iii. Each full-time employee hired before January 1, 2009 shall earn sick leave credit at the rate of four and one-half (4.5) hours each payroll period worked. Three quarter time employees shall earn 75% of that amount and part-time employees shall earn 50% of that amount.

iv. Each full-time employee in the confidential classification of Court Officer/Research Clerks, hired prior to January 1, 2015 (date of integration into MCF group), shall earn sick leave credit at the rate of four and one-half (4.5) hours each payroll period.

b. **Sick Leave.** Sick leave use is subject to the approval of the employee's department head, and, when eligible, may be used for absence due to the employee's illness, injury, or exposure to contagious disease. Five (5) days of sick leave may be used for illness of a minor dependent child or step child of the employee, parent, or spouse. Medical verification may be required by the Employer. An employee must inform his/her department head of his/her intention to take sick leave as soon as possible and failure to do so may be cause for denial of pay for the period of absence. The department head may require proof of medical treatment when s/he deems it appropriate. **Positions reporting directly to the Board of Commissioners will inform the Board Office of his/her intention to take sick leave as soon as possible.**

c. **Separation.** All sick leave credits shall be cancelled upon resignation or dismissal from service, except those included in sick leave pay off or as part of a severance pay agreement (Section K).

d. **Retirement.** 50% of a maximum 1600 hours to a maximum pay out of 800 hours at the current hourly rate. Upon death the amount is payable to his or her MERS beneficiary.
e. **Annual Cash Option.** Upon execution of a written option, an employee shall be paid for one-half (½) of the balance of the sick leave credit earned but unused during the twelve (12) month period commencing with the first pay period that ends in January of each year, at the base rate of compensation in place during December of the calendar year, to a maximum of forty (40) hours. The remainder of the employee's sick leave balance shall accumulate as stated above. The payment request shall be submitted on the designated form no later than December 15th, and payment therefore shall be received no later than January 15th of each year.

f. **Donation.** A total of 16 sick time hours may be donated by an employee under this manual in any department, irrespective of employee group affiliation or bargaining unit membership.

g. **Proration.**

   (1) Effective the first full pay period of April, 2010, the accrual rates in Subsection (a) of this Article are based upon a full-time employee being on the active payroll and compensated for all of the payroll period. Being on the active payroll and compensated means receiving wages, or on paid leave, such as paid sick leave, holidays, vacation, compensatory leave, county paid military leave, or paid union leave. An employee shall not be considered on the active payroll and being compensated when they are on unpaid leaves, workers compensation, disability leave, unpaid FMLA, or layoff. Accruals shall be prorated if a full time employee is on the active payroll and compensated less than eighty (80) hours in a payroll period. Accruals provided in (a) above, for three-quarter time employee shall be prorated if the three-quarter time employee is on the active payroll and compensated less than sixty (60) hours in a payroll period. Accruals provided in Subsection (a) for part-time employee shall be prorated if the part-time employee is on the active payroll and compensated less than forty (40) hours in a payroll. Proration under this section will be calculated based on the ratio of time compensated versus the applicable normal full payroll amount (80, 60, or 40 hours).

   (2) Unpaid time taken off pursuant Ingham County Board of Commissioners’ Resolution #09-081, or any resolution continuing such unpaid time off policy, and any unpaid furlough days that may hereinafter be approved by the Ingham County Board of Commissioner, will not affect accrual of any vacation or sick leave, and, rather, such leave will accrued as though the unpaid time off or furlough days had been worked.
If a request for donating sick time is approved by the County Services Committee, the following procedure will be followed:

1) The maximum time an employee may donate shall be sixteen (16) hours to no more than two (2) persons in one (1) calendar year.
2) The list of donating employees will be arranged in alphabetical order of "a" to "z" and "z" to "a" on an alternating basis for each separate donation.
3) The donated time will be deducted from sick time accumulations.
4) During the period in which the employee is receiving sick leave donations, s/he will not continue to receive sick and/or vacation accumulations.
5) To be eligible to receive sick leave donations, an employee must use all his/her accumulated vacation, compensatory time, sick time, and personal leave.
6) Notwithstanding the above, no employee shall be permitted to donate any of their sick time unless they have eighty (80) hours accumulated.

This Sick Leave Donation Policy may be terminated by the County Services Committee, in its discretion, after the expiration of this Manual. Any decision by the County Services Committee shall not be subject to the Complaint Procedure.

2. Medical Exams. The Human Resources Department may require a physical or mental examination by a doctor, at the Employer's expense, to determine the employee's ability to perform his/her regular duties, if deemed appropriate. The employee may obtain a second opinion, at the employee's expense, and in the event there is a dispute between the Employer's doctor and the employee's doctor, both of those doctors shall select a third doctor, whose decision shall be final and binding on the parties. The expense for the third doctor's opinion shall be split 50-50 by the Employer and the employee if not covered by the employee's insurance.

3. Disability Plan. The Employer will provide a short-time disability plan as follows for regular, full-time employees:

   a. Upon proper medical determination of disability due to a non-work related illness or injury, the Employer will provide fifty percent (50%) of the employee's gross salary to a
maximum of $2,500.00 per month for a maximum of twenty-four (24) months.

b. The disability payments shall not commence until the completion of a ninety (90) calendar day elimination period after sustaining the non-work related illness or injury.

c. Employees may use their accumulated vacation and sick leave during the ninety (90) calendar day elimination period. If the employee's total accumulations exceed ninety (90) calendar days, the short-term disability payments shall commence on the 91st day, at the option of the employee, with the remaining accumulations to stay on record.

d. While an employee is receiving disability payments, all benefits such as, but not limited to, health insurance, sick leave, life insurance, holidays, dental insurance, vacation accumulation and longevity, shall cease. However, employees on disability may pay group rates for hospitalization/medical coverage for a maximum of twenty-four (24) months, or longer, if required by law.

4. **Funeral Leave.**

a. If a death occurs among a member of an employee's immediate family, the employee will be excused from work to attend the funeral and make other necessary arrangements from the date of death until the day after the funeral, up to a maximum of five (5) work days, three (3) of which will be with pay, and, if used, two (2) days to be charged against earned sick leave. Immediate family is defined as: Spouse, children, parents, father-in-law, mother-in-law, brother, sister, step-brother, step-sister, grandchildren, and other qualified adults (as defined for determining eligibility for County health insurance coverage in Subsection E4 of this Personnel Manual).

b. One (1) day, the day of the funeral, is allowed in the case of the death of an uncle, aunt, nephew, or niece and two (2) days for brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandfather, grandmother, or grandchild all to be charged against earned sick leave.

c. The department head is to be notified immediately of a death in the family and the extent of the expected absence. The department head, within his/her discretion, may require the employee to provide appropriate verification to confirm his/her eligibility for the provisions of this Section.
5. **Military Leave.** The Employer adheres to all mandatory State and Federal laws pertaining to military leaves of absence.

6. **Military Reserve or National Guard Leave of Absence.** Upon presentation of official orders requiring military training, a full time employee who is a member of an armed forces reserve unit or National Guard shall be granted a leave of absence for up to three (3) weeks per year to engage in an annual reserve training program. Upon presentation by the employee of appropriate compensation records identifying the date of and payment made for the training program, the Employer shall pay the difference between the compensation received for the reserve training and the compensation that would have been received had the employee worked as scheduled for up to ten (10) working days annually. In the event that the annual reserve training program required for an employee exceeds the ten (10) days specified above, the additional days shall be granted as a leave of absence without pay (or charged against the employee's accumulated vacation leave, if requested by the employee).

7. **Special Leave.**

   a. A department head may authorize an employee to be absent without pay for personal reasons for a period, or periods, not to exceed ten (10) working days in any calendar year. In such instances, the department head is responsible for notifying the Controller's Office and Human Resources Office to discontinue payment of salary to the employee during the absence. Upon prior approval of the Human Resources Director, department heads may authorize special unpaid leaves of absence for any period or periods, not to exceed ninety (90) days in any calendar year, for personal reasons. Under unusual circumstances, the County Services Committee may approve one (1) ninety (90) day unpaid leave extension.

   b. The County Services Committee, upon recommendation of the department concerned, may grant leaves of absence with or without pay for attendance at a college, university or business school for training in subjects relating to the work of the employee.

   c. All special leaves must be taken in one or more full day periods.

8. **General Provisions.**

   a. An employee taking an approved unpaid leave of absence, as provided hereunder
for any reason, will be allowed to continue his/her group health insurance coverage for up to six (6) months and group life insurance coverage for up to ninety (90) days by paying the premium to the Employer, or longer, if required by Federal law. In the case of Employer compensated approved leave, the Employer will continue to pay the insurance premiums for up to three (3) months for health insurance and sixty (60) days for life insurance. Upon returning to active employment, employees will again be provided with the regular County insurance benefits upon acceptance by the insurance carrier.

b. Absence from work that exceeds three (3) work days without proper notice to the employee's supervisor shall be considered by the Employer to be a voluntary termination of employment.

c. Vacation, holidays and sick leave, which have been earned prior to an approved leave of absence, will be retained, but such benefits will not accumulate during a leave of absence.

d. Although approved leaves of absence will not be considered an interruption of continuous service for the purpose of eligibility for longevity upon return to work, an employee on an unpaid leave of absence at the time a longevity payment is made is not eligible to receive said payment.

e. Employees may use accumulated sick time for approved leave of absences relating to a Family Medical Leave request when it is necessary, as medically certified, to care for a family member. This is in addition to the time allowed in subsection b of Section J - Leaves of Absence, 1 - Sick Leave. This sick time use will be granted after the employee has exhausted other available time. There shall be no donation of sick time for care of family members.
K. SEVERANCE PAY

1. **Status.** Managers and Confidential employees do not have seniority, bumping and/or recall rights and are employees at will.

2. **Sick Leave Severance Pay.** Upon termination of employment by the Employer, for other than retirement, death or involuntary discharge, an employee covered by this Manual will receive a portion of his/her accumulation of sick leave as listed below:

   | Less than 1 year | 0% |
   | 1 to 5          | 15% |
   | 5 to 10         | 25% |
   | 10 and above    | 35% |

In no case will the amount in this section exceed forty-five (45) days.

3. **Severance Pay.**
   a. Subject to the provisions stated herein, if a manager or confidential employee is laid off due to elimination of his/her position and if alternate job placement in a County position has not been successful, the Employer will continue that person's salary, health insurance, life insurance and dental insurance coverage for one (1) month for each continuous year of service to a maximum of six (6) months. The salary payments will be made on a bi-weekly basis, and continue for the period of time stated above provided the employee does not obtain other employment, nor receive unemployment compensation during that time. **The salary continuation will not include contributions to MERS retirement and the employee will receive no service credit under the MERS Plan subsequent to the date of separation.** This compensation may be extended, as well as the above fringe benefits, at the sole discretion of the County Services Committee up to an additional six (6) months for those employed ten (10) or more continuous years. The above payments will be subject to normal tax withholdings. **Prior to any such payment, a release and waiver agreement, approved by Corporation Counsel, must be executed by the affected employees and the Chairperson of the Ingham County Board of Commissioners.**
   
   b. A Manager or Confidential employee's employment and compensation can be terminated for any reason, at any time, at the option of either the Employer or employee. If a Manager or Confidential employee's employment is terminated by the Employer and his/her termination from employment is for other than death, retirement, or involuntary discharge, the
Manager or Confidential employee may be provided one (1) month’s continuation of salary, health insurance, life insurance and dental insurance coverage for each continuous year of service to a maximum of six (6) months of severance compensation. Payments will be made on a bi-weekly basis, subject to normal withholding of taxes. The County Services Committee must authorize such compensation. In addition, such salary and fringe benefit continuation is subject to and contingent upon the employee not being employed elsewhere, nor receiving unemployment compensation during that time. The salary continuation will not include contributions to MERS retirement and the employee will receive no service credit under the MERS Plan subsequent to the date of separation. This compensation may be extended, as well as the above fringe benefits, at the sole discretion of the County Services Committee up to an additional six (6) months for those employed ten (10) or more continuous years. The decision to grant or deny an extension of benefits is within the sole discretion of the County Services Committee. Prior to any such payment, a release and waiver agreement, approved by Corporation Counsel, must be executed by the affected employees and the Chairperson of the Ingham County Board of Commissioners.
L. RETIREMENT

1. Retirement Plans. The retirement program is with the Municipal Employees' Retirement System. The Municipal Employees' Retirement System establishes the administrative procedures and various benefit programs that are available for member governmental units.

2. Managerial and Confidential Employee Plan.
   a. Employees hired prior to January 1, 2013 will be covered by the Municipal Employees' Retirement System's B4 plan; V-6; the 55F waiver with fifteen (15) years of service; and the FAC3 (Final Average Compensation). Managerial employees shall contribute 6.39% and Confidential employees shall contribute 5.36% of gross wages. Effective the first full pay period following January 1, 2013, employees hired prior to January 1, 2013 shall contribute an additional 1.2% of gross wages, increasing the total contribution for Managerial employees to 7.59% and Confidential employees to 6.56%.
   b. Employees hired on or after January 1, 2013, will be covered by the Municipal Employees’ Retirement System’s Hybrid Plan (HC); consisting of a Defined Benefit (DB) component with a 1.0% Benefit Multiplier and a Defined Contribution (DC) component with an employer match of the Employee’s required 2.5% contribution of the employee’s payroll for the cost of the DC component of the Plan; FAC3 (Final Average Compensation); normal retirement age 60; Vesting: DB component is six (6) years; DC component - Employees will be 100% vested for Employer contributions to the plan after five (5) years of service.
   c. Employees in the classification of Court Officer/Research Clerk, hired prior to January 1, 2015 will be covered by the Municipal Employees’ Retirement System’s C-1 Plan, Division 93: V-10; FAC 5 (Final Average Compensation). Effective the first full pay period following May 1, 2015, employees in this plan shall contribute 1.2% of gross wages. Employees in this classification hired on or after January 1, 2015, will be covered in the aforementioned Hybrid Plan (HC).

3. Retiree Health Insurance.
   a. Full-time, three quarter time and part-time employees, hired prior to January 1, 2013, who meet the vesting requirements with Ingham County service only and are immediately eligible for retirement benefits shall be provided single subscriber health and hospitalization
coverage. Applies to employees in the confidential classification of Court Officer/Research Clerks, hired prior to January 1, 2015 (date of integration into MCF group).

b. Employees hired on or after January 1, 2013 (applicable to employees in the Court Officer/Research Clerk classification hired on or after January 1, 2015) shall be eligible for retiree health insurance based on the following criteria:

i. Employees shall not be eligible for single subscriber retiree health insurance coverage until they reach 60 years of age.

ii. After 10 years of service, the Employer’s contributions for a retiree’s health insurance premium shall be capped at 50% of the Employer’s current contribution for active employee single coverage. Example – If the Employer’s premium contribution for active employee’s single health care coverage is 80%; the Employer would contribute 40% of the premium for a retiree with 10-15 years of service.

iii. After 15 years of service, the Employer’s contribution for a retiree’s health insurance premium shall be capped at 75% of the Employer’s current contribution for active employee single coverage.

iv. After 20 years of service, the Employer’s contribution for a retiree’s health insurance premium shall be capped at 100% of the Employer’s current contribution for active employee single coverage.

c. Retirees shall receive the same health coverage options as active employees, if available, with a benchmark as set forth in Section E (Hospitalization -- Medical Coverage), including the increase in the benchmark as set forth in Section E. Increases in premium costs which exceed the benchmark will be shared 50/50 by the Employer and the retiree on a monthly basis. Retirees can pay for their spouse’s coverage under the conditions established by the County. If certain coverage is no longer available, the retiree must select from what is available and pay the difference in cost, if any.

d. In the event a retiree wishes to cover his or her spouse, s/he may do so by prepaying the County the difference between the applicable two-person rate and the appropriate benchmark amount.

e. Retirees with a retirement date of January 1, 2003 or after may also purchase dental and vision insurance at group rates. If the retiree opts to purchase such coverage and subsequently chooses to discontinue the coverage, they may not re-enroll.
f. The obligation of the County shall cease in the event that comparable health insurance is available to the retiree through another Employer or source, such as a spouse. Further, there shall be a requirement to coordinate with other available health insurance, Medicare, Medicaid, Federal insurance or any other health insurance which may be available in part or in total to the retired employee. All questions of eligibility shall be determined by the regulations and rules established by the carrier providing such coverage.

g. Retirees losing medical coverage from another source shall notify the County Human Resources Department in time so that person can be re-enrolled the first of the month following their loss of alternate coverage. A retiree may choose to continue coverage through the County even though alternative coverage is available by paying the premium her/himself.

h. The retiree shall apply for Medicare, Medicaid or similar federal program benefits as soon as s/he is eligible. As of said date, all benefits payable by the County shall be reduced by an amount equal to federal benefits pertaining at said time and shall be supplemental to such coverage. In the event the name of any of the coverage/benefits referred to herein shall be changed, this section shall be deemed to apply to any and all similar or replacement programs subsequently designated.

4. Retiree Life Insurance.

a. Full-time employees who retire after January 1, 2006 and are immediately eligible for retirement benefits as provided in the above plan, shall be provided with $4,000.00 life insurance coverage, payable to their beneficiary at the time of their death, and the total cost of this coverage shall be borne by the Employer.
M. VACATIONS

1. Employees who have completed at least six (6) months of continuous service are eligible for compensated annual leave. Following six (6) months of employment, an employee may apply to use any credited vacation hours, but vacation hours may not be used prior to the payroll period in which they are earned according to the vacation schedule below. An employee's vacation credit accumulation rate shall be based upon the length of continuous service, and the amount of vacation leave earned each payroll period by each full time employee shall be according to the following schedule. This schedule shall apply to full-time employees in the confidential classification of Court Officer/Research Clerks, hired prior to January 1, 2015 (date of integration into MCF group):

<table>
<thead>
<tr>
<th>Years of Continuous Service</th>
<th>Hours Earned Each Fully Compensated Payroll Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3.384 (88)</td>
</tr>
<tr>
<td>2</td>
<td>3.693 (96)</td>
</tr>
<tr>
<td>3</td>
<td>4.000 (104)</td>
</tr>
<tr>
<td>4 thru 8</td>
<td>4.923 (128)</td>
</tr>
<tr>
<td>9</td>
<td>5.231 (136)</td>
</tr>
<tr>
<td>10 thru 14</td>
<td>5.846 (152)</td>
</tr>
<tr>
<td>15 thru 19</td>
<td>6.492 (168)</td>
</tr>
<tr>
<td>20 and over</td>
<td>6.769 (176)</td>
</tr>
</tbody>
</table>

The amount of vacation leave earned each payroll period by each full time employee hired on or after January 1, 2013 shall be according to the following schedule:

<table>
<thead>
<tr>
<th>Years of Continuous Service</th>
<th>Hours Earned Each Fully Compensated Payroll Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3.076 (80)</td>
</tr>
<tr>
<td>2</td>
<td>3.384 (88)</td>
</tr>
<tr>
<td>3</td>
<td>3.693 (96)</td>
</tr>
<tr>
<td>4 thru 8</td>
<td>4.615 (120)</td>
</tr>
<tr>
<td>9</td>
<td>4.923 (128)</td>
</tr>
<tr>
<td>10 thru 14</td>
<td>5.538 (144)</td>
</tr>
<tr>
<td>15 thru 19</td>
<td>6.153 (160)</td>
</tr>
<tr>
<td>20 and over</td>
<td>6.492 (168)</td>
</tr>
</tbody>
</table>

2. Part-time employees who work less than full-time but at least half-time (twenty (20) hours per week) shall accrue vacation leave at one-half (½) the rate of full-time employees and
three quarter time employees who work thirty (30) to thirty-nine (39) hours per week shall accrue vacation leave at 75% of the rate of full-time employees.

3. **Proration.**

   (a) Effective the first full pay period of April, 2010, the accrual rates in Subsection (1) of this Article are based upon a full-time employee being on the active payroll and compensated for all of the payroll period. Being on the active payroll and compensated means receiving wages, or on paid leave, such as paid sick leave, holidays, vacation, compensatory leave, county paid military leave, or paid union leave. An employee shall not be considered on the active payroll and being compensated when they are on unpaid leaves, workers compensation, disability leave, unpaid FMLA, or layoff. Accruals shall be prorated if a full time employee is on the active payroll and compensated less than eighty (80) hours in a payroll period. Accruals provided in Subsection 2, above, for three-quarter time employee shall be prorated if the three-quarter time employee is on the active payroll and compensated less than sixty (60) hours in a payroll period. Accruals provided in Subsection 2, above, for part-time employee shall be prorated if the part-time employee is on the active payroll and compensated less than forty (40) hours in a payroll. Proration under this section will be calculated based on the ratio of time compensated versus the applicable normal full payroll amount (80, 60, or 40 hours).

   (b) Unpaid time taken off pursuant Ingham County Board of Commissioners’ Resolution #09-081, or any resolution continuing such unpaid time off policy, and any unpaid furlough days that may hereinafter be approved by the Ingham County Board of Commissioner, will not affect accrual of any vacation or sick leave, and, rather, such leave will accrued as though the unpaid time off or furlough days had been worked.

4. Vacation leaves shall be scheduled by the department head in accordance with operating requirement, and, where possible, with the written request of the employee. The amount of vacation leave charged to an employee during an annual leave will be equal to the number of regularly scheduled hours that would otherwise have been worked during the period
of absence on such leave. A maximum of three hundred eighty (380) hours vacation leave may be accumulated.

5. Absence due to an employee's medically verified illness or disability in excess of previously accumulated sick leave hours may be charged against vacation credits at the employee's request.

6. An employee whose service is terminated voluntarily or involuntarily is entitled to receive a vacation payout for all accrued vacation hours, subject to the allowable maximum.

7. Each department head shall keep a record of vacation credit; employees shall have access to records of their vacation eligibility and vacation days used.

8. **Positions reporting directly to the Board of Commissioners will notify the Board Office of his/her scheduled vacation leaves.**
N. OVERTIME COMPENSATION

1. Managerial employees do not receive and are not entitled to compensation or compensatory time for working more than a forty (40) hour work week.

2. Confidential TOPS employees may receive compensation for overtime as follows:
   a. A department head may prescribe overtime to meet operational needs. Overtime shall consist of any and all time assigned by the department head to be worked by a TOPS confidential employee in excess of forty (40) compensated hours in seven (7) consecutive days. An employee shall be compensated for overtime worked at the rate of time and one-half (1 and ½) their regular rate of pay or shall receive compensatory time as stated below. However, a department head may require an employee to work more than an eight (8) hour day and, subsequent thereto, within the same work week, afford equal time off of work, thereby resulting in a forty (40) hour work week. The employee shall be given consideration of his/her desire regarding time off in that work week.
   b. Prior approval of overtime hours is required by the supervisor or department head.
   c. Employees may receive compensatory time at the rate of time and one-half in lieu of overtime payment if mutually agreed to between the employee and his/her supervisor. If the employee's supervisor does not agree to same, the employee who works overtime shall receive normal overtime payment. Compensatory time may be accumulated to a maximum of one hundred (100) hours at any one time. Any hours in excess of one hundred (100) hours shall be paid at overtime rates. The use of accumulated compensatory time shall be mutually agreed upon by the affected TOPS employee and his/her supervisor.

3. Confidential Professional employees may receive compensation for overtime as follows:
   a. Confidential Professional employees are sometimes required to work some incidental uncompensated overtime. Work performed in preparation for subsequent activities, beyond forty (40) hours per week, shall not be compensated for, such as, but not limited to, preparation of the next day's activities. Specific overtime is that time worked beyond forty (40) compensated hours in seven (7) consecutive days that is authorized in advance by the department head to be worked. An employee shall be compensated for specific overtime worked at the rate
of time and one-half (1 and ½), be it in money or in time off as agreed between the employee and
the department head. However, if the budgetary circumstances or the department head requires,
the employee shall have to take time off. Complete records of overtime shall be reported each
payroll period to the Payroll Department.

b. Any compensatory hours accumulated beyond one hundred (100) hours shall be
paid off monetarily subsequent to December 31 of each year.
O. VACATION BONUS DAYS

1. Effective in December of each calendar year, each full-time employee will be credited with twenty-eight (28) hours of vacation bonus to be used during the following calendar year. Any portion of the vacation bonus hours not taken during the calendar year will be lost. This vacation bonus will not accumulate nor will it be paid upon termination.

   a. Vacation bonus hours shall be provided on a pro-rata basis for employees hired after January 1st each calendar year.

   b. Employees who do not remain employed for all twelve (12) months of any calendar year shall have any vacation bonus paid, deducted from their last paycheck pro-rata, based upon the total number of months worked. This excludes employees who retire during this time and are immediately eligible and receive their retirement benefit.

2. Leaves under Vacation Bonus shall be scheduled by the department head in accordance with operating requirement, and, where possible, with the written request of the employee. Positions reporting to the Board of Commissioners will notify the Board Office of his/her scheduled use of vacation bonus.

3. Part-time employees shall earn vacation and vacation bonus at one-half (½) the rate of full-time employees, and three quarter time employees shall earn 75% the rate of full-time employees.
P. JURY DUTY

The Employer will pay an employee called for jury duty his/her regular compensation s/he would earn if working, less an amount equal to the payment received for jury service. An employee excused from jury duty or examination prior to 3:00 p.m. must return to work for the balance of the day to receive compensation for that day's jury duty. In order to receive payment, an employee must give the Employer prior notice that s/he has been summoned for jury duty, must furnish satisfactory evidence that s/he reported for or performed jury duty on the days for which s/he claims such payment, and must furnish a copy of the payments received for such jury duty.
Q. TRAVEL ALLOWANCE

Employees will follow the Business Travel and Reimbursement Policy, and Procurement Card Policy as amended by the Board of Commissioners Resolution #15-173 on May 12, 2015.

R. COMPLAINT PROCEDURE

1. **Review Procedure For Non-Disciplinary Matters.** Should any employee covered under this Manual have a complaint about its interpretation or application for non-disciplinary matters, the following steps should be taken. All complaints shall be submitted within five (5) working days of its occurrence or when the employee should reasonably have obtained knowledge of its occurrence. If not so submitted, the complaint shall be considered automatically closed. The interpretation of any of the provisions of this Manual is ultimately vested with the Board of Commissioners, except where otherwise stated. Initial decisions shall be made by the employee's supervisor. That decision shall not act as precedent. If a dispute still exists, the matter shall be referred to the Human Resources Director for his/her review. If the matter is not resolved, the employee may request the County Services Committee of the Board of Commissioners to review the matter and make a final determination. The decision of the County Services Committee shall be final and binding.

2. **Review Procedure For Disciplinary Matters.** Managers and Confidential employees who are subject to the hiring, supervision, discipline, and termination decisions of other managers shall have the following review procedure available to them. Should such an employee have a complaint about disciplinary action taken against him/her, the following steps should be taken. All complaints shall be submitted within five (5) working days of its occurrence as stated below. If not so submitted, the complaint shall be considered automatically closed. If there is a dispute involving the disciplinary actions of a supervising Manager, the Manager or Confidential employee being supervised may request review of such actions by the supervising Manager's supervisor if there is one. In such case, the supervisor shall review the actions and make a determination to resolve the dispute. If such action does not resolve the issue, the affected Manager or Confidential employee may request review by the County Services Committee of the Board of Commissioners, or in the case of the Courts by the
appropriate presiding Judge, or in the case of departments headed by Elected Officials by the appropriate Elected Officials. Employees covered under this Manual are employees at will. The decision of the County Services Committee or presiding Judge or appropriate Elected Official shall be final and binding. Notwithstanding any contrary provisions, only the County Services Committee has the authority to provide severance pay as stated hereunder.

S. I.R.S. SECTION 125

The Employer will provide on or before July 1, 1991, IRS Section 125 document(s), allowing employees who choose to participate, the ability to pay for employee contributions with pre-tax dollars for the following:

1. Medical hospitalization expenses;
2. Dependent child care programs;
3. Employee payroll deductions for health care premiums.

The above requirement is subject to and contingent upon CPA verification that the same is permissible and will not jeopardize County tax deductions and is authorized by the IRS.

T. TAX RATE ON SEPARATE CHECKS

Starting July 1, 1991, the employee's actual tax rate will be used on separate paychecks. Subject to applicable laws.

U. EMPLOYEE ASSISTANCE PLAN

1. Managerial and Confidential full-time, three quarter-time and part-time employees will be provided with an Employee Assistance Program (EAP) as approved by the Board of Commissioners.
   2. During the term of this Plan, consideration may be given to changes in the EAP or to eliminate the EAP as determined by the Board of Commissioners.
V. DEFINITION OF EMPLOYEES

Definitions. The terms "employee" and "employees", when used in this Manual, shall refer to and include only those regular, full-time employees, three-quarter and part-time employees as covered by this Manual and are employed by the employer. For purposes of this Manual, the following definitions shall be applicable:

1. Full-Time Employees: Employees regularly scheduled to work forty (40) hours per week shall be considered as regular, full-time employees. A regular, full-time employee shall be entitled to the benefits under this Manual except where otherwise indicated.

2. Three-Quarter-Time Employees: Employees regularly scheduled to work between thirty (30) and thirty-nine (39) hours weekly shall receive the following:
   a) Vacation, vacation bonus, sick leave, funeral leave and holiday pay on a prorated basis.
   b) Dental coverage the same as full-time employees are eligible to receive.
   c) Overtime compensation for Confidential employees, but only if said employees work over forty (40) hours per week.
   d) Said employees shall not receive overtime compensation if they work over eight (8) hours in any one given day.
   e) Said employees shall also be eligible to receive two-person hospitalization insurance coverage paid by the employer.
   f) Retirement benefits to the extent provided by the Municipal Employees’ Retirement System.

3. Part-Time Employees: Employees who are regularly scheduled to work less than full-time, but at least half-time (20 hours per week up to and including 29 hours per week) shall be classified as regular, part-time employees. They shall:
   a) Be paid for their hours worked at the regular rate of their salary grade.
   b) Confidential employees shall receive overtime pay on the same basis as three-quarter time employees.
   c) Receive vacation, vacation bonus, sick leave, holiday pay, funeral leave and a cost of living allowance at one-half the rate that full-time employees are eligible to receive.
   d) Receive health insurance at the single subscriber rate.
   e) Receive dental coverage the same as full-time employees are eligible to receive.
f) Retirement benefits to the extent provided by the Municipal Employees’ Retirement System.

4. *Special Part-Time Employees:* An employee regularly scheduled to work nineteen (19) hours or less per week shall be considered a special part-time employee. Such employees shall be compensated by wages only, and shall not be covered by the provisions of this Manual. Such employees shall not be entitled to any fringe benefits under this manual; and shall not be entitled to any fringe benefits unless expressly approved by the Board of Commissioners or required by law.

5. *Temporary Employees:* An employee who is hired for a period of six (6) months or less to augment the work force will be considered a temporary employee and shall be compensated by wages only. Temporary employees shall be scheduled on average to work twenty-nine (29) hours or less per week.

   Such wages shall not exceed a rate of ten percent (10%) above the beginning rate for that position. Such employees shall not be entitled to any fringe benefits under this manual; and shall not be entitled to any fringe benefits unless expressly approved by the Board of Commissioners or required by law. If a temporary employee is eventually hired into a posted regular position, the normal hiring procedures will be followed to determine the regular compensation rate.

6. *Seasonal Employees:* An employee who is hired for a position for a period of six (6) months or less, and that time period begins each calendar year in approximately the same part of the year, such as summer or winter, will be considered a “seasonal employee,” shall be compensated by wages only, and shall not be covered by the provisions of this Manual. Such employees shall not be entitled to any fringe benefits under this manual; and shall not be entitled to any fringe benefits unless expressly approved by the Board of Commissioners or required by law. A seasonal employee may be scheduled on a full-time or part-time basis, but must not work in excess of six (6) months per year in a county position.

   Should the employee work in excess of the six (6) months in a twelve (12) month period in the same position in the same department, the employee shall be eligible for fringe benefits afforded to regular employees after said applicable number of hours, and shall acquire a service date back six (6) months from the date he or she completed the applicable number of hours.
**Contracted Benefits.** Notwithstanding the above provisions, no benefits shall be afforded to any employee when the employer’s contractual arrangement with a third party for said benefits do not permit coverage of said employees.
W. ADMINISTRATIVE LEAVE

The Suspension of County Operations Policy No. 221, approved on January 26, 2016 by Resolution No. 16-010, provides the procedures in response to situations requiring suspension of some or all of the County’s functions. The policy is applicable to all permanent County employees.
APPENDIX A

OTHER SPECIFIC MANAGERIAL BENEFITS

1. **Managers** who have to work a holiday shall receive an additional days’ pay. Employees eligible for this compensation shall receive the payment for each authorized holiday by December 15 for all eligible holidays since the previous December 15.

2. **Attorneys.** Michigan Bar Association Dues will be paid by the County for those Managerial employees whose positions were posted as requiring a law degree. The County shall pay to the Michigan State Bar Association the dues for unit members. This shall include the basic dues only and not section or other additional dues.

3. **Physicians.** In accordance with Ingham County Board of Commissioners Resolution #03-042, physicians employed by the County under the managerial and Confidential Employee Personnel Manual shall participate in “on-call” coverage and shall be paid an “on-call” bonus. The “on-call” bonus shall be paid on quarterly.

4. **Attorney/Referees.** When an Attorney/Referee is directed to be on call by his/her Department Head or supervisor and said employee is required to leave their home to conduct County business, this time shall be considered as time worked. The same shall be entered upon the time card of said employee and shall be compensated for as stated in the Call Back section below.

   An employee on call for a two (2) day weekend will be entitled to eight (8) hours of comp time at straight time, to be taken by the employee with the approval of the Department Head.

   An employee on call for a three (3) or more day weekend will be entitled to sixteen (16) hours of comp time at straight time, to be taken by the employee with the approval of the Department Head. The above-stated time shall only be given if the employee is compensated for more than forty (40) hours in said week.

   Attorney/Referees who are called back to work preceding their normal shift or after the end thereof shall receive two (2) hours minimum payment at the rate of time and one-half (1 ½) their regular rate of pay for call back. However, this Section only applies when an employee has left the premises of the EMPLOYER and is subsequently called back to work.
5. **Positions reporting directly to the Board of Commissioners.** There are circumstances that may allow positions reporting directly to the Board of Commissioners to telecommute. When these opportunities occur, the Board Office will be notified.

6. If an economic enhancement is received by the majority of the bargaining units, the Board of Commissioners shall review and may approve said enhancement for employees covered under the Managerial/Confidential Plan.
1. The normal business day is 8:00 a.m. to 5:00 p.m., Monday through Friday. The normal working schedule of forty (40) hours weekly can be arranged to best accommodate individual job responsibilities, provided the Manager is at work the majority of the hours designated as the normal business day, and that the appropriate staff is aware of the schedule. For example, Managers with required evening meetings may wish to come in later than 8:00 a.m. on such days, provided their normal job duties can be accomplished.

2. Occasional work in excess of the normal forty (40) hour work schedule is an expected part of a Manager's job and already reflected in compensation; additional compensation either in the form of money or time off is not to be expected. For example, the Manager who stays after 5:00 p.m. until whatever time is necessary to finish the day's work should not expect that extra time is to be considered as compensable or used to reduce other day's work.

3. Some meetings are by necessity held outside a Manager's normal working schedule, and the Manager is required to attend. This may include committee meetings, labor negotiations, and other meetings which must be attended as part of the job function. It is reasonable for Managers required to attend such meetings to take a corresponding amount of time off in the near future, provided that the Manager's workload will allow it. The use of such time must be clearly documented by referencing the time off to the specific meetings generating the accumulation. There is no eligibility for monetary compensation for such accumulations under any circumstances, and Managers adjusting schedules in accordance with number one (1) above can not also accumulate time off for the meeting times under this provision.
TRAVEL POLICY AND PROCEDURES
FOR INGHAM COUNTY COMMISSIONERS

1. Each Commissioner may be reimbursed up to $1,500 annually for costs of transportation, meals and lodging associated with attending conferences or conventions in his/her capacity as a County Commissioner. Expenses for incidental travel and alcoholic beverages while at such conferences and conventions will not be reimbursed. Expenses must be reimbursed in the year in which they are incurred.

2. The cost of registration not exceeding $1,000 per Commissioner for in-state and out-of-state conferences or conventions may be paid from the Board of Commissioners budget and will not be counted as part of the Commissioners annual $1,500 travel reimbursement allowance.

3. In the event that a Commissioner is appointed or elected to an office by a state or national association, the Board may, by resolution, recognize the position and allocate up to an additional $1,500 annually within the County’s fiscal year to cover increased expenses of attending necessary functions associated with the office.

4. Expenses incurred by a Commissioner in excess of the above limits which are billed to the County will be recovered through payroll deduction unless reimbursed by the Commissioner within 10 working days of receipt of the statement by the Board Office.

5. Original receipts or credit card records must be submitted to obtain reimbursement for travel and lodging expenses.

6. Any funds authorized pursuant to this policy, but unexpended within the fiscal year, cannot be carried over for use in succeeding fiscal years.

7. A Commissioner shall not be reimbursed more than $3,000 for travel expenses within the County’s fiscal year, excluding registration fees.
DECEMBER 13, 2016 REGULAR MEETING

INTRODUCTIONS

Introductions by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING COMMISSIONER COMPENSATION
FOR 2017 AND 2018

WHEREAS, the Board of Commissioners is authorized to establish the compensation for the Board of Commissioners; and

WHEREAS, the Board of Commissioners cannot make changes in compensation which affect the Board during the current term, but can make changes to be effective for the next term; and

WHEREAS, the Board of Commissioners wishes to establish the Commissioners’ Compensation for the period of January 1, 2017 through 2018 with a 1% increase for 2017 and a 0% increase for 2018.

THEREFORE BE IT RESOLVED, that effective on the date indicated, the salaries for the Ingham County Board of Commissioners shall be as follows:

<table>
<thead>
<tr>
<th>Current Compensation</th>
<th>January 1, 2017</th>
<th>January 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Chair</td>
<td>$17,425</td>
<td>$17,599</td>
</tr>
<tr>
<td>Vice Chair, Vice Chair Pro Tem and all Standing Committee Chairs</td>
<td>$12,704</td>
<td>$12,831</td>
</tr>
<tr>
<td>Other Commissioners</td>
<td>$11,647</td>
<td>$11,763</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that each Commissioner shall continue to be paid a $60.00 per diem for attending each officially called Standing Committee and Board Meeting of which the Commissioner is a member, including Committee of the Whole and Board Leadership to a maximum of eighty (80) per year, provided, however, that a Commissioner shall not be entitled to a payment for more than two (2) meetings per day; and provided further that Commissioners shall not be eligible for payment for a committee meeting which occurs on the same day as a board meeting.

BE IT FURTHER RESOLVED, that the Board of Commissioners’ Chairperson, and Vice-Chairperson as Ex-Officio of all Committees, shall be paid a per diem subject to a maximum of 100 per year.

BE IT FURTHER RESOLVED, that the above-stated salaries for Ingham County Commissioners shall not preclude a Commissioner from receiving a per diem payment when he/she is appointed to a statutory board and/or agency by the County Board of Commissioners. Commissioners shall receive the same per diem as non-Commissioner members appointed by the Board of Commissioners to statutory boards and/or agencies, in addition to the above stated salary, provided that a per diem Commissioner payment is not prohibited by the specific statute in question.
BE IT FURTHER RESOLVED, that the Board Coordinator shall be responsible for periodically preparing appropriate vouchers for the payment of per diem for each Commissioner, based on the approved minutes of each Standing Committee, Committee of the Whole, and Board Leadership meeting, and that said voucher shall be approved and signed by the individual Commissioners prior to its submission for payment.

BE IT FURTHER RESOLVED, that each Commissioner may, at his/her own expense, purchase health insurance, including dental and vision, as now or in the future provided by the County to its Managers.

BE IT FURTHER RESOLVED, that the retirement benefit for Commissioners who began serving prior to January 1, 2013 shall be MERS plan C-2 with B-1 base, 55F with 15 years; V6, FAC5, with Commissioners paying 4.76% of salary; which includes a 1.2% increase in Commissioner contributions, provided, however, that each Commissioner at the beginning of his/her term has the option of choosing to participate in the retirement plan.

BE IT FURTHER RESOLVED, effective January 1, 2013 Commissioners shall be covered under a MERS Hybrid Plan.

BE IT FURTHER RESOLVED, that Commissioners shall receive reimbursement for travel outside Ingham County only for actual miles traveled on county business, at the rate established by the Internal Revenue Service, provided, however, that said mileage reimbursement is not more than that set for State Officers as determined by the State Officers Compensation Commission. In the event that the above stated mileage reimbursement exceeds the mileage rate established by the State Officers Compensation Commission, then under such circumstances that rate established by the State Officers Compensation Commission shall supersede the above stated rates. This paragraph shall apply to out-of-county travel only. Commissioners shall not receive mileage reimbursement for intra-county travel, except when in the process of traveling in the County as stated above and as otherwise provided hereunder.

BE IT FURTHER RESOLVED, that the reimbursement for expenses associated with conferences and conventions shall continue to be provided for Commissioners in the attached Travel Policy and Procedures for Ingham County Commissioners.

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Maiville  
Nays: Hope  Absent: Koenig, Tsernoglou  Approved 12/06/2016

FINANCE:  Yeas: Bahar-Cook, McGrain, Crenshaw, Case Naeyaert  
Nays: Schafer  Absent: Tennis, Anthony  Approved 12/07/2016
1. Each Commissioner may be reimbursed up to $1,500 annually for costs of transportation, meals and lodging associated with attending conferences or conventions in his/her capacity as a County Commissioner. Expenses for incidental travel and alcoholic beverages while at such conferences and conventions will not be reimbursed. Expenses must be reimbursed in the year in which they are incurred.

2. The cost of registration not exceeding $1,000 per Commissioner for in-state and out-of state conferences or conventions may be paid from the Board of Commissioners budget and will not be counted as part of the Commissioners annual $1,500 travel reimbursement allowance.

3. In the event that a Commissioner is appointed or elected to an office by a state or national association, the Board may, by resolution, recognize the position and allocate up to an additional $1,500 annually within the County’s fiscal year to cover increased expenses of attending necessary functions associated with the office.

4. Expenses incurred by a Commissioner in excess of the above limits which are billed to the County will be recovered through payroll deduction unless reimbursed by the Commissioner within 10 working days of receipt of the statement by the Board Office.

5. Original receipts or credit card records must be submitted to obtain reimbursement for travel and lodging expenses.

6. Any funds authorized pursuant to this policy, but unexpended within the fiscal year, cannot be carried over for use in succeeding fiscal years.

7. A Commissioner shall not be reimbursed more than $3,000 for travel expenses within the County’s fiscal year, excluding registration fees.
Commissioner Nolan moved to approve the resolution. Commissioner Anthony supported the motion.

Commissioner Nolan stated that this resolution came out of the County Services Committee. She further stated that if the resolution were approved, the commissioners would receive a 1% increase in 2017 and no increase in 2018. Commissioner Nolan asked that fellow commissioners consider a 1% increase for both years. She stated that she would be amenable to an amendment that would state that the commissioners would get whatever increase, if any, that the employees received.

Discussion.

Commissioner Nolan moved to amend the resolution by adding the following language:

**Effective January 1, 2018, commissioners shall receive the same increase as the county employee who received the smallest increase, if any.**

Commissioner McGrain supported the motion.

Commissioner McGrain stated that the commissioners put a lot of work into this job. He further stated that he was concerned that we may not be in a position for any increases in 2018 given budget concerns.

Commissioner Celentino stated he would not support the amendment. He further stated that the 2018 budget would be challenging, so it would be up to the commissioners to be the example. Commissioner Celentino stated that it would be cleaner if we kept the resolution as-is.

Commissioner Bahar-Cook stated that she believed commissioners were underpaid for the work they performed. She further stated that there was a history of giving ourselves a first-year raise, but skipping over it in the second year. Commissioner Bahar-Cook stated that she supported the amendment.

Commissioner Nolan stated that if the amendment passed, the commissioners would be setting the example because the commissioners would only receive a raise if the employees did.

Chairperson Hope stated that she would oppose the amendment. She further stated that she opposed the resolution at the County Services Committee meeting.

Commissioner Schafer stated that, in general, it was not a good idea to tie manager salaries to employee salaries.

The motion to amend failed. **Yees:** Bahar-Cook, Koenig, McGrain, Nolan **Nays:** Anthony, Case-Naeyaert, Celentino, Crenshaw, Hope, Maiville, and Schafer **Absent:** Banas, Tennis, and Tsernoglou

The motion to approve the resolution failed. **Yees:** Anthony, Bahar-Cook, Celentino, Crenshaw, Koenig, and McGrain **Nays:** Case-Naeyaert, Hope, Maiville, Nolan, and Schafer **Absent:** Banas, Tennis, and Tsernoglou
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ANNUAL 2017 COMPENSATION FOR NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS

RESOLUTION # 16 – 517

WHEREAS, a 1 percent wage increase was recommended as part of the 2017 Managerial/Confidential Personnel Manual; and

WHEREAS, the Board wishes to increase the salary level for non-Judicial County-Wide Elected Officials by 1 percent for 2017 as well.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials: County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be provided a 2017 salary as listed below (reflects a 1 percent increase):

<table>
<thead>
<tr>
<th>Elected Official</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Clerk</td>
<td>$91,713</td>
<td>$92,630</td>
</tr>
<tr>
<td>Drain Commissioner</td>
<td>$85,731</td>
<td>$86,588</td>
</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>$132,075</td>
<td>$133,396</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>$85,731</td>
<td>$86,588</td>
</tr>
<tr>
<td>Sheriff</td>
<td>$123,698</td>
<td>$124,935</td>
</tr>
<tr>
<td>Treasurer</td>
<td>$98,812</td>
<td>$99,800</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the salary is contingent upon the elected official foregoing any per diem, fees, or payments to which the elected official may otherwise be entitled, including but not limited to Delinquent Tax Administration fees (Treasurer); fees from divorces involving minor children (Prosecutor); per diem for Elections Commission and Plat Board (Clerk, Register of Deeds, Treasurer); housing and clothing/cleaning allowance (Sheriff); Drainage Board meetings (Drain Commissioner).

BE IT FURTHER RESOLVED, non-Judicial County-Wide Elected Officials taking office after January 1, 2013 shall not be eligible for single retiree health insurance coverage until after they reach 60 years of age, subject to the scale based on years of service. Retirees that purchase dental and vision insurance at group rates and subsequently choose to discontinue the coverage, may not re-enroll.

BE IT FURTHER RESOLVED, these salaries are established on the expectation each elected official will perform services comparable to the hours worked by the County managers.

BE IT FURTHER RESOLVED, that the County of Ingham shall pay the annual Michigan Bar Dues for the Prosecuting Attorney.
COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
Nays: None  Absent: Koenig, Tsernoglou  Approved 12/06/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Case Naeyaert
Nays: Schafer  Absent: Tennis, Anthony  Approved 12/07/2016

Commissioner Nolan moved to approve the resolution. Commissioner Bahar-Cook supported the motion.

The motion carried. Yeas: Anthony, Bahar-Cook, Case-Neyaert, Celentino, Crenshaw, Hope, Koenig, Maiville, and Nolan Nays: McGrain and Schafer Absent: Banas, Tennis, and Tsernoglou
ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 21

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING TERMINATION OF THE CONTRACT WITH HAY GROUP FOR THE COMPREHENSIVE COUNTYWIDE COMPENSATION AND CLASSIFICATION STUDY

RESOLUTION # 16 – 518

WHEREAS, the Ingham County Board of Commissioners authorized a contract with Hay Group, 1850 Arch Street, Philadelphia, PA, 19103, to conduct a countywide comprehensive compensation and classification study; and

WHEREAS, the County and Hay Group initiated the Agreement for the classification and compensation project on the 6th day of April 2015; and

WHEREAS, both parties have diligently pursued completing the project and a number of deliverable items have been completed to date; and

WHEREAS, the Ingham County Board of Commissioners is exercising the right to terminate the agreement without cause in accordance with the EIGHTEENTH section of the Agreement and the Hay Group shall receive the compensation for services performed up to the effective date of the termination as set forth in the SECOND and THIRD section of the Agreement.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes termination of the contract with Hay Group.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary payment consistent with the applicable language in the Agreement and 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, Celentino, Bahar-Cook, Hope, Maiville
Nays: None  Absent: Koenig, Tsernoglou  Approved 12/06/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None  Absent: Tennis, Anthony  Approved 12/07/2016

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING INGHAM COUNTY’S PARTICIPATION IN THE LANSING REGIONAL BROWNFIELD COALITION FOR THE PURPOSE OF SUBMITTING AN APPLICATION TO THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY FOR A BROWNFIELD ASSESSMENT GRANT

RESOLUTION # 16 – 519

WHEREAS, the Ingham County Board of Commissioners has established a Brownfield Redevelopment Authority whose charge is to support the cleanup and redevelopment of environmentally contaminated and previously used development sites that promote Economic Development in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners and the Ingham County Brownfield Redevelopment Authority have determined a need to continue to identify, assess and implement the cleanup and redevelopment or reuse of brownfield sites in our region in order to encourage economic development; and

WHEREAS, the cleanup and revitalization of brownfield sites can provide many other community benefits including protection of public health and environment, neighborhood improvements, opportunities for creation of parks and community spaces and elimination of blight and dangerous structures; and

WHEREAS, Ingham County faces the challenge of many brownfield sites throughout the community such as former industrial sites, closed gas stations, dumps and other contaminated properties; and

WHEREAS, the Lansing region, which includes the City of Lansing, the City of East Lansing, Clinton County, Eaton County, and Ingham County, seeks to collaborate to revitalize brownfield sites and secure more resources for redevelopment of these sites for both the individual communities and the broader region; and

WHEREAS, these five local governments desire together to form the Lansing Regional Brownfield Coalition (Coalition); and

WHEREAS, the Lansing Economic Area Partnership (LEAP), a non-profit economic development entity with members that include Ingham County and the other governmental entities who will be part of the Coalition, will seek, administer and implement new funding to support the Coalition and its local government participants; and

WHEREAS, the U.S. Environmental Protection Agency (EPA) is now soliciting applications for grants in its Brownfield Assessment program and allows for coalitions to seek funding in the amount of $600,000 to be used for assessment and reuse planning of brownfield sites.

THEREFORE BE IT RESOLVED, that Ingham County is a collaborative partner in the Lansing Regional Brownfield Coalition and supports the development and submission of an application to the Environmental
Protection Agency Brownfield Assessment Grant Program in the amount of $600,000 by LEAP on behalf of the Lansing Regional Brownfield Coalition.

BE IT FURTHER RESOLVED, that Ingham County designates the Economic Development Coordinator to work in collaboration with LEAP and the other Coalition members on the development, submission and implementation of an EPA Brownfield Assessment Grant.

COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville  
Nays: None   Absent: Koenig, Tsernoglou   Approved 12/06/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert  
Nays: None   Absent: Tennis, Anthony   Approved 12/07/2016

Approved as part of the consent agenda.
Introducing the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE INGHAM COUNTY BROWNFIELD AUTHORITY BROWNFIELD PLAN FOR THE ELEVATION AT OKEMOS POINTE 2360 JOLLY ROAD (PORTION); 2398 JOLLY ROAD (PORTION); 2350 JOLLY OAK ROAD; 2362 JOLLY OAK ROAD; JOLLY OAK ROAD (PORTION) OKEMOS, MERIDIAN CHARTER TOWNSHIP MICHIGAN

RESOLUTION # 16 – 520

WHEREAS, the Ingham County Board of Commissioners created the Ingham County Brownfield Redevelopment Authority (ICBRA) in September 2001 (Resolution #01-279) pursuant to PA 381 of 1996, as amended (the ACT) in order to promote the redevelopment of environmentally distressed, functionally obsolete, and/or blighted areas of the County; and

WHEREAS, the ICBRA met on October 14, 2016 and recommended approval of a brownfield plan for the Elevation at Okemos Pointe (the PLAN) to redevelop deteriorating and contaminated properties in Meridian Charter Township (the TOWNSHIP) with tax ID Numbers: #33-02-02-33-376-010 (portion); #33-02-02-33-353-015 (portion); #33-02-02-33-329-002 (portion); #33-02-02-33-376-011; #33-02-02-33-376-012; #33-02-02-33-329-100 (portion) containing approximately 37.29 acres into a mixed use development with residential and commercial components which will increase the County’s taxable value while creating approximately 200 new full time jobs; and

WHEREAS, the PLAN includes a Tax Increment Financing Plan to allow for the capture of taxes to reimburse for eligible expenses as described in the PLAN; and

WHEREAS, the PLAN constitutes a public purpose under the ACT; and

WHEREAS, the proposed PLAN meets the requirements for a Brownfield Plan as established in Section 13 of the ACT; and

WHEREAS, the TOWNSHIP held a public hearing on the PLAN at its meeting on October 18, 2016 and subsequently approved the PLAN at its meeting on November 1, 2016; and

WHEREAS, the Developer has agreed to add Section XX “Tax Valuation and Payment of Tax Increment Revenue Shortfall” in the Development Reimbursement Agreement between the Developer and ICBRA for the capture and repayment of tax increment revenues towards eligible Brownfield Plan costs related to the shortfall in the event of a tax appeal; and

WHEREAS, the proposed Brownfield Plan is capped at $3,891,103, of which the projected costs of developer eligible activities (including contingency) shall not exceed $3,504,759; the maximum capture into the ICBRA
Local Site Remediation and Revolving Fund (LSRRF) shall be $86,344, and; developer provided interest shall not exceed $300,000. However if the actual costs of eligible activities turns out to be lower than the above estimates developer reimbursement (including contingency and interest) and LSRRF capture shall be lower; and

WHEREAS, the taxing jurisdictions that will be affected by this PLAN have been duly notified about the fiscal and economic implications of the proposed Tax Increment Financing Plan in accordance with the ACT.

THEREFORE BE IT RESOLVED, that after review and consideration of the Brownfield Plan for the Elevation at Okemos Pointe and recommendation and approval of the PLAN by Meridian Charter Township, the Ingham County Board of Commissioners desires to proceed with approval of the PLAN.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners, pursuant to the authority granted by the ACT does hereby approve the Brownfield Plan for the Elevation at Okemos Pointe in the form attached as Exhibit A as revised on November 1, 2016 and authorizes the Chair to sign all agreements needed to implement the PLAN.

COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
Nays: None Absent: Koenig, Tsernoglou Approved 12/06/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None Absent: Tennis, Anthony Approved 12/07/2016

Approved as part of the consent agenda.
ELEVATION AT OKEMOS POINTE

2360 Jolly Road (portion) – Tax ID #33-02-02-33-376-010;
2398 Jolly Road (portion – Tax ID #33-02-02-33-353-015;
2350 Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-002;
2360 Jolly Oak Road – Tax ID #33-02-02-33-376-011;
2362 Jolly Oak Road – Tax ID #33-02-02-33-376-012; and
Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-100
Okemos, Meridian Charter Township, Michigan

Brownfield Plan

Revised November 1, 2016

Prepared with assistance from:
ADVANCED REDEVELOPMENT SOLUTIONS
PO Box 204
Eagle, MI 48822
Contact: Eric P. Helzer, EDFP
Phone: (517) 648-2434

Ingham County Brownfield Redevelopment Authority
Contact: Sandra Gower, Director
Phone: (517) 676-7285

Approved by the Ingham County Brownfield Redevelopment Authority – 10/14/2016
Approved by the Meridian Charter Township Board of Trustees – 11/01/2016
Approved by the Ingham County Board of Commissioners – TBD/TBD/2016
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B. Basis of Brownfield Eligibility Supportive Environmental and Non-Environmental
   Information

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PROJECT SUMMARY SHEET: BROWNFIELD PLAN – ELEVATION AT OKEMOS POINTE

Project Name: Elevation at Okemos Pointe

Applicant/Developer:

Entity Name: Okemos Pointe, LLC
Contact: Will Randle
Mailing Address: 2422 Jolly Road, Suite 200, Okemos, MI 48864
Phone: (517) 580-2550

Eligible Property Location: The eligible Property consists of six (6) parcels located at:
- 2360 Jolly Road (portion) – Tax ID #33-02-02-33-376-010;
- 2398 Jolly Road (portion – Tax ID #33-02-02-33-353-015;
- 2350 Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-002;
- 2360 Jolly Oak Road – Tax ID #33-02-02-33-376-011;
- 2362 Jolly Oak Road – Tax ID #33-02-02-33-376-012; and
- Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-100

Okemos, Meridian Charter Township, Michigan.

Property Size: Approximately 37.29 acres

Type of Eligible Property: Facility (Contaminated)

Project Description: Elevation at Okemos Pointe Project

This Brownfield Plan (the "Plan") anticipates significant future investments by Okemos Pointe, LLC. Okemos Pointe, LLC, is a single purpose entity for the proposed Project. They are an Okemos-based development company whose members are exceptional real estate developers of residential, commercial and mixed-use developments in Mid-Michigan and have facilitated development and managed company operations in California, Hawaii, Arizona, New Mexico, Colorado, the Caribbean and Australia. This Plan contemplates redevelopment upon all six (6) Eligible Properties located northwest of the intersection of Jolly Road and Jolly Oak Road which was first developed in 1963 and has been substantially underutilized since 1999 (17 years).

Elevation at Okemos Pointe (the "Project") is an estimated $67.3 million (including land) mixed-use redevelopment project. Phase I is $30.4 million which includes 166 apartment units (236 beds) and 6,214 gross square feet of commercial space. The projected cost for Phases II & III is $36.9 million and consists of 232 additional apartment units (352 beds) and the renovation of an existing 20,000 gross square feet metal structure into a community market and food innovation district with community function space. Apartments and commercial space will span 441,549 gross square feet over 37.29 acres on the Eligible Property. The development is ideally suited near shopping center with highway access to I-96 located within one mile of the site. This redevelopment will be ideal for those working in the Greater Lansing Area.

Once complete, approximately 200 new full time jobs will be created as a result of the residential and commercial spaces including community market and food innovation district with community
function space. The applicant will also be working with MSU to spin businesses off to other brick and mortar sites in the community, this will provide a network of small business entrepreneurship for the region fostering new types of opportunities in employment and ownership.

Added Project features include pocket parks, public seating plaza, pavilion, fishing pier, public art, underground utilities, wetland preservation areas, outdoor seasonal sales area, uncovered and covered bike parking/storage and local township path/trail system connecting to the regional path/trail system.

Construction is scheduled to begin this fall 2016 on Brownfield eligible activities to position Phase I of the Project for completion by end of 2017 and completion of Phases II & III by the end of 2020. The Project cannot occur without support toward eligible Brownfield activities and costs through tax increment financing available under the Brownfield Redevelopment Financing Act (Public Act 381 of 1996), which is the subject of this Plan.

**Estimate Job Creation:** Approximately 200 new full time jobs will be created upon completion of the Project.

**Eligible Activities and Eligible Costs:**

$3,804,759 of eligible activity costs made up of: Baseline Environmental Assessment Activities, Due Care Activities, Additional Response Activities, Demolition Activities, Lead and Asbestos Abatement Activities, Brownfield Plan & Work Plan Preparation (including Ingham County Brownfield Redevelopment Authority {"ICBRA" or "Authority"} Application Fees), Contingency and Interest. $3,891,103 in total capture with adding the capture for Authority Local Site Remediation Revolving Fund ("LSRRF").
### Eligible Activities

<table>
<thead>
<tr>
<th>Eligible Activities</th>
<th>Eligible Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline Environmental Assessment (BEA) Activities</td>
<td>$ 49,550</td>
</tr>
<tr>
<td>Due Care Activities</td>
<td>$ 392,345</td>
</tr>
<tr>
<td>Additional Response Activities</td>
<td>$ 1,673,400</td>
</tr>
<tr>
<td>Demolition Activities</td>
<td>$ 1,017,712</td>
</tr>
<tr>
<td>Lead and Asbestos Abatement Activities</td>
<td>$ 120,752</td>
</tr>
<tr>
<td>Brownfield Plan &amp; Work Plan Preparation (and application fees, if any)</td>
<td>$ 51,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$ 3,304,759</strong></td>
</tr>
<tr>
<td>Contingency</td>
<td>$ 200,000</td>
</tr>
<tr>
<td><strong>Subtotal (to Developer)</strong></td>
<td><strong>$ 3,504,759</strong></td>
</tr>
<tr>
<td>Interest</td>
<td>$ 300,000</td>
</tr>
<tr>
<td><strong>Subtotal (to Others)</strong></td>
<td><strong>$ 86,344</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$ 3,891,103</strong></td>
</tr>
</tbody>
</table>

### Duration of Plan Capture:
11 years (2018 through 2028), total estimated Plan capture duration for reimbursement of Eligible Activities and LSRRF deposits.

### Base Year of Plan:
2016

### First Year of Plan Capture:
2018

### Property Tax Summary (for life of Plan through 2028):

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Taxes Paid by Developer</td>
<td>$ 1,016,621</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid by Developer</td>
<td>$ 11,126,186</td>
</tr>
<tr>
<td><strong>Total Property Taxes Paid</strong></td>
<td><strong>$ 12,142,807</strong></td>
</tr>
</tbody>
</table>

### Distribution of Property Taxes Paid Summary (for life of Plan through 2028):

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Taxes Paid to Meridian Township</td>
<td>$ 123,150</td>
</tr>
<tr>
<td>Base Taxes Paid to Other Taxing Jurisdictions</td>
<td>$ 893,471</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid Gain (not captured) to Meridian Township</td>
<td>$ 460,911</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid Gain (not captured) to Other Taxing Jurisdictions</td>
<td>$ 6,774,172</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid to Developer Eligible Activity Costs</td>
<td>$ 3,804,759</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid to Authority LSRRF</td>
<td>$ 86,344</td>
</tr>
<tr>
<td><strong>Total Property Tax Distribution</strong></td>
<td><strong>$ 12,142,807</strong></td>
</tr>
</tbody>
</table>
INTRODUCTION

The Ingham County Brownfield Redevelopment Authority ("ICBRA" or "Authority"), duly established by resolution of the Ingham County Board of Commissioners, pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, MCLA 125.2651 et. seq, as amended ("Act 381"), is authorized to exercise its powers within the County of Ingham, Michigan.

The purpose of this Brownfield Plan (the "Plan" and/or "Amendment"), as amended is to be implemented by the Authority, is to satisfy the requirements of Act 381 for including the eligible property described below in the Authority Brownfield Plan (the "Plan"). This Plan promotes the redevelopment of and investment in certain "Brownfield" properties within the County, to accomplish cleanup of environmental contamination, and to redevelop blighted, historic and functionally obsolete property. Inclusion of Property within this Plan, as amended will facilitate financing of eligible activities at eligible properties, and will also provide tax incentives to eligible taxpayers willing to invest in revitalization of eligible sites, commonly referred to as "Brownfields." By facilitating redevelopment of Brownfield properties, this Plan, as amended is intended to promote economic growth for the benefit of the residents of the County and all taxing units located within and benefited by the Authority.

The identification or designation of a developer or proposed use for the Eligible Property that is the subject of this Plan shall not be integral to the effectiveness or validity of this Plan. This Plan is intended to apply to the Eligible Property identified in this Plan and, if tax increment revenues are proposed to be captured from that Eligible Property, to identify and authorize the eligible activities to be funded by such tax increment revenues. Any change in the proposed developer or proposed use of the Eligible Property shall not necessitate an amendment to this Plan, affect the application of this Plan to the Eligible Property, or impair the rights available to the Authority under this Plan.

This Plan is intended to be a living document, which may be modified or amended in accordance with the requirements of Act 381, as necessary to achieve the purposes of Act 381. The applicable sections of Act 381 are noted throughout the Plan for reference purposes.

This Plan contains information required by Section 13(1) of Act 381.
1. DESCRIPTION OF THE ELIGIBLE PROPERTY (SECTION 13(1)(H))
The Eligible Property ("Property") consists of all or portion of six parcels located northwest of the intersection of Jolly Road and Jolly Oak Road, Okemos, Meridian Township, Ingham County, Michigan. The Property contains approximately 37.29 acres.

The Property is located in an area of the Meridian Charter Township ("Township") that is characterized by commercial, multi-tenant residential, and recreational properties. A county drain is located on the western and central portions of the Property, which leads to a retention pond located in the northern portion, and the Property is abutted by surface roadways, municipal water, sanitary and storm sewer services, electrical and gas utilities to the south.

The Eligible Property parcels are summarized in the below table. See Exhibit A, Legal Descriptions and Eligible Property Boundary Map. Please note that the Eligible Property in the table below identifies four parcels with a portion of that Tax ID number being included as Eligible Property. As such, the Legal Descriptions and Eligible Property Boundary Map in Exhibit A shall govern as the Eligible Property in this Plan.

<table>
<thead>
<tr>
<th>Address</th>
<th>Tax ID</th>
<th>Basis of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2360 Jolly Road (portion)</td>
<td>33-02-02-33-376-010</td>
<td>Adjacent or Contiguous to Facility Property</td>
</tr>
<tr>
<td>2398 Jolly Road (portion)</td>
<td>33-02-02-33-353-015</td>
<td>Facility</td>
</tr>
<tr>
<td>2350 Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-002</td>
<td>Facility</td>
</tr>
<tr>
<td>2360 Jolly Oak Road</td>
<td>33-02-02-33-376-011</td>
<td>Facility</td>
</tr>
<tr>
<td>2362 Jolly Oak Road</td>
<td>33-02-02-33-376-012</td>
<td>Facility</td>
</tr>
<tr>
<td>Unaddressed parcel on Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-100</td>
<td>Adjacent or Contiguous to Facility Property</td>
</tr>
</tbody>
</table>

The Property consists of six parcels of land. Four of the six parcels are a "facility" as defined by Part 201 of Michigan’s Natural Resources and Environmental Protection Act (P.A. 451, as amended). In accordance with Act 381, the remaining two parcels included in this Plan is adjacent or contiguous to the facility-designated properties and is estimated to increase the captured taxable value of the facility-designated parcels. The parcels are located within the boundaries of Meridian Charter Township, Michigan.

As of June 2016 the Property is a Mixed Use Planned Unit Development (MUPUD) that was conditionally zoned Community Service (C-2) Commercial, with a voluntary offer of a condition limiting development to a mixed use planned unit development with restriction of no more than 18 dwelling units per acre as allowed under the density bonus provisions in the mixed use planned unit ordinance. The C-2 zoning district allows for a mixed use planned unit development. Mixture of uses proposed on Property is adequately served by essential public facilities and services, such as police, fire, stormwater drainage, existing roadways, public water, and sanitary sewer. Property was formerly zoned Industrial, Commercial, Residential, Professional and Office and currently contains two industrial/commercial buildings, a tire storage building, and a storage shed. Exterior portions of the Property currently include on the southern portion paved parking and landscaped areas while the eastern and northern portions are grass-covered and wooded land. A county drain is located on the western and central portions of the Property, which leads to a retention pond located in the northern portion.
The Project proposes to redevelop an underutilized property into a contemporary multi-use development. The redevelopment integrates design elements, environmental response activities, and economic development to further goals of the Meridian Charter Township, Ingham County (“IC”), the Michigan Department of Environmental Quality (“MDEQ”) and the Michigan Economic Development Corporation (“MEDC”). It will result in: (1) the community and municipal benefits of increased property taxes on the Property; (2) due care and additional response activities that will address the contamination on the Property, reducing the threat to human health and the environment; and (3) a substantial improvement to the appearance and aesthetics of the Property which will assist in increasing the property values of the neighboring community. The overall redevelopment of this site will include lead and asbestos abatement, building demolition and site demolition of the wide-spread fill and debris found across most of the Property, environmental due care and additional response activities, and redevelopment into a mixed-use development project. The applicant has a strong desire to put this Property back to productive use and drastically improve the aesthetics of the area.

The parcel and all tangible real and personal property located thereon will comprise the Eligible Property and is referred to herein as the “Property.” Incremental tax revenues resulting from new personal property will be captured if available. Any such funds will be used to reimburse the Authority and Developer for eligible activities, to the extent authorized by this Plan, and an executed reimbursement agreement between the Developer and the Authority.
2. BASIS OF ELIGIBILITY (SECTION 13 (1)(H), SECTION 2 (M)), SECTION 2(R)

The Property is considered “eligible property” as defined by Act 381, Section 2 because (a) the Property was previously utilized or is currently utilized for a commercial or industrial purpose; (b) four of the six parcels comprised by the Property have been determined to be a “facility”; (c) includes parcels that are adjacent or contiguous to that Property because the development of the adjacent and contiguous parcels is estimated to increase the captured taxable value of that property; and, (d) the Property is in Meridian Charter Township, which is not a qualified local governmental unit.

<table>
<thead>
<tr>
<th>Eligible Property</th>
<th>Address</th>
<th>Tax ID</th>
<th>Basis of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2360 Jolly Road (portion)</td>
<td>33-02-02-33-376-010</td>
<td>Adjacent or Contiguous to Facility Property</td>
<td></td>
</tr>
<tr>
<td>2390 Jolly Road (portion)</td>
<td>33-02-02-33-353-015</td>
<td>Facility</td>
<td></td>
</tr>
<tr>
<td>2350 Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-002</td>
<td>Facility</td>
<td></td>
</tr>
<tr>
<td>2360 Jolly Oak Road</td>
<td>33-02-02-33-376-011</td>
<td>Facility</td>
<td></td>
</tr>
<tr>
<td>2362 Jolly Oak Road</td>
<td>33-02-02-33-376-012</td>
<td>Facility</td>
<td></td>
</tr>
<tr>
<td>Unaddressed parcel on Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-100</td>
<td>Adjacent or Contiguous to Facility Property</td>
<td></td>
</tr>
</tbody>
</table>

Exhibit B includes an overview of the environmental conditions on the Property as it is related to its basis of eligibility and inclusion in the Plan. As Eligible Property, the Property is eligible for redevelopment incentives from the Authority.

3. SUMMARY OF ELIGIBLE ACTIVITIES AND DESCRIPTION OF COSTS (SECTION 13 (1)(A),(B))

The “eligible activities” that are intended to be carried out at the Property are considered “eligible activities” as defined by Sec 2 of Act 381, because they include Baseline Environmental Activities (BEA) (Phase I ESA, Phase II ESA, and BEA), due care activities, additional response activities, lead & asbestos survey and abatement, demolition, and preparation of Brownfield Plan & Act 381 Work Plan. Exhibit B includes an overview of the Brownfield eligible activities that are contemplated for the Property.

A summary of the eligible activities and the estimated cost of each eligible activity intended to be paid for with Tax Increment Revenues from the Property are shown in the following tables (Tables 1a and 1b).

The Eligible Activities projected in this Plan may switch categories if site or environmental conditions change. If conditions change, an eligible activity may fall under a different category (such as an Environmental or Non-Environmental eligible activity) so long as the Plan does not involve the capture of State School Tax Increment Revenue (i.e., an Act 381 Work Plan). Local-only Tax Capture Plans can adjust between Environmental and Non-Environmental activity categories. Furthermore, for the eligible activities identified in the Plan, the costs of any activities may be adjusted after the date the Plan is approved by the Authority, so long as the costs do not exceed the combined total of all eligible activity costs (combined Environmental and Non-Environmental costs) plus a pro-rata contingency amount (but excluding the interest amount), to the extent that the adjustments do not violate the terms of
any approved documents, such as a Development Reimbursement Agreement, or Public Act 381 of 1996, as amended.

The Developer desires to be reimbursed for the costs of eligible activities. Tax increment revenue generated by the Property will be captured by the Authority and used to reimburse the cost of the eligible activities completed on the Property. Amendments to Act 381 that were signed into law on December 28, 2012 allow local units of government to approve reimbursement of eligible activities with tax increment revenues attributable to local taxes on any eligible activities conducted on eligible property or prospective eligible properties prior to approval of the Plan, if those costs and the eligible property are subsequently included in an approved Plan. In the event that eligible activities are performed prior to Plan approval, approved eligible activity costs will be reimbursable in accordance with Act 381.

In accordance with this Plan and the associated Development Reimbursement Agreement (the “Agreement”) with the Authority, the amount advanced by the Developer will be repaid by the Authority, together with interest at the rate set at 2.5% simple interest (capped at $300,000), solely from the tax increment revenues realized from the Eligible Property. However, if the actual cost of eligible activities turns out to be lower than the estimates, interest reimbursement may be lower than the capped amount, subject to the 2.5% simple interest calculation.

Year 1 through Year 9 of the Plan’s captured tax increment revenues are exclusively for Developer reimbursement. Starting in Year 10, captured tax increment revenues will first be used for Developer reimbursement then to Authority LSRRF deposits. Remaining Authority LSRRF deposits are all made in Year 11 as described in the tables of the Plan. No state school tax capture was assumed to reimburse eligible activity costs in this Plan. The eligible activities identified in the Plan are as a local-only tax capture cost by the Authority, together with the interest rate provided above.

The costs listed in the tables are estimated costs and may increase or decrease depending on the nature and extent of the actual conditions encountered on the Property. The actual cost of those eligible activities encompassed by this Plan that will qualifiy for reimbursement from tax increment revenues of the Authority from the Property shall be governed by the terms of the Agreement. No costs of eligible activities will be qualified for reimbursement except to the extent permitted in accordance with the terms and conditions of the Agreement.
### Table 1a - Itemized Eligible Activities

<table>
<thead>
<tr>
<th>Eligible Activity Amount Supported in Brownfield Plan</th>
<th>Local Tax Capture (100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline Environmental Assessment (BEA) Activities $ 49,550</td>
<td>$ 49,550</td>
</tr>
<tr>
<td>Due Care Activities $ 392,345</td>
<td>$ 392,345</td>
</tr>
<tr>
<td>Additional Response Activities $ 1,673,400</td>
<td>$ 1,673,400</td>
</tr>
<tr>
<td><strong>Totals: Environmental</strong> $ 2,115,295</td>
<td>$ 2,115,295</td>
</tr>
<tr>
<td>Demolition Activities $ 1,017,712</td>
<td>$ 1,017,712</td>
</tr>
<tr>
<td>Lead and Asbestos Abatement Activities $ 120,752</td>
<td>$ 120,752</td>
</tr>
<tr>
<td><strong>Totals: Non Environmental</strong> $ 1,138,464</td>
<td>$ 1,138,464</td>
</tr>
<tr>
<td>Contingency Environmental (up to 15% but capped)* $ 130,022</td>
<td>$ 130,022</td>
</tr>
<tr>
<td>Contingency Non-Environmental (up to 15% but capped)* $ 69,978</td>
<td>$ 69,978</td>
</tr>
<tr>
<td>Interest (2.50% but capped at $300,000) $ 300,000</td>
<td>$ 300,000</td>
</tr>
<tr>
<td><strong>Sub Total (EAs + Contingencies + Interest)</strong> $ 3,753,759</td>
<td>$ 3,753,759</td>
</tr>
<tr>
<td>Brownfield Plan $ 48,500</td>
<td>$ 48,500</td>
</tr>
<tr>
<td>Local Application Fees $ 2,500</td>
<td>$ 2,500</td>
</tr>
<tr>
<td><strong>Totals: Administrative (Brownfield Plan + Work Plan + Application Fees)</strong> $ 51,000</td>
<td>$ 51,000</td>
</tr>
<tr>
<td><strong>Sub Total (EAs + Contingencies + Interest + Administrative)</strong> $ 3,804,759</td>
<td>$ 3,804,759</td>
</tr>
<tr>
<td>Brownfield Redevelopment Authority (BRA) Administration</td>
<td>$ -</td>
</tr>
<tr>
<td>BRA Local Site Remediation Revolving Fund (LSRRF) (2.50%) $ 86,344</td>
<td>$ 86,344</td>
</tr>
<tr>
<td>State of Michigan Brownfield Redevelopment Fund (MBRF)</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Totals: BRA and MBRF</strong> $ 86,344</td>
<td>$ 86,344</td>
</tr>
<tr>
<td><strong>Grand Total</strong> $ 3,891,103</td>
<td>$ 3,891,103</td>
</tr>
</tbody>
</table>

* Combined Contingency (Environmental and Non-Environmental) capped at $200,000.
4. CAPTURED TAXABLE VALUE AND TAX INCREMENT REVENUES (SECTION 13(1)(C))

This Plan anticipates the capture of tax increment revenues to reimburse the Developer for the costs of eligible activities under this Plan in accordance with the Agreement. The initial taxable value (base year) of the Property shall be determined by the use of tax year 2016 tax values. Tax increment revenue capture will begin when tax increment is generated by redevelopment on the Property; this is expected to begin in 2018 (first year of capture). Estimates project that the Authority is expected to capture the tax increment revenues from 2018 through 2028 which will be generated by the increase in taxable value. The following table provides a summary of the captured incremental taxable values and tax increment...
In addition, detailed tables of estimated tax increment revenues to be captured are attached to this Plan as Exhibit C, Table 4 - Tax Increment Financing Estimates. Year 1 through Year 9 of the Plan’s captured tax increment revenues are exclusively for Developer reimbursement. Starting in Year 10, captured tax increment revenues will first be used for Developer reimbursement then to Authority LSRRF deposits. Remaining Authority LSRRF deposits are all made in Year 11 as described in the tables of the Plan.

The captured incremental taxable value and associated tax increment revenue will be based on the actual increased taxable value from all taxable improvements (both real and personal property) on the Property set through the property assessment process by the local unit of government and equalized by the County. The actual increased taxable value of the land and all future taxable improvements on the Property may vary. Furthermore, the amount of tax increment revenue available under this Plan will be based on the actual millage levied annually by each taxing jurisdiction on the increase in tax value resulting from the redevelopment Project that is eligible and approved for capture.

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>Captured Incremental Taxable Values</th>
<th>Tax Increment Revenues Captured</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 - Base Year</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>2017</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>2018 - Start of Tax Capture</td>
<td>$ 7,171,404</td>
<td>$ 180,291</td>
</tr>
<tr>
<td>2019</td>
<td>$ 7,284,955</td>
<td>$ 183,145</td>
</tr>
<tr>
<td>2020</td>
<td>$ 7,400,210</td>
<td>$ 186,043</td>
</tr>
<tr>
<td>2021</td>
<td>$ 17,773,694</td>
<td>$ 446,835</td>
</tr>
<tr>
<td>2022</td>
<td>$ 18,046,280</td>
<td>$ 453,688</td>
</tr>
<tr>
<td>2023</td>
<td>$ 18,322,955</td>
<td>$ 460,643</td>
</tr>
<tr>
<td>2024</td>
<td>$ 18,603,780</td>
<td>$ 467,703</td>
</tr>
<tr>
<td>2025</td>
<td>$ 18,888,817</td>
<td>$ 474,869</td>
</tr>
<tr>
<td>2026</td>
<td>$ 19,178,130</td>
<td>$ 482,143</td>
</tr>
<tr>
<td>2027</td>
<td>$ 19,471,782</td>
<td>$ 489,525</td>
</tr>
<tr>
<td>2028</td>
<td>$ 19,769,840</td>
<td>$ 497,018</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ -</td>
<td>$ 4,321,903</td>
</tr>
</tbody>
</table>

Surplus revenue returned to the applicable Taxing Jurisdictions on a pro-rata basis

| Total Tax Increment Revenues Captured | $ 3,891,103 |

Brownfield Plan – Elevation at Okemos Pointe, Okemos, Meridian Charter Township, MI
Revised November 1, 2016
5. METHOD OF BROWNFIELD PLAN FINANCING (SECTION 13(1)(D))

Eligible activities are to be financed by the Developer. The Developer will be reimbursed for eligible costs as listed in Tables 1a and 1b above. The current estimated amount of capture used to reimburse the Developer and Authority for costs in this Plan is $3,804,759.

All reimbursements authorized under this Plan shall be governed by the Agreement. The Authority shall not incur any note or bonded indebtedness to finance the purposes of this Plan. The inclusion of eligible activities and estimates of costs to be reimbursed in this Plan is intended to authorize the Authority to fund such reimbursements and does not obligate the Authority or the Township to fund any reimbursement or to enter into the Agreement providing for the reimbursement of any costs for which tax increment revenues may be captured under this Plan, or which are permitted to be reimbursed under this Plan. The amount and source of any tax increment revenues that will be used for purposes authorized by this Plan, and the terms and conditions for such use and upon any reimbursement of the expenses permitted by the Plan, will be provided solely under the Agreement contemplated by this Plan.

The Authority anticipates collecting $2,500 in application costs under this Plan. In addition, the Authority anticipates depositing $86,344 of local captured taxes into its LSRRF under this Plan. LSRRF costs are reflective of the redevelopment Project being completed and all eligible activities are incurred as summarized in Table 1a.

6. AMOUNT OF NOTE OR BONDED INDEBTEDNESS INCURRED (SECTION 13(1)(E))

The Authority will not incur a note or bonded indebtedness for this Brownfield Project under this Plan.

7. DURATION OF THE BROWNFIELD PLAN AND EFFECTIVE DATE (SECTION 13(1)(F))

In no event shall the duration of the Plan exceed 35 years following the date of the resolution approving the Plan, nor shall the duration of the tax capture exceed the lesser of the period authorized under subsection (4) and (5) of Section 13 of Act 381 or 30 years. The Property will become a part of this Plan on the date this Plan is approved by the Ingham County Board of Commissioners (“ICBOC”). The date of tax capture shall commence during the year construction begins but no earlier than 2018 or the immediate following year—as increment revenue becomes available, but the beginning date of tax increment revenues capture shall not exceed five years beyond the date of the governing body resolution approving the Plan.

8. ESTIMATED IMPACT ON TAXING JURISDICTIONS (SECTION 13(1)(G), SECTION 2(EE))

The following table presents a summary of the impact to taxing jurisdictions (if the redevelopment Project is completed).
## Table 3 - Impact to Taxing Jurisdictions

<table>
<thead>
<tr>
<th>Taxing Unit</th>
<th>Incremental Taxes Paid</th>
<th>Taxes Returned to Taxing Unit</th>
<th>Impact to Taxing Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MERIDIAN CHARTER TOWNSHIP</strong></td>
<td></td>
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<tr>
<td>Operating</td>
<td>$722,064</td>
<td>$234,497</td>
<td>$487,568</td>
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<tr>
<td>Paris/Recreation (2004)</td>
<td>$54,496</td>
<td>$17,698</td>
<td>$36,798</td>
</tr>
<tr>
<td>Pathways</td>
<td>$47,688</td>
<td>$15,487</td>
<td>$32,201</td>
</tr>
<tr>
<td>CATA Redi Ride</td>
<td>$34,382</td>
<td>$11,166</td>
<td>$23,216</td>
</tr>
<tr>
<td>Fire Protection</td>
<td>$110,110</td>
<td>$35,759</td>
<td>$74,351</td>
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<tr>
<td>Police Protection</td>
<td>$104,522</td>
<td>$33,945</td>
<td>$70,578</td>
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<tr>
<td>Land Preservation</td>
<td>$56,731</td>
<td>$10,424</td>
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<tr>
<td>Community Services</td>
<td>$25,787</td>
<td>$8,374</td>
<td>$17,412</td>
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<tr>
<td>Local Roads</td>
<td>$42,978</td>
<td>$13,957</td>
<td>$29,020</td>
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<tr>
<td>Paris/Recreation (2014)</td>
<td>$114,614</td>
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<tr>
<td>Debt</td>
<td>$34,382</td>
<td>$34,382</td>
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<td><strong>Subtotal</strong></td>
<td><strong>$1,447,754</strong></td>
<td><strong>$460,911</strong></td>
<td><strong>$986,843</strong></td>
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<tr>
<td><strong>INGHAM COUNTY</strong></td>
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<tr>
<td>County Operating</td>
<td>$1,091,847</td>
<td>$354,507</td>
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<td>Indigent Veterans Relief Fund</td>
<td>$5,673</td>
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<td>Potter Park Zoo</td>
<td>$70,484</td>
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<td>Public Transportation</td>
<td>$20,629</td>
<td>$6,700</td>
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<tr>
<td>Special Transportation</td>
<td>$82,518</td>
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<td>911 System</td>
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<td>Farmland Preservation</td>
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<td>Health Services</td>
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<td>Parks/Trails</td>
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<td><strong>Subtotal</strong></td>
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<tr>
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<td>Capital Area Transportation Authority - CATA</td>
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<tr>
<td>Capital Area District Library - CADL</td>
<td>$268,182</td>
<td>$97,098</td>
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<td><strong>INTERMEDIATE SCHOOL DISTRICTS (ISD)</strong></td>
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<tr>
<td>RESA Operating</td>
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<td>RESA Vocational Education</td>
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<td><strong>COMMUNITY COLLEGE</strong></td>
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<td>Lansing Community College - LCC</td>
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<td><strong>LOCAL SCHOOL MILLAGES: excludes State School millages</strong></td>
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<td>School Debt</td>
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<td><strong>Subtotal</strong></td>
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<td>State Education Tax - SET</td>
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<td>Local School Operating - LSD (18 mills for Real Property; only 6 mills for Personal Property)</td>
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<td>$3,094,413</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td><strong>$4,125,884</strong></td>
<td><strong>$-</strong></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
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<td><strong>$7,235,084</strong></td>
<td><strong>$3,891,103</strong></td>
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<tr>
<td><strong>Total Tax Increment Revenues Captured</strong></td>
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<td><strong>$3,891,103</strong></td>
</tr>
</tbody>
</table>
Additional information related to the impact of tax increment financing on the various taxing jurisdictions is presented Exhibit C, Table 4.

9. DISPLACEMENT OF PERSONS (SECTION 13(1)(I-L))

Limited commercial tenant leases are residing on the Property and the other buildings are vacant, however prior to construction, the Property will become vacant and there will be no persons or businesses residing on the Property. Additionally, no occupied residences will be acquired or cleared; therefore there will be no displacement or relocation of persons or businesses under this Plan.

10. AUTHORITY REVOLVING FUND (SECTION 8; SECTION 13(1)(M))

The Authority has established a LSRRF. The Authority will capture incremental local taxes to fund the LSRRF in Years 10 and 11, to the extent allowed by law. The LSRRF will capture an amount equal to 2.5% of the eligible activity amount reimbursed to the Developer and captured in Years 10 and 11 (see Table 4d for LSRRF distribution). The funds will be used in a manner consistent with the requirements of Act 381 of 1996, as amended (“the Act”). The Authority anticipates depositing $86,344 of local captured taxes into its LSRRF if the redevelopment Project is completed and all eligible activities are incurred as summarized in Table 1a.

11. OTHER INFORMATION (SECTION 8; SECTION 13(1)(N))

The Authority and the ICBOC, in accordance with the Act, may amend this Plan in the future in order to fund additional eligible activities associated with the Project described herein.
Exhibit A

Legal Description
And
Eligible Property Boundary Map
OVERALL FINAL BOUNDARY LEGAL DESCRIPTION OF PROJECT AREA:

A parcel of land in the Southwest 1/4 of Section 33, T4N, R1W, Meridian Township, Ingham County, Michigan, the boundary of said parcel described as: Commencing at the Southwest corner of said Section 33; thence N89°46'20"E along the South line of said Section 33 a distance of 858.00 feet to the point of beginning of this description; thence N00°36'06"W parallel with the West line of Section 33 a distance of 1996.56 feet; thence N89°46'12"E 35.84 feet; thence N00°27'14"W 642.58 feet to the East-West 1/4 line of said Section 33; thence N89°44'23"E along said East-West 1/4 line 433.70 feet to the West line of Fieldstone Village Condominium, Subdivision Plan No. 184, Ingham County Records; thence S00°18'07"E along said West line and the West line of Coyote Creek Condominium, Subdivision Plan No. 82, Ingham County Records, a distance of 989.98 feet; thence along the South line of said Coyote Creek Condominium the following three courses: N89°45'08"E 503.25 feet, South 34.63 feet and N89°45'08"E 255.61 feet to the Westerly line of Unit 1 of Okemos Pointe Office Park Condominium, Subdivision Plan No. 267, Ingham County Records; thence along said Westerly line the following two courses: S22°44'37"E 82.61 feet and S14°02'26"W 172.95 feet to the North line of Farrins Parkway; thence along said North line the following four courses: S89°51'41"W 85.18 feet, Southwesterly 180.54 feet on a curve to the left, said curve having a radius of 232.50 feet, a delta angle of 44°29'30" and a chord length of 176.04 feet bearing S67°37'04"W, Southwesterly 206.25 feet on a curve to the right, said curve having a radius of 277.50 feet, a delta angle of 42°35'09" and a chord length of 201.54 feet bearing S66°39'56"W and Southwesterly 77.04 feet on a curve to the left, said curve having a radius of 197.50 feet, a delta angle of 22°20'57" and a chord length of 76.55 feet bearing S76°47'04"W to the East line of Water Lily Way; thence along said East line the following three courses: Southeasterly 106.18 feet on a curve to the right, said curve having a radius of 205.00 feet, a delta angle of 29°40'31" and a chord length of 104.99 feet bearing S14°50'20"E, S00°00'04"E 221.47 feet and Southeasterly 47.24 feet on a curve to the left, said curve having a radius of 30.00 feet, a delta angle of 90°13'36" and a chord length of 42.51 feet bearing S45°06'52"E to the North line of Jolly Oak Road; thence S89°46'20"W along the extension of said North line 90.12 feet to the West line of Jolly Oak Road; thence S00°00'04"E along said West line 425.00 feet; thence S89°46'10"W 201.40 feet; thence S00°48'30"E along the West line of Lots 1 and 2 of the plat of "Jolly-Okemos Industrial Park" as recorded in Liber 27 of Plats, Pages 20-21, Ingham County Records 217.01 feet; thence S89°46'20"W parallel with said South section line 181.50 feet; thence S00°48'30"E along a line parallel with said West line of Lots 1 and 2 a distance of 213.00 feet to said South line; thence S89°46'20"W along said South line 280.06 feet to the point of beginning; said parcel containing 37.29 acres, more or less, subject to all right-of-way for road purposes; said parcel subject to all easements and restrictions if any.
Exhibit B

Basis of Brownfield Eligibility

Supportive Environmental and Non-Environmental Information
EXHIBIT B
Basis of Brownfield Eligibility
Supportive Environmental and Non-Environmental Information
As of October 4, 2016

A. PROPERTY INFORMATION
The Subject Property is comprised of two full parcels and a portion of four additional parcels, as summarized below:

- 2360 Jolly Road (portion) – Tax ID #33-02-02-33-376-010;
- 2398 Jolly Road (portion) – Tax ID #33-02-02-33-353-015;
- 2350 Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-002;
- 2360 Jolly Oak Road – Tax ID #33-02-02-33-376-011;
- 2362 Jolly Oak Road – Tax ID #33-02-02-33-376-012; and
- Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-100.

B. HISTORY
According to historical documents summarized in a Phase I Environmental Site Assessment (ESA) prepared by SME on January 25, 2016, on behalf of Okemos Pointe, LLC prior to their acquisition of the Property, the Property is currently developed with three, single-story buildings and gravel and vegetated areas, since the buildings were reportedly constructed in the 1950s and 1970s. The Property is currently, and has historically been, leased by multiple parties.

Historical uses of the Property include metal welding and cutting, storage of industrial waste related to manufacturing operations, multiple commercial trucking operations, including an on-site petroleum product storage and dispensing area, a dairy cattle supply company, an industrial recycling company, and an automobile manufacturing operation. Fueling operations ceased in the mid-1990s.

C. ENVIRONMENTAL FINDINGS

Phase I ESA Findings – January 2016

SME conducted a Phase I ESA of the Property in conformance with the scope and limitations of ASTM International (ASTM) Standard Practice E 1527-13. The assessment revealed the following recognized environmental concerns (RECs) in connection with the Property:

- The potential for undetected and/or unreported releases of hazardous substances and/or petroleum products associated with the following historical operations on the Property:
  - metal welding and fabricating;
  - molding and painting of plastic;
  - accumulation, transfer, and storage of waste oil, paint and solvents;
  - vehicle service;
  - gasoline and diesel storage and fueling;
  - storage of construction equipment and construction yard operations; and
placement and storage of fill material on the Property.

➢ The potential presence of hazardous substances and/or petroleum products in the area of the septic systems (septic tanks and drain fields) associated with the chemical usage at the 2360 and 2362 Jolly Oak Road buildings.

➢ The potential for a release of hazardous substances and/or petroleum products associated with odors noted in soil at a geotechnical soil boring previously completed by SME on the eastern portion of the Property.

The potential for migration of undetected and/or unreported releases of hazardous substances and/or petroleum products from the south-adjoining vehicle service sites (2360 and 2380 Jolly Road).

**Phase II ESA Findings - March 2016**

SME conducted soil sampling, temporary monitoring well installation and groundwater sampling, and soil gas sampling on February 10 and February 11, 2016, to further evaluate the REGs identified during the Phase I ESA, and evaluate the potential for environmental impacts resulting from historical Property uses. The findings of the Phase II ESA are presented in a baseline environmental assessment (BEA) report prepared by SME, dated March 29, 2016. A summary of the sampling activities and findings is provided below. The sample locations are shown on Figure 1.

SME advanced 20 soil borings (SB1 through SB20), installed 10 temporary monitoring wells (SB1, SB2, SB3, SB4, SB6, SB7, SB8, SB9, SB17 and SB18), and installed 6 soil gas sampling implants (SG1 through SG6). SME collected and analyzed 21 soil samples, 9 groundwater, and 6 soil gas samples for one or more of the following constituents: volatile organic compounds (VOCs), polynuclear aromatic hydrocarbons (PAHs), polychlorinated biphenyls (PCBs), the Michigan 10 metals, which include arsenic, barium, cadmium, copper, chromium, lead, mercury, selenium, silver and zinc.

The measured concentrations of arsenic, ethylbenzene, naphthalene, selenium, tetrachloroethylene, 1,2,3-trimethylbenzene, 1,2,4-trimethylbenzene, 1,3,5-trimethylbenzene, and/or xylenes were above the Part 201 generic residential criteria in one or more soil samples. The measured concentrations of arsenic, lead, and/or tetrachloroethylene were above the Part 201 generic residential criteria in one or more groundwater samples. Lastly, the measured concentration of trichloroethene was above the residential sub-slab soil gas screening levels in one soil gas sample (SG3).

Environmental impact was identified in subsurface fill material, which was observed at depths ranging from 2.5 to 10.5 feet below ground surface. The following attached tables identify the analytical findings of the initial sampling activities:

- Table 1: Summary of Analysis Results – Soil
- Table 2: Summary of Analysis Results – Groundwater
Table 3: Summary of Analysis Results – Soil Gas

Four of the six parcels meet the definition of a “facility”, as defined in Part 201 of the Natural Resources and Environmental Protection Act (NREPA), Public Act 451 of 1994, as amended (Part 201); therefore, based upon the environmental findings to date, the Eligible Property determination is as follows:

<table>
<thead>
<tr>
<th>Eligible Property</th>
<th>Tax ID</th>
<th>Basis of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2360 Jolly Road (portion)</td>
<td>33-02-02-33-376-010</td>
<td>Adjacent or Contiguous to Facility Property</td>
</tr>
<tr>
<td>2398 Jolly Road (portion)</td>
<td>33-02-02-33-353-015</td>
<td>Facility</td>
</tr>
<tr>
<td>2350 Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-002</td>
<td>Facility</td>
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<tr>
<td>2360 Jolly Oak Road</td>
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<td>Facility</td>
</tr>
<tr>
<td>2362 Jolly Oak Road</td>
<td>33-02-02-33-376-012</td>
<td>Facility</td>
</tr>
<tr>
<td>Unaddressed parcel on Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-100</td>
<td>Adjacent or Contiguous to Facility Property</td>
</tr>
</tbody>
</table>

Please refer to the legal description for the boundaries of the Property.

Supplemental Phase II ESA and Due Care Evaluation – May and July 2016

SME conducted supplemental Phase II ESA and due care evaluation activities in May and July 2016 to further evaluate the potential for environmental impacts in the fill materials. Sample locations for the investigation were selected based on the following rationale:

1) characterize areas of the Property not evaluated during the previous Phase II ESA,

2) characterize areas of the Property where development plans include subsurface excavation and/or earthwork (e.g. future building locations), and

3) further evaluate areas where concentrations of soil, groundwater and/or soil gas may represent due care issues.

SME advanced 30 additional soil borings (SB101 through SB126 and SB201 through SB204), installed 6 temporary monitoring wells (SG804, SG805, and SB201 through SB204) and installed 13 soil gas sampling implants (SG301 through SG308 and SG801 through SG805). SME collected and analyzed 43 soil samples, 6 groundwater, and 13 soil gas samples for VOCs and/or Michigan 10 metals.

The measured concentrations of arsenic and or selenium were above the Part 201 generic residential criteria in one or more soil samples. The measured concentration of trichloroethene was above the residential sub-slab soil gas screening levels in one soil gas sample (SG302).
Environmental impact was identified in subsurface fill material, which was observed at depths ranging from 2.5 to 8.0 feet below ground surface. The following attached tables identify the analytical findings of the supplemental sampling activities:

- Table 4: Summary of Analysis Results – Soil
- Table 5: Summary of Analysis Results – Groundwater
- Table 6: Summary of Analysis Results – Sub-Slab Soil Gas
- Table 7: Summary of Analysis Results – Deep Soil Gas

D. OTHER FINDINGS

In addition to the Property being a “facility” (contaminated), approximately 160,000 tons of fill are estimated to exist. To further investigate the aforementioned fill, a geotechnical investigation was conducted by SME on August 20, 2015. These investigations found that the fill is unstable and non-indigenous. An additional geotechnical investigation was conducted in May 2016. As a result of the previous studies, including environmental work, significant subsurface fill was identified across the Property. Subsurface fill material was encountered at depths ranging from approximately 2.5 feet to 10.5 feet below ground surface. It is anticipated, based upon the site topography, that areas may exist with extensive fill beyond 10.5 feet below ground surface. Additionally, existing site improvements from past operations remain on the Property from surface concrete pavement, bollards and loading/storage areas, and former foundations and partial building remnants. The approximate extent of fill material is shown on Figure 2. The remaining site conditions and presence of fill may have been the impediment to redevelopment in the past.

E. BROWNFIELD ELIGIBLE ACTIVITIES

The Property meets the definition of a “facility” due to the presence of contaminated soil and groundwater on the Property. Vapor intrusion, due to contaminated soil gas, was also identified as an environmental concern. Geotechnical investigations have confirmed the presence of unstable, non-indigenous urban fill material depths of at least 10.5 feet below ground surface. The fill material is ubiquitous across the majority of the Property. The presence of organic material beneath the fill has also been identified in a portion of the Property but is not included as a Brownfield condition and as such is not part of this Brownfield Plan.

The goal of the project is to use Brownfield tax increment financing to address contaminated soil, groundwater, and soil gas and the associated due care obligations. Removal or management of environmental impacts on the Property will improve site conditions that have historically prevented redevelopment of the Property, and allow the developer to proceed with the proposed redevelopment project.
DECEMBER 13, 2016 REGULAR MEETING

Figure 2 depicts the primary Brownfield Condition Areas being addressed and managed as a part of the Brownfield Plan approach to allow for the redevelopment of the site as proposed. The Brownfield Condition Areas depicted are as follows with the identified color designation:

- Approximate Area of Urban or Historic Fill/Debris (green line)
- Approximate Area of Contaminated Urban or Historic Fill/Debris (pink line)
- Approximate Area of Volatile Organic Compound (VOC) Contamination (yellow-shaded area)

Eligible environmental activities will include Baseline Environmental Activities (BEA) (Phase I ESAs, Phase II ESAs, and BEA Reports), Due Care Activities (Due Care Plans and Activities), potential Additional Response Activities, and Brownfield Plan/Work Plan preparation. A preliminary list of anticipated eligible activities is provided below. Additional eligible activities may be identified at a later date.

- asbestos and lead-based paint survey & abatement;
- site demolition (including transport and off-site disposal of the urban or historic fill/debris);
- building demolition (interior, part and whole buildings);
- placement of engineered fill in areas associated with urban or historic fill/debris, removal of contaminated urban or historic fill/debris and environmentally impacted (contaminated) petroleum/chlorinated solvent areas;
- survey for environmentally impacted (contaminated) material and fill repurposing;
- material management (soil and groundwater); and
- additional response activities may be conducted which could consist of the:
  - installation of a soil gas vapor mitigation system (this environmental concern is under further evaluation);
  - excavation/dewatering, trucking and disposal or treatment of environmentally impacted (contaminated) petroleum material (soil and groundwater); and
  - excavation, trucking and disposal when needed to a Type II landfill non-repurposed environmentally impacted (contaminated) urban or historic fill/debris.

The approach is to perform site demolition activities through material management (excavation/pulverize/repurpose) all possible material (for example any concrete, block, brick, where present) encountered. Removal of fill materials will consist of on-site management and re-use, where feasible, and/or excavation, transportation and disposal at a licensed, Type II landfill (environmental activity). Excavated fill and debris areas will be replaced with repurposed materials and imported, compacted engineered fill to "green" the
Property and allow for construction by bring the Property back up to a buildable condition after demolition activities. Material testing during repurposing operations and backfilling will be conducted. Project management both on-site and off-site will be completed to appropriately oversee activities including: planning, evaluation & supervision; eligible activity compliance such as bid specifications, eligible activity tracking and supervision, and construction management.
<table>
<thead>
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<th>Date</th>
<th>Time</th>
<th>Item Description</th>
<th>Details</th>
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</thead>
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<tr>
<td>December 13, 2016</td>
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<td>Regular Meeting</td>
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**Table 1**

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<th>Committee</th>
<th>Item 1</th>
<th>Item 2</th>
<th>Item 3</th>
<th>Item 4</th>
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<th>Item 6</th>
<th>Item 7</th>
<th>Item 8</th>
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**Summary**

- Action items from previous meeting
- Agenda topics for upcoming meetings
- Committee updates

**End of Meeting**

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### Table 1: Summary of Meeting Results

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### Table 2: Summary of Analytical Results - Groundwater

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<tr>
<th>Parameter</th>
<th>Location</th>
<th>Median (ppb)</th>
<th>5th %ile</th>
<th>95th %ile</th>
<th>Detection Limit (ppb)</th>
<th>Standard Deviation</th>
<th>Variance</th>
<th>Median</th>
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</table>

**Notes:**

1. Concentrations reported in micrograms per liter (μg/L).
2. Results reported in accordance with the MDHHS Guidelines for Consumer, P.W.B. Tables 1, Discharge Wastewater, and Stormwater, 10.1 (Act 125), Consumer Protection Act Regulations.
3. Results should be interpreted in accordance with MDHHS Guideline and the MDHHS Screening Levels.
4. MDHHS: Michigan Department of Health and Human Services. Data should be interpreted in accordance with MDHHS Guidelines and Screening Levels.
5. Area: As defined by the Act 125: Table 1, Consumer Protection Act Regulations. Data should be interpreted in accordance with MDHHS Guidelines and Screening Levels.
6. RE: Results exceeding act 125: Table 1, Consumer Protection Act Regulations. Data should be interpreted in accordance with MDHHS Guidelines and Screening Levels.
7. NA: Not available.
8. SI: Samples in violation of MDHHS Guidelines.
9. **:** For samples in violation of MDHHS Guidelines, the MDHHS reported the value of the minimum value. The maximum concentration for the indicated parameter was the MDHHS reported the value above the established MDHHS Guideline value. The maximum concentration for the indicated parameter was the MDHHS reported the value below the limit or act 125: Table 1, Consumer Protection Act Regulations.
10. **:** For samples in violation of MDHHS Guidelines, the MDHHS reported the value of the minimum value. The maximum concentration for the indicated parameter was the MDHHS reported the value below the limit or act 125: Table 1, Consumer Protection Act Regulations.
11. Concentrations were also compared to, and found to be below, the MDHHS Guidelines for the highest screening levels.

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## TABLE 3
**SUMMARY OF ANALYSIS RESULTS - SOIL GAS**

**ORONO POINTE APARTMENTS**

**MERIDIAN CHARTER TOWNSHIP, MICHIGAN**

**SME PROJECT NO. 033348.00.003.001**

**Page 1 of 1**

<table>
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<th>Chemical</th>
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<th>Vapor Ingress</th>
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**Notes:**
1. Analytical results were compared to screening levels presented in the MDEQ Guidance Document for the Vapor Intrusion Pathway, May 2013, Appendix D.1
2. VOCs = Volatile Organic Compounds. Refer to the analytical report for the full list of VOCs analyzed.
3. N.A. = Not applicable, not tested.
4. Concentrations reported in units of (parts per billion by volume).
5. GC = Gas Chromatography.
7. **Risk** = Result was less than the laboratory reporting limits.
8. **Risk** = 50-500 times the corresponding risk level.
9. **Risk** = 500-5000 times the corresponding risk level.
10. **Risk** = 5000-50,000 times the corresponding risk level.
11. **Risk** = 50,000-500,000 times the corresponding risk level.
12. **Risk** = 500,000-5,000,000 times the corresponding risk level.
13. **Risk** = 5,000,000-50,000,000 times the corresponding risk level.
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<th>Method Detection Limit</th>
<th>Method Quantitation Limit</th>
<th>Percent Recovery</th>
<th>Microaverages and 2SD</th>
<th>Method Reporting Limit</th>
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<td>1000</td>
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**Notes:**
1. Concentrations reported in micrograms per kilogram dry weight.
2. Method detection limits assumed to be the 1:5 sample dilution of the blank reading.
3. Concentrations were also corrected for 10% recovery of the blank reading and then reported.
4. Results are presented for soil, water, and sediment samples at three levels: 100, 200, and 1000.
5. No values are reported for samples that were below the detection limit (DL), and therefore the value was interpreted as the DL.

**Method Details:**
- Method: 100% recovery of the sample.
- Soil: 100% recovery of the sample.
- Water: 100% recovery of the sample.
- Sediment: 100% recovery of the sample.

**References:**
1. SME: 100% recovery of the sample.
2. Soil: 100% recovery of the sample.
3. Water: 100% recovery of the sample.
4. Sediment: 100% recovery of the sample.
5. DL: 100% recovery of the sample.

**Table 4:** Summary of Analysis Results - Soil Oxenos Pointe Apartments SME Project No. 073348.00.003.006 Page 1 of 5
### Table 4
**Summary of Analysis Results - Soil**

**Oxenos Pointe Apartments**

**SME Project No.: 073348.00.003.006**

**Page 2 of 5**

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<th>Chemical Analyses</th>
<th>Minimum Limit Concentration</th>
<th>Analytical Method</th>
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<th>Sand</th>
<th>砾石</th>
<th>Gravel</th>
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**Notes:**

1. Concentrations reported in micrograms per kilogram dry weight.
2. Soil samples were collected from the Oxenos Pointe Apartments.
3. RESULTS: Results are presented for the Oxenos Pointe Apartments.
4. All results are expressed as the arithmetic mean of the samples analyzed.
5. Ranges: Ranges were calculated based on the arithmetic mean of the samples analyzed.
6. N/A: Not applicable.
7. NA: Not analyzed.
8. The calculated value is the sum of the individual elements.
9. The calculated value is the sum of the individual elements.
## TABLE 4
SUMMARY OF ANALYSIS RESULTS - SOIL
OXEMOS POINTE APARTMENTS
SME PROJECT NO.: 073348.00.003.006

|----------|---------------|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|

### Notes
1. Concentrations reported in milligrams per kilogram dry soil.
2. Analytical accuracy considered for December 2016 Part 34 General Cleanup Criteria, R 296A-4 (Table 2). Results exceed Part 34 General Cleanup Criteria.
3. Concentrations were also compared to the blanks to ensure that all laboratories were following procedures correctly.
4. Results are presented for both water testing before and after mixing water source.
5. An analysis was conducted on a composite sample that included both the composite soil background and the soils, and therefore the final value submitted to the DOE value will be the final value submitted to the DOE.
6. West End Results are taken on a composite sample.
7. VIC/ND: No results were collected as the indicated media (e.g., VIC) was not collected in the field.
8. VIC/ND: No results were collected as none of the indicated media (e.g., VIC) was not collected in the field.

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### Table 4
**Summary of Analysis Results - Soil**

**Oxemos Pointe Apartments**

**SME Project No.: 073348.00.003.006**

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**Notes:**
1. Concentrations reported in micrograms per liter unless noted.
2. Analytical results are reported for December 2016 Regulated Change Criteria. B 336-44, Table 2: Soil: Remediation of NMVOCs, Pesticides, Roadrunners, Residential Leaking Wells, and Landfills.
3. A concentration was reported as "Not detected." (ND) for landfills, and "Not measured." (NM) for roadrunners.
4. Results are presented for laboratory results only, and presented as drinking water sources.
5. Analysis of the drinking water sources was not performed, therefore these values were not calculated.
6. The values presented are the maximum of the laboratory-determined mean (LDM) and the laboratory-determined median (LDM).
7. Results are for a single sample from the laboratory.
8. *ND* results are noted as "Not detected.
9. *NM* results are noted as "Not measured.
10. ND = Not detected
11. NM = Not measured
### TABLE 4
**SUMMARY OF ANALYSIS RESULTS - SOIL**

**OXEMOS POINTE APARTMENTS**

SME PROJECT NO.: 073348.00.003.006

**PAGE 5 OF 5**

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Notes:
1. Concentrations reported in micrograms per gram dry mass.
2. Analytical results were compared to December 4, 2015 Remediation Cleanup Criteria. 
3. Concentrations were also compared to and found to meet OSHA/OSHA-designated health criteria.
4. Results are presented for chemical and physical testing at remediation criteria.
5. Table values reflect soil sample analysis results.
6. All values reflect soil sample analysis results.
7. BTEX: Benzo(a)pyrene, acenaphthylene, benzene, toluene, ethylbenzene, xylene.
8. Other Metals: Metals not listed.
9. MET: Metal.
10. R=Result.
11. LRL: Laboratory reporting limit.
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<th>Analyte Code</th>
<th>Chemical Name</th>
<th>Detectable In Groundwater</th>
<th>Concentration</th>
<th>Sample Identification</th>
<th>Station 1</th>
<th>Station 2</th>
<th>Station 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOCs</td>
<td>Volatile Organic Compounds</td>
<td>Present</td>
<td>7.00 µg/L</td>
<td>1.02/0.1</td>
<td>0.8/0.16</td>
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</tr>
</tbody>
</table>

Notes:
1. Concentrations reported in micrograms per liter.
2. Analyte results were compared to the MDHNR's Health-Based Risk Assessment and Environmental Assessment Screening Levels dated December 30, 2010.
3. Sample depths are presented as approximate Tentative Final Point.
4. Analysis of the reporting limits only if the result is below the detection limit. Results exceeding one or more screening levels are included as are the screening levels.
5. VOCs = volatile organic compounds.
6. CTC = trichloroethylene.
7. MCL = Maximum Contaminant Level.
<table>
<thead>
<tr>
<th>Analyte (refer to report for full analyte list)</th>
<th>Chemical Abstract Number</th>
<th>Residential Vapor Intrusion Biocor Soil Gas Screening Level</th>
<th>Vapor Pin ID</th>
<th>Sample Depth</th>
<th>06/23/16</th>
<th>06/23/16</th>
<th>06/23/16</th>
<th>06/23/16</th>
<th>06/23/16</th>
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<tbody>
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<td>67-64-1</td>
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<td>250</td>
<td>2,000</td>
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<td>310</td>
<td>210</td>
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<td>Benzene</td>
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<td>8.3</td>
<td>9.2</td>
<td>28</td>
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<tr>
<td>p-Butylcetone</td>
<td>79-93-3</td>
<td>56,000</td>
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<td>26</td>
<td>15</td>
<td>41</td>
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<tr>
<td>Cyclohexane</td>
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<td>12</td>
<td>21</td>
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<td>&lt;12</td>
<td>&lt;12</td>
<td>21</td>
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<tr>
<td>n-Heptane</td>
<td>142-82-5</td>
<td>25,000</td>
<td>17</td>
<td>16</td>
<td>18</td>
<td>62</td>
<td>18</td>
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<td>22</td>
<td>20</td>
<td>25</td>
<td>53</td>
<td>23</td>
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<td>13</td>
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<td>t-Butylcetone</td>
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<tr>
<td>Unrelated VOCs</td>
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<td>&lt;RL</td>
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</tbody>
</table>

Notes:
1. Concentrations reported in parts per billion by volume (ppbv).
2. Analytical results were compared to May 2015 Guidance Document for the Vapor Intrusion Pathway, Screening Levels for Residential Land Use.
3. Results greater than reporting limits (RLs) are shown in BOLD. Results exceeding one or more screening level are shaded, as are the screening level.
4. VOCs = volatile organic compounds. Refer to the analytical report for the full list of VOC analyses.
5. CS = screening level specific to individual constituent; <RL = Analytical result was less than laboratory reporting limit; NC = no screening level.
### TABLE 7
SUMMARY OF ANALYSIS RESULTS - DEEP SOIL GAS
OXEMOS POINTE APARTMENTS
SME PROJECT NO.: 073348.00.003.006

<table>
<thead>
<tr>
<th>Analyte (refer to report for full analytic list)</th>
<th>Chemical Abstract Number</th>
<th>Residential Vapor Intrusion Deep Soil Gas Screening Levels</th>
<th>Soil Gas Well ID</th>
<th>Depth Interval (ft)</th>
<th>8' - 8.5'</th>
<th>8' - 9.5'</th>
<th>9' - 10.5'</th>
<th>10' - 11.5'</th>
<th>11' - 12.5'</th>
<th>12' - 13.5'</th>
<th>13' - 14.5'</th>
<th>14' - 15.5'</th>
<th>15' - 16.5'</th>
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</thead>
<tbody>
<tr>
<td>Toluene</td>
<td>123-48-5</td>
<td>164,000</td>
<td>135</td>
<td>02/02/16</td>
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<td>0.02</td>
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<tr>
<td>2-Bromo-4-Methyltoluene</td>
<td>123-48-5</td>
<td>164,000</td>
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<td>0.02</td>
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<td>110,000</td>
<td>135</td>
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<td>0.02</td>
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<tr>
<td>Trichloroethylene</td>
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<tr>
<td>1,3-Dichloro-2,4-Dinitrotoluene</td>
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<td>135</td>
<td>02/02/16</td>
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<td>0.02</td>
<td>0.02</td>
<td>0.02</td>
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<td>0.02</td>
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</tr>
<tr>
<td>Acetone</td>
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<td>135</td>
<td>02/02/16</td>
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<td>0.02</td>
<td>0.02</td>
<td>0.02</td>
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<td>0.02</td>
<td>0.02</td>
<td>0.02</td>
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</tr>
<tr>
<td>Benzene</td>
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<td>320</td>
<td>135</td>
<td>02/02/16</td>
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<td>Ethylene</td>
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<td>135</td>
<td>02/02/16</td>
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<td>0.02</td>
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<td>0.02</td>
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<tr>
<td>Isopropyl Alcohol</td>
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<td>135</td>
<td>02/02/16</td>
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<td>0.02</td>
<td>0.02</td>
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</tr>
<tr>
<td>Ethanol</td>
<td>64-17-5</td>
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<td>135</td>
<td>02/02/16</td>
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<td>0.02</td>
<td>0.02</td>
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<td>0.02</td>
</tr>
</tbody>
</table>

Notes:
1. Concentrations reported in parts per billion by volume (ppbv).
2. Analytical results were compared to May 2013 Guidance Document for the Vapor Intrusion Pathway. Screening Levels for Residential Land Use.
3. Results greater than reporting limits (RLs) are shown in Bold. Results exceeding one or more screening level are shaded, as are the screening level.
4. VOCs = volatile organic compounds. Refer to the analytical report for the full list of VOCs listed.
5. CE = Screening level is specific to individual constituent; RL = Analytical result was less than laboratory reporting limit, NC = No screening level.
Exhibit C

Table 4 - Tax Increment Financing Estimates
### ELAVATION AT OREJOS POINTE - MERIDIAN CHARTER TOWNSHIP

**BROWNFIELD PLAN**  
Table 6-1 - Base Year/Initial Taxable Value (ITV) Information

<table>
<thead>
<tr>
<th>Property Identification</th>
<th>% of Elevating Parcel</th>
<th>Parcel Total</th>
<th>Parcel Total</th>
<th>Parcel Total</th>
<th>Parcel Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Elevating Parcel</td>
<td>Parcel Total</td>
<td>Parcel Total</td>
<td>Parcel Total</td>
<td>Parcel Total</td>
</tr>
<tr>
<td>Jolly Road (parties)</td>
<td>1340 Jolly Road</td>
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<td>248.01</td>
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<td>Jolly Road (parties)</td>
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<td>422.80</td>
<td>422.80</td>
<td>422.80</td>
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<tr>
<td>Jolly Road (parties)</td>
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<td>121.80</td>
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<td>Jolly Road (parties)</td>
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<td>200.00</td>
<td>200.00</td>
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</tr>
</tbody>
</table>

**TOTALS**  
$1,070,083 $3,740 $394,966 $1,280,329  

Last Revised: 12/17/2016

Advanced Redevelopment Solutions  
Email: info@arostrategies.com  
Phone: 517-322-7939  
Fax: 517-322-7940  
Website: www.arostrategies.com

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## DECEMBER 13, 2016 REGULAR MEETING

### ELEVATION AT OKEMOS POINTE - MERIDIAN CHARTER TOWNSHIP

**BROWNFIELD PLAN**

Table 4a2 - Taxes Paid to All Taxing Jurisdictions on the Base Year Taxable Value/ Initial Taxable Value (ITV)

<table>
<thead>
<tr>
<th>Notes</th>
<th>(\text{AD VALOREM TAXING AUTHORITIES/ TAXING JURISDICTIONS (TJs)})</th>
<th>Millage Rate Paid on Real Property</th>
<th>Millage Rate Paid on Commercial Personal Property</th>
<th>Year</th>
<th>(\text{BP Year Number})</th>
<th>2016</th>
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<tbody>
<tr>
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<td>Subtotal of Non-LGU Local Millages and Tax Capture: Annual</td>
<td>32.8790</td>
<td>32.8790</td>
<td>$39,729</td>
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<td>Total Local Tax Capture: Annual</td>
<td>40.7188</td>
<td>40.7188</td>
<td>$49,202</td>
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<td>Total Local Tax Capture: Cumulative</td>
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<td>STATE SCHOOL MILLAGES: excludes Local School millages</td>
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<td>- State Education Tax - SET</td>
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<td>- Local School Operating - LSU (18 mills for Real Property; only 6 mills for Personal Property)</td>
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<td>$21,750</td>
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<td>Total State &amp; Local School Tax Capture: Annual</td>
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<td>12.0000</td>
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<td>Total State &amp; Local School Tax Capture: Cumulative</td>
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<td>TOTAL LOCAL TAX AND STATE &amp; LOCAL SCHOOL TAX CAPTURE: ANNUAL</td>
<td>64.7188</td>
<td>52.7188</td>
<td>$78,202</td>
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### DECEMBER 13, 2016 REGULAR MEETING

**ELEVATION AT OKIMOS POINTE - MERIDIAN CHARTER TOWNSHIP BROWNFIELD PLAN**

**Table 4b - Estimated Future Taxable Value (FTV) Information**

<table>
<thead>
<tr>
<th>Future Taxable Value (FTV) of Building(s) &amp; Land Improvements Upon Completion</th>
<th>Estimated FTV</th>
<th>FTV Assumptions</th>
<th>Assumes $ Invested In:</th>
<th>% Completed prior to 12/31/15</th>
<th>% Completed by 12/31/16</th>
<th>% Completed by 12/31/17</th>
<th>% Completed by 12/31/18</th>
<th>% Completed by 12/31/19</th>
<th>% Completed by 12/31/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I: Apartment Housing and New Retail on 1st Floor of Building M10</td>
<td>$7,492,500</td>
<td>Based on &quot;Revenue&quot; Model</td>
<td>2016 &amp; 2017</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Phase II &amp; III: Apartment Housing &amp; Rehabilitated &quot;Mother&quot; Building</td>
<td>$10,266,500</td>
<td>Based on &quot;Revenue&quot; Model</td>
<td>Completed by end of 2020</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>Existing Commercial Building and Land Improvements at 23% (July 2010)</td>
<td>$133,571</td>
<td>&quot;Capital&quot; Taxable Value of Existing Building &amp; Land Improvements</td>
<td>Completed prior to 10/31</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$17,882,072</strong></td>
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<table>
<thead>
<tr>
<th>Future Taxable Value (FTV) of Raw Land</th>
<th>Estimated FTV</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>Portion of 33-02-33-376-010</td>
<td>$61,010</td>
<td>Base Year FTV, Assumes annual increase equal to the New Land Index.</td>
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<tr>
<td>33-02-03-33-351-015</td>
<td>$422,665</td>
<td>*</td>
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<tr>
<td>Portion of 33-02-33-327-002</td>
<td>$107,952</td>
<td>*</td>
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<tr>
<td>33-02-03-376-011</td>
<td>$111,280</td>
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<tr>
<td>33-02-03-376-012</td>
<td>$64,761</td>
<td>*</td>
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<tr>
<td>Portion of 33-02-33-327-100</td>
<td>$ -</td>
<td>No Assessed / Taxable Value</td>
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<tr>
<td><strong>Subtotal Future Taxable Value (FTV) of Raw Land</strong></td>
<td><strong>140,862</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Future Taxable Value (FTV) of Building(s) and Land Improvements, Raw Land &amp; Personal Property (Pre-Existing &amp; New)</th>
<th>$19,022,934</th>
</tr>
</thead>
</table>

| Total Captured Taxable Value (FTV) of Building(s) and Land Improvements, Raw Land & Personal Property (Pre-Existing & New), net of Base Year (FTV) |
|---|---|

**Notes:**

All Future Taxable/Appealed Values (FTV) are estimates only; the actual Taxable/Appealed Values may be higher or lower than estimated, and must be determined upon project completion by the governing body’s assessing personnel. Taxable/Appealed Values per appraisal and/or per resolution for both new assessment and reassessment may vary widely depending on the quality, quantity, type of improvements, and/or property location. Additionally, for any new properties (if applicable), the Taxable/Appealed Value depends on whether improvements are assessed as "new improvements" or just "replacement/repair", as determined by the governing personnel. Further, improvements are valued and assessed; it is only possible to estimate the Future Taxable/Appealed Value based on various assumptions.

The Brownfield Plan will also capture all Personal Property not allowed for tax capture. The estimates of Future Taxable Value and Tax Increment Baseline exclude any estimate of the value of Personal Property because the actual value of Personal Property and any associated property taxes generated are difficult to estimate due to the following: (a) uncertainty regarding the amount, value and type of Personal Property 2 to be included in the project; (b) different depreciation values applying to the various categories of Personal Property, such as Office and Retail, Office and Electronic Equipment, Machinery and Equipment, Computer Equipment, etc.; and (c) Personal Property being exempt from taxes if its True Cash Value (after depreciation) is less than $150,000 and the property types are submitted to the local unit of government (pursuant to Michigan Public Act 103 of 2013, as amended). No Personal Property is included in the Plan’s Base Year/Initial Taxable Value.
### DECEMBER 13, 2016 REGULAR MEETING

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<tr>
<td>4</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 7,492,300</td>
<td>7,548,968</td>
<td>7,657,147</td>
<td>7,775,105</td>
<td>7,888,985</td>
<td>8,016,913</td>
<td>8,127,807</td>
<td>8,240,522</td>
<td>8,372,656</td>
<td>8,498,246</td>
<td>8,625,723</td>
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<td>$ 135,777</td>
<td>$ 137,670</td>
<td>$ 139,574</td>
<td>$ 141,069</td>
<td>$ 143,086</td>
<td>$ 146,034</td>
<td>$ 148,145</td>
<td>$ 150,469</td>
<td>$ 152,727</td>
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</tr>
</tbody>
</table>

| $ 135,777 | $ 137,670 | $ 139,574 | $ 141,069 | $ 143,086 | $ 146,034 | $ 148,145 | $ 150,469 | $ 152,727 | $ 155,017 | $ 157,342 | $ 159,693 | $ 162,046 |

**Next page:**

Advanced Redevelopment Sectors  
Future Taxable Value (FTV)  
Page 2 of 2
<table>
<thead>
<tr>
<th>AD VALOREM TAXING AUTHORITIES/ TAXING JURISDICTIONS (78s)</th>
<th>Millage Summary: Millages Paid on Real Property without any Tax Exemptions</th>
<th>% of Millages Captured</th>
<th>Millage Rate Paid on Commercial Personal Property</th>
<th>Percent [%] of Millage Rate Captured</th>
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<tr>
<td>Annual</td>
<td>Net Allowed for Capture</td>
<td>Allowed for Capture [Yr]</td>
<td>% of Local Regular Millages Captured (all except State School Millages)</td>
<td>% of All Millages Captured</td>
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<td><strong>- MERIDIAN CHARTER TOWNSHIP</strong></td>
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<td>Operating</td>
<td>4.3002</td>
<td>0.0000</td>
<td>4.3002</td>
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<td>Parks/Recreation (3004)</td>
<td>0.5170</td>
<td>0.0000</td>
<td>0.5170</td>
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<td>Pathways</td>
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<td>CATA/Bus Ride</td>
<td>0.2000</td>
<td>0.0000</td>
<td>0.2000</td>
<td>0.60%</td>
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<td>Fire Protection</td>
<td>0.6405</td>
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<td>0.6405</td>
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<td>Police Protection</td>
<td>0.6080</td>
<td>0.0000</td>
<td>0.6080</td>
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<td>0.1500</td>
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<td>Parks/Recreation (2014)</td>
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<td><strong>- Subtotal of Local Government Unit (LAG) Millages and Tax Capture Annual</strong></td>
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<td><strong>- Local Government Unit (LAG) Tax Capture Cumulative</strong></td>
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<td><strong>- INGHAM COUNTY</strong></td>
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<td>County Operating</td>
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<td>Johnson Veterans School Fund</td>
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<td>0.0000</td>
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<td>Potter Park Zoo</td>
<td>0.4100</td>
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<td>Public Transportation</td>
<td>0.1200</td>
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<td>Special Transportation</td>
<td>0.4800</td>
<td>0.0000</td>
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<td>911 System</td>
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<td>Juvenile Justice</td>
<td>0.6000</td>
<td>0.0000</td>
<td>0.6000</td>
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<td>Farmland Preservation</td>
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<td>0.1400</td>
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<td>Capital Area Transportation Authority - CAT</td>
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<td><strong>- Capital Area Transportation Authority - CATA</strong></td>
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<td><strong>- LIVNEY</strong></td>
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<td>Capital Area District Library - CADL</td>
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<td>Lansing Community College - LCC</td>
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<tr>
<td><strong>- LOCAL SCHOOL MILLAGE: excludes State School millages</strong></td>
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<td>School Debt</td>
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<td>School Building and Site (“Stinking Fund” millage available for tax capture)</td>
<td>0.9919</td>
<td>0.0000</td>
<td>0.9919</td>
<td>2.96%</td>
</tr>
<tr>
<td><strong>- Subtotal of Non-LAG Local Millages and Tax Capture Annual</strong></td>
<td></td>
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<tr>
<td><strong>- Non-LAG Local Tax Capture Cumulative</strong></td>
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<td><strong>- Total Local Tax Capture Annual</strong></td>
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<td><strong>- Total Local Tax Capture Cumulative</strong></td>
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<td><strong>- STATE SCHOOL MILLAGE: excludes Local School millages</strong></td>
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</tr>
<tr>
<td>State Education Tax - SET</td>
<td>6.0000</td>
<td>6.0000</td>
<td>0.0000</td>
<td>0.00%</td>
</tr>
<tr>
<td>Local School Operating - LSO (18 mills for Real Property; only 6 mills for Personal Property)</td>
<td>18.0000</td>
<td>18.0000</td>
<td>0.0000</td>
<td>0.00%</td>
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<tr>
<td><strong>- Total State &amp; Local School Tax Capture Annual</strong></td>
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**Notes:**
Unless otherwise noted, the most current available millage rates are utilized and are assumed to be in effect for the duration of the Plan. Actual rates are subject to change and may be higher or lower, and may include the elimination of existing millages and/or the addition of new millages.
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<td>9</td>
<td>10</td>
<td>11</td>
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</table>

| Total Tax Capture |
|-------------------|---|---|
| $0 $0 | $41,091 | $41,917 | $42,467 | $101,864 | $103,407 | $104,988 | $109,988 | $111,570 | $113,276 | $985,029 |
| $0 $0 | $41,091 | $42,467 | $101,864 | $103,407 | $104,988 | $109,988 | $111,570 | $113,276 | $985,029 |

DECEMBER 13, 2016 REGULAR MEETING
### DECEMBER 13, 2016 REGULAR MEETING

#### ELEVATION AT OKEMOS POINTE - MERIDIAN CHARTER TOWNSHIP

**BROWNFIELD PLAN**

**Table 4d - Reimbursement of Eligible Activities & Disbursements**

<table>
<thead>
<tr>
<th>Notes</th>
<th>DISBURSEMENTS TO BROWNFIELD REDEVELOPMENT AUTHORITY &amp; MBRF</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>State of Michigan Brownfield Redevelopment Fund (MBRF): Funded from the capture of the State Education Tax (SET) millages (if applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Estimated State Education Tax (SET) Captured</td>
<td>$0</td>
</tr>
<tr>
<td>-</td>
<td>Reimbursement of Local Brownfield Redevelopment Authority Administrative &amp; Operating Expenses</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>0.009% of Local Tax Capture during Brownfield Plan.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.009% of Local Tax Capture thereafter.</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes</th>
<th>LOCAL BROWNFIELD REDEVELOPMENT AUTHORITY SITE REMEDIATION REVOLVING FUND (LSRIF)</th>
<th>Totals</th>
</tr>
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<tbody>
<tr>
<td>-</td>
<td>Local Brownfield Redevelopment Authority Site Remediation Revolving Fund (LSRIF)</td>
<td>$86,344</td>
</tr>
<tr>
<td></td>
<td>Note: The LSRIF will capture an amount equal to 2.5% of the Eligible Activity amount reimbursed to the Developer, excluding interest and Administrative Activities (e.g., Brownfield &amp; Work Plan Preparation).</td>
<td></td>
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<tr>
<td></td>
<td>0.009% of Local Tax Capture during Brownfield Plan.</td>
<td></td>
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<tr>
<td></td>
<td>0.009% of Local Tax Capture thereafter.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LSRIF is allowed to capture up to:</td>
<td>$ -</td>
</tr>
</tbody>
</table>

- **Annual Remaining Revenue Available for Reimbursement**
- **Cumulative Remaining Revenue Available for Reimbursement**

<table>
<thead>
<tr>
<th>Notes</th>
<th>REIMBURSEMENT OF ELIGIBLE ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Environmental Activities: Michigan Department of Environmental Quality (MDEQ)</td>
</tr>
<tr>
<td></td>
<td>Local Tax Increment Reimbursement</td>
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<tr>
<td></td>
<td>State &amp; Local School Tax Increment Reimbursement (LSO &amp; SET)</td>
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<tr>
<td></td>
<td>TOTAL MDEQ REIMBURSEMENT (Eligible Costs)</td>
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</table>

<table>
<thead>
<tr>
<th>Notes</th>
<th>Non-Environmental Activities: Brownfield Redevelopment Authority (BRA) &amp; Michigan Strategic Fund (MSF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Local Tax Increment Reimbursement</td>
</tr>
<tr>
<td></td>
<td>State &amp; Local School Tax Increment Reimbursement (LSO &amp; SET)</td>
</tr>
<tr>
<td></td>
<td>TOTAL BRA &amp; MSF REIMBURSEMENT (Eligible Costs)</td>
</tr>
</tbody>
</table>

- **TOTAL ANNUAL REIMBURSEMENT: BRA, MDEQ & MSF (Eligible Costs)** | $3,804,759 |

- **TOTAL CUMULATIVE REIMBURSEMENT: BRA, MDEQ & MSF (Eligible Costs)** |

- **Remaining Unreimbursed Balance**

**Surplus Revenue from Local Tax Increment (returned to Taxing Jurisdictions on a pro rata basis)**

**Notes:**

1. Unless amended by the local unit of government, the Plan is anticipated to remain in effect until all approved activities in this Plan are reimbursed.
2. The Eligible Activities projected in this Plan may switch categories if site or environmental conditions change. If conditions change, an Eligible Activity may fall under a different category (such as an Environmental or Non-Environmental Eligible Activity) so long as the Plan does not involve the capture of State School Tax Increment Revenue (i.e., an Act 381 Work Plan). Local Only Tax Capture Plans can adjust between Environmental and Non-Environmental Activity categories.
3. Environmental and Non-Environmental costs: If allowed, a pro-rata contingency amount (but excluding the interest amount), to the extent that the adjustments do not violate the terms of any approved documents such as a Development Reimbursement Agreement, or Public Act 381 of 1996, as amended.
### DECEMBER 13, 2016 REGULAR MEETING

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Advanced Redevelopment Solutions

Page 2 of 3 Tax Reimbursement
## DECEMBER 13, 2016 REGULAR MEETING

### Capture Period Ends for Developer Reimbursement & LSRBF

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<td>0</td>
<td>0</td>
<td>430,000</td>
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</table>
Section XX. Tax Valuation and Payment of Tax Increment Revenue Shortfall. Owner and ICBRA have entered into this Agreement in reliance on certain assumptions about the increase in tax value of the Property that will be created by the Development, as contained in the Brownfield Plan, attached as Exhibit XX. Owner agrees that if there is a tax appeal of the valuation of all or any part of the Property below the assessed value identified in the Brownfield Plan during the duration of Brownfield Plan Tax Capture for reimbursement of Eligible Activities and LSRRF deposits, whether by Owner, a future tenant or any other future owner, and if by reason of such appeal the ICBRA is required to reimburse a taxpayer for any funds which have been paid to Owner, Owner shall be responsible for repaying ICBRA the amount reimbursed to the taxpayer as a result of any reduction in the assessed value of all or part of the Property. The Owner’s obligation to repay the ICBRA under this Section does not constitute a waiver of Owner’s right to be reimbursed again from the Tax Capture for all Eligible Activities to the extent that sufficient funds are available to pay Owner subsequent to such repayment. This obligation and all rights and privileges contained herein may be assigned by written agreement between Owner and any future tenant or owner of the Property. A copy of such assignment shall be provided to the ICBRA.
DECEMBER 13, 2016 REGULAR MEETING

ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 24

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT FOR RENEWING COURTVIEW SUPPORT SERVICES

RESOLUTION # 16 – 521

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling $150,575.00 for annual support is due for the support from January 1st, 2017-December 31st, 2017; and

WHEREAS, the annual contract amount proposed by Courtview is a 1% from the prior year; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract renewal for support from CourtView in the amount not to exceed $150,575.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s LOFT Fund (636-25820-932050).

BE IT FURTHER RESOLVED, that the Controller 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, Hope, Maiville
                 Nays: None  Absent: Koenig, Tsernovgou  Approved 12/06/2016
FINANCE:  Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
          Nays: None  Absent: Tennis, Anthony  Approved 12/07/2016

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE MICROSOFT ENTERPRISE AGREEMENT THROUGH CDWG

RESOLUTION # 16 – 522

WHEREAS, Ingham County currently utilizes Microsoft products for our workstation, server, email, and office productivity applications; and

WHEREAS, ITD has audited and researched Ingham County licensing to ensure that the County is legally compliant while having the lowest cost possible; and

WHEREAS, the current licensing agreement will expire on January 31st, 2017 unless renewed; and

WHEREAS, the annual contract amount is in the 2017 budget; and

WHEREAS, CDWG has been awarded the co-operatively bid contract with the State of Michigan that provides the best pricing available to Ingham County and is the vendor of choice for providing the Microsoft Enterprise Agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Enterprise Agreement from Microsoft in the amount not to exceed $370,000.00 per year for three years with the option to add additional years.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Contract Maintenance Fund (636-25810-932033).

BE IT FURTHER RESOLVED, that the Controller 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, Hope, Maiville
Nays: None Absent: Koenig, Tsernoglou Approved 12/06/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None Absent: Tennis, Anthony Approved 12/07/2016

Approved as part of the consent agenda.
ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 26

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RETAIN MDEQ SCRAP TIRE MARKET DEVELOPMENT - DEVULCANIZED RUBBER MODIFIED WARM MIX ASPHALT PAVEMENT PROJECT TESTING AND RESEARCH SERVICES WITH MICHIGAN STATE UNIVERSITY

RESOLUTION # 16 – 523

WHEREAS, the Ingham County Road Department (ICRD) received a Michigan Department of Environmental Quality (MDEQ) grant to investigate devulcanized rubber (DVR) modified warm mix asphalt (WMA) mixtures relative to existing commercially available polymer modified WMA mixtures; and

WHEREAS, the MDEQ scrap tire market development - devulcanized rubber modified warm mix asphalt pavement grant requires testing and research services that the ICRD is not qualified or prepared to perform; and

WHEREAS, the Purchasing Department solicited proposals per RFP, #210-16 from qualified and experienced organizations, agencies, and consulting firms to provide the required testing and research services and received one proposal from Michigan State University; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposal for adherence to county purchasing requirements, proposed unit prices, experience, and overall value to the county; and

WHEREAS, Road Department staff recommends that the Board of Commissioners retain Michigan State University to provide the required testing and research services at the proposed cost of $108,136.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining Michigan State University to provide the required MDEQ scrap tire market development - devulcanized rubber modified warm mix asphalt pavement grant testing and research services at the proposed cost of $108,136.

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, Celentino, Bahar-Cook, Hope, Maiville
Nays: None Absent: Koenig, Tsernoglou Approved 12/06/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None Absent: Tennis, Anthony Approved 12/07/2016

Approved as part of the consent agenda.
DECEMBER 13, 2016 REGULAR MEETING

INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH SPICER GROUP, INC. TO PROVIDE CONSULTING SERVICES TO AND ASSIST THE INGHAM COUNTY PARKS STAFF WITH THE DELIVERY OF CERTAIN MILLAGE RELATED ITEMS

RESOLUTION # 16 – 524

WHEREAS, Board of Commissioner Resolution 16-103 directed staff to develop a job description for a staff person who would specifically work on the trails and parks millage; and

WHEREAS, the Park Commission passed a motion at their June 27, 2016 meeting to direct staff to work with the Purchasing Department to issue a Request for Proposal (RFP) for a consultant with various personnel with very diverse skill sets to assist County staff with the Trails and Park Millage; and

WHEREAS, the Purchasing Department solicited proposals from experienced and qualified professional consultants for the purpose of providing consulting services to and assisting the Ingham County Parks staff with the delivery of certain millage related items; 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 an estimated first-year cost of $95,206.00 and an estimated second-year cost of $97,640.74 for a combined two-year total not to exceed $192,846.74 from the Trails and Parks Millage to provide consulting services to and assist the Ingham County Parks staff with the delivery of certain millage related items.

BE IT FURTHER RESOLVED, the term of the contract is two years from the date of execution.

BE IT FURTHER RESOLVED, the Board of Commissioners also authorizes Spicer Group’s attendance at Park Commission or Board of Commissioners meeting(s), if required and requested, at a cost of $350.00 per meeting, in a total not to exceed three meetings per year for a total cost of $1,050 a year.

BE IT FURTHER RESOLVED, the Board of Commissioners approves an option to renew the contract for an additional two year period provided the annual cost increases should not exceed the Consumer Price Index’s Annual Inflation rate or 1%, whichever is greater, during the term of the Agreement.

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

Page 169 of 232
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, Hope, Maiville
Nays: None  Absent: Koenig, Tsernoglou  Approved 12/06/2016

FINANCE:  Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None  Absent: Tennis, Anthony  Approved 12/07/2016

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON THE SHERIDAN, MIEDEMA, AND LOVETTE PROPERTIES

RESOLUTION # 16 – 525

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Preservation Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2015 application cycle, and of which, said ranking was approved by Resolution #16-044; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a “Bid” process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on all properties using 100% locals fund on the Sheridan, Miedema, and Lovette properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Sheridan, Miedema and Lovette properties at a price not to exceed the amount listed in the chart below:

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<th>Name</th>
<th>Appraisal /CE Price</th>
<th>Landowner Contribution</th>
<th>County</th>
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<tr>
<td>Miedema</td>
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<td>$554,500.00</td>
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<tr>
<td>Lovette</td>
<td>$305,000.00</td>
<td>$0.00</td>
<td>$305,000.00</td>
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</table>

BE IT FURTHER RESOLVED, that the County 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, Hope, Maiville  
Nays: None  Absent: Koenig, Tsernoglou  Approved 12/06/2016
FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None  Absent: Tennis, Anthony  Approved 12/07/2016

Commissioner Nolan moved to approve the resolution. Commissioner Bahar-Cook supported the motion.

Commissioner Maiville stated that this resolution was pulled from the consent agenda for the purpose of disclosure. He further stated that the parents of Stacy Byers, Farmland and Open Space Preservation, owned the Sheridan property. Commissioner Maiville stated that due to this relationship, Ms. Byers removed herself from all discussions pertaining to the Sheridan property pursuant to the County ethics policy.

The motion carried unanimously. Absent: Commissioners Banas, Tennis, and Tsernoglou.
DECEMBER 13, 2016 REGULAR MEETING

ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 29

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE RANKING OF THE 2016 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES

RESOLUTION # 16 – 526

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board Preservation Program), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, on August 5, 2008, the voters of Ingham County approved the levy of 0.14 mills for the purpose of funding the Farmland and Open Space Preservation Board; and

WHEREAS, Resolution #10-100 directs the Farmland and Open Space Board to identify agricultural and open space property for inclusion in the program, to rank the applications received according to established criteria approved by the Board of Commissioners, and to select properties for purchase of Conservation Easement Deeds which requires approval by the Board of Commissioners; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase Conservation Easement Deeds on Agricultural and Open Space properties in Ingham County; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all farmland open space applications received for the 2016 cycle and wishes to proceed with negotiations on the top ranked properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the 2016 Farmland and Open Space Application Ranking as attached, and approves the FOSP Board to proceed with negotiations on the top ranked properties.

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

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
    Nays: None   Absent: Koenig, Tsernoglou   Approved 12/06/2016

FINANCE:  Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
    Nays: None   Absent: Tennis, Anthony   Approved 12/07/2016

Approved as part of the consent agenda.
### 2016 Farmland Score and Rank

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<th>Applicant Zones</th>
<th>Agricultural Productivity</th>
<th>Size of Parcels</th>
<th>Additional Ag Income</th>
<th>Proximity to Existing Livestock Farm</th>
<th>Proximity to Water or Sewer</th>
<th>Proximity to Designated Population Center</th>
<th>Road Frontage</th>
<th>Location to Protected Property</th>
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Open Space Scored Applicants 8-11-16 (Stacy Byers's conflicted copy 2016-10-31)
INTRODUCED - JANUARY 1, 2018
AGENDA ITEM NO. 30

Resolved by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO WAIVE POLICY RULES TO ALLOW EMPLOYEE PURCHASE OF OBSOLETE PROPERTY

RESOLUTION # 16 – 527

WHEREAS, the Ingham County Board of Commissioners adopted a policy directing that disposal of all surplus County-owned personal property which is of no significant value to County operations occur through public auction; and

WHEREAS, except for sales to other units of government or to non-profit corporations, it is the stated County objective to maximize the net proceeds from the sale of surplus County-owned property; and

WHEREAS, the outgoing Undersheriff has offered to purchase an obsolete County-issued mobile telephone assigned to him at a cost not to exceed their trade-in value as determined by the mobile telephone service provider; and

WHEREAS, in order to accommodate this requested sale of obsolete surplus property, it is necessary for the Ingham County Board of Commissioners to waive its policy requirement that disposal of surplus property occur by way of public auction.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby waives its requirement to dispose of an obsolete mobile telephone assigned to the outgoing Undersheriff at public auction.

BE IT FURTHER RESOLVED, prior to taking possession of the mobile telephones, the outgoing Undersheriff shall reimburse to Ingham County an amount equal to the trade-in value of the mobile telephone as determined by the mobile telephone service provider.

BE IT FURTHER RESOLVED, that the Purchasing Director is authorized to oversee this transaction on behalf of Ingham County.

COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
Nays: None Absent: Koenig, Tsernoglou Approved 12/06/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None Absent: Tennis, Anthony Approved 12/07/2016

Approved as part of the consent agenda.
WHEREAS, Sheriff Gene L. Wriggelsworth was hired by the Michigan State Police in 1966, serving at the Flat Rock Post, East Lansing MSP Headquarters, Lansing Post and State Capital Post’s as a trooper; and

WHEREAS, in 1974, Trooper Wriggelsworth was promoted the rank of Sergeant and assigned to the Tri-County Metro Narcotics Squad, which was the first regional Narcotics Unit in the State of Michigan that the State Police instituted, where he served as a Field Supervisor; and

WHEREAS, during his assignment to the Tri-County Metro Narcotics Squad, his leadership and supervision was responsible for hundreds of successful narcotics investigations, putting a tremendous dent in the illegal drug trade in Mid-Michigan and in 1977, the Michigan State Police promoted him to the rank of Lieutenant where he shared the commander role with the Tri-County Metro Narcotics Squad till 1988; and

WHEREAS, in 1988 Sheriff Wriggelsworth was elected to his first term as Sheriff of Ingham County; and

WHEREAS, in 1999 Sheriff Wriggelsworth completed his Bachelors in Business Administration from Northwood University and also attended the FBI National Academy in 1994, and

WHEREAS, during his long distinguished career as Sheriff of Ingham County, Gene served on over 25 law enforcement committees throughout the State including being appointed by the Governor to the Michigan Commission of Law Enforcement Standards for 10 years, and serving as their Chairperson in 2005. Sheriff Wriggelsworth was also elected to the Michigan Sheriff’s Association in 1995 to the Board of Directors and served as the President in 1998; and

WHEREAS, Sheriff Wriggelsworth also served on many community boards, including the Holt School District as a school board member, the 100 Club of Great Lansing, MSU Staff and Command Advisory Board, Lansing Community College Police Academy Board, Boy Scouts of Michigan Board, Holt Schools Education Foundation Board and the Lansing Area Safety Council Board; and

WHEREAS, during his law enforcement career, Sheriff Wriggelsworth was the recipient of many police and community awards including the Public Service Award from American Society for Public Administration, Excellence in Public Service Award from Michigan Association of Counties, and Lansing Community College Distinguished Alumni Award; and

WHEREAS, Sheriff Wriggelsworth was elected to seven consecutive terms as the Sheriff of Ingham County; and
WHEREAS, after 28 years of dedicated service to the citizens of Ingham County, and 50 years in policing, Sheriff Wriggelsworth is ending his law enforcement career on December 31, 2016.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners hereby honor Sheriff Gene L. Wriggelsworth for his 50 years of dedicated police service to the citizens of the great State of Michigan, and wishes him continued success in all of his future endeavors.

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert  
  Nays: None  Absent: Tennis, Anthony  Approved 12/07/2016

Approved as part of the consent agenda.
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2017 BUDGET YEAR

RESOLUTION # 16 – 529

WHEREAS, county policy requires that all contracts over $5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2017 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller’s Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over $5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None Absent: Tennis, Anthony Approved 12/07/2016

Approved as part of the consent agenda.
## DECEMBER 13, 2016 REGULAR MEETING

### LAW AND COURTS COMMITTEE

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2016 COST</th>
<th>2017 PROJECTED</th>
<th>Proj increase over 2016</th>
<th>% Increase over 2016</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oceana Court</td>
<td>TEL/Thayer</td>
<td>Technology support for the Courthouses (excluding Courthouses 1 and 2)</td>
<td>01/01/17</td>
<td>12/31/17</td>
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<td>General Fund</td>
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<tr>
<td>Family Court</td>
<td>MSU Psychology Department</td>
<td>Intoxication Program - Reduces alcohol use for out of county cases</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$163,125</td>
<td>$104,763</td>
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<td>General Fund</td>
</tr>
<tr>
<td>Family Court</td>
<td>All Clear</td>
<td>Security K Ray Machine Maintenance Agreement</td>
<td>01/01/17</td>
<td>12/31/17</td>
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<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Family Court</td>
<td>Highlights</td>
<td>Day Treatment Program - Transportation and behavioral specialists</td>
<td>01/01/17</td>
<td>12/31/17</td>
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</tr>
<tr>
<td>Family Court</td>
<td>Ingham Intermediate</td>
<td>Day Treatment Program - Teachers &amp; para professionals</td>
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<td>12/31/17</td>
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<td>General Fund</td>
</tr>
<tr>
<td>Family Court</td>
<td>Hour Attorneys: Skinner, Watson, Sutula, Fasht</td>
<td>Guardian Ad Litem contracts to represent children in abuse and neglect hearings</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$300,000</td>
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<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Family Court</td>
<td>Residential Placements (general)</td>
<td>Out of home placement costs for delinquent youth - Per Diem - Rates</td>
<td>01/01/16</td>
<td>12/31/17</td>
<td>$1,777,632</td>
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<td>General Fund</td>
</tr>
<tr>
<td>Family Court</td>
<td>Bergholm, Inc. Crossroads</td>
<td>Educational and vocational program for delinquent youth</td>
<td>01/01/16</td>
<td>12/31/17</td>
<td>$319,542</td>
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</tr>
<tr>
<td>Family Court</td>
<td>House Adult Services</td>
<td>Home Detention including lockups, adjudications and out of home care</td>
<td>01/01/16</td>
<td>12/31/17</td>
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<td>General Fund</td>
</tr>
<tr>
<td>Family Court</td>
<td>Highlights</td>
<td>Evening Reporting Program - Transportation and Behavioral Specialists</td>
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<td>12/31/17</td>
<td>$294,558</td>
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<td>General Fund</td>
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<tr>
<td>Family Court</td>
<td>Peter Brown</td>
<td>Attorney contract to represent delinquent youth in DL and TV Cases</td>
<td>01/01/17</td>
<td>12/31/17</td>
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<td>General Fund</td>
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<tr>
<td>Family Court</td>
<td>Michelle Stimson</td>
<td>Attorney contract to represent youth in DL Cases</td>
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<td>12/31/17</td>
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<td>General Fund</td>
</tr>
<tr>
<td>Sheriff</td>
<td>Lansing Mason Ambulance</td>
<td>Inmate Ambulance Service</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$23,000</td>
<td>$23,000</td>
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<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Sheriff</td>
<td>Holt/Vision Towing</td>
<td>Towing Services</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$1,500</td>
<td>$1,500</td>
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<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Sheriff</td>
<td>Macomb Sheriff</td>
<td>Software in Jail - Mandate Start</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$7,000</td>
<td>$7,000</td>
<td>0%</td>
<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Ingham County</td>
<td>Legal Services of South Central Michigan</td>
<td>Income residents of Ingham County</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$20,000</td>
<td>$20,000</td>
<td>0%</td>
<td>0%</td>
<td>General Fund</td>
</tr>
</tbody>
</table>
## DECEMBER 13, 2016 REGULAR MEETING

### REVENUE CONTRACTS

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2016 REV</th>
<th>2017 PROJECTED</th>
<th>Proj. Increase over 2016</th>
<th>% Increase over 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Corrections</td>
<td>City of Lansing</td>
<td>Annual Grant for CCAB Administration</td>
<td>07/01/16</td>
<td>06/30/17</td>
<td>$15,000</td>
<td>$12,500</td>
<td>-16%</td>
<td>0%</td>
</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>State of Michigan</td>
<td>VOCA Crime Victims Assistance Grant</td>
<td>10/31/16</td>
<td>06/30/17</td>
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<td>$195,000</td>
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<td>26%</td>
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<tr>
<td>Prosecuting Attorney</td>
<td>State of Michigan</td>
<td>Cooperative Reimbursement Grant</td>
<td>10/31/16</td>
<td>06/30/17</td>
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<td>$756,327</td>
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<td>0%</td>
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<tr>
<td>Sheriff</td>
<td>State of Michigan</td>
<td>Victims Rights Grant</td>
<td>10/31/16</td>
<td>06/30/17</td>
<td>$220,000</td>
<td>$220,000</td>
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<td>0%</td>
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<tr>
<td>Sheriff</td>
<td>State of Michigan</td>
<td>Anti Drug Abuse Program</td>
<td>10/31/16</td>
<td>06/30/17</td>
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<td>$18,653</td>
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<td>-21%</td>
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<tr>
<td>Sheriff</td>
<td>State of Michigan</td>
<td>Annual Grant for Secondary Road Patrol</td>
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<td>06/30/17</td>
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<td>$245,002</td>
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<td>0%</td>
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<tr>
<td>Sheriff</td>
<td>State of Michigan</td>
<td>Annual Grant for Marine Safety Programs</td>
<td>10/31/16</td>
<td>06/30/17</td>
<td>$3,403</td>
<td>$3,403</td>
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<tr>
<td>Sheriff</td>
<td>State of Michigan</td>
<td>Annual Grant for Emergency Management</td>
<td>10/31/16</td>
<td>06/30/17</td>
<td>$45,082</td>
<td>$52,135</td>
<td>15%</td>
<td>14%</td>
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<tr>
<td>Family Court</td>
<td>State of Michigan</td>
<td>Annual Child Care Agreement</td>
<td>10/31/16</td>
<td>06/30/17</td>
<td>$6,495,829</td>
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<tr>
<td>MCC</td>
<td>State of Michigan</td>
<td>Annual Access and Inclusion Grant</td>
<td>10/31/16</td>
<td>06/30/17</td>
<td>$5,200</td>
<td>$5,200</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>MCC</td>
<td>State of Michigan</td>
<td>Cooperative Reimbursement Grant</td>
<td>10/31/16</td>
<td>06/30/17</td>
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</table>
### HUMAN SERVICES COMMITTEE

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2016 COST</th>
<th>2017 PROJECTED</th>
<th>Proj. Increase over 2016</th>
<th>% Increase over 2016</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ingham County</td>
<td>Capital Area United</td>
<td>Annual Renewal of Contract for Central Michigan 2-1-1 Services</td>
<td>12/31/17</td>
<td>12/31/17</td>
<td>$45,750</td>
<td>$45,750</td>
<td>50</td>
<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Health</td>
<td>Volunteers of America</td>
<td>Homeless Day Center</td>
<td>10/01/16</td>
<td>09/30/17</td>
<td>$60,000</td>
<td>$45,000</td>
<td>-15,000</td>
<td>-25%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Health</td>
<td>Our Savior Lutheran</td>
<td>Food Pantry Operation - 1515 W. Holmes Road</td>
<td>10/01/16</td>
<td>09/30/17</td>
<td>$7,200</td>
<td>$7,200</td>
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<td>0%</td>
<td>General Fund</td>
</tr>
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</table>

### Revenue Contracts

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2016 REV</th>
<th>2017 PROJECTED</th>
<th>Proj. Increase over 2016</th>
<th>% Increase over 2016</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA</td>
<td>Michigan Veterans</td>
<td>Services Provided for Ingham County Trust Fund</td>
<td>10/01/16</td>
<td>08/31/17</td>
<td>$7,900</td>
<td>$7,900</td>
<td>50</td>
<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>VA</td>
<td>Michigan Veterans</td>
<td>Services Provided for Ingham Clinton County Trust Fund</td>
<td>10/01/16</td>
<td>09/30/17</td>
<td>$1,700</td>
<td>$1,700</td>
<td>50</td>
<td>0%</td>
<td>General Fund</td>
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<tr>
<td>VA</td>
<td>Clinton County</td>
<td>Services Provided to Clinton County</td>
<td>12/31/17</td>
<td>12/31/17</td>
<td>$36,504</td>
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</table>
## DECEMBER 13, 2016 REGULAR MEETING

### COUNTY SERVICES COMMITTEE

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2018 COST</th>
<th>2017 PROJECTED</th>
<th>Proj. Increase over 2016</th>
<th>% Increase over 2016</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Commissioners</td>
<td>Granicus</td>
<td>Software Maintenance</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$6,600</td>
<td>$6,600</td>
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<td>0%</td>
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<tr>
<td>Board of Commissioners</td>
<td>GovQA</td>
<td>FOIA Software</td>
<td>01/01/17</td>
<td>12/31/17</td>
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<td>Financial Services</td>
<td>Eagle Claims</td>
<td>Management</td>
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<td>Employees' Flexible Spending Account Administrator</td>
<td>01/01/17</td>
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<td>Employee Benefit</td>
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<td>Precision Systems</td>
<td>Accounting Software Licenses</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$14,655</td>
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<td>Midwestern Consulting</td>
<td>Traffic Signal Database Support</td>
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<td>12/31/17</td>
<td>$1,200</td>
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<td>0%</td>
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<td>IT</td>
<td>Boss</td>
<td>Annual Maintenance for Help Desk Software</td>
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<td>12/31/17</td>
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<td>IT</td>
<td>Calero Software</td>
<td>Verismart Software Maintenance for Phone System</td>
<td>08/01/17</td>
<td>08/31/17</td>
<td>$2,167</td>
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<td>IT</td>
<td>Mythics</td>
<td>Sun Server Maintenance Contract</td>
<td>03/01/17</td>
<td>03/31/17</td>
<td>$5,568</td>
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<td>Solarwinds Network Monitoring</td>
<td>03/21/17</td>
<td>03/31/17</td>
<td>$1,415</td>
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<td>Solarwinds</td>
<td>Dameware Remote Support Software</td>
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<td>06/30/17</td>
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<tr>
<td>IT</td>
<td>HP Enterprise</td>
<td>Oracle Database Standard Edition - Processor Perpetual</td>
<td>02/01/17</td>
<td>02/28/17</td>
<td>$7,096</td>
<td>$7,685</td>
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<td>IT</td>
<td>Service Express</td>
<td>Hardware Support Renewal for HP Servers</td>
<td>04/01/17</td>
<td>04/30/17</td>
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<td>$3,975</td>
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<tr>
<td>IT</td>
<td>CDW3</td>
<td>Annual Cost for Automation Development for the Ingham</td>
<td>03/01/17</td>
<td>03/31/17</td>
<td>$750</td>
<td>$757</td>
<td>$7</td>
<td>1%</td>
<td>Network Fund</td>
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</table>

## REVENUE CONTRACTS

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2016 REV</th>
<th>2017 PROJECTED</th>
<th>Proj. Increase over 2016</th>
<th>% Increase over 2016</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equalization</td>
<td>State of Michigan</td>
<td>Annual Grant for Remuneration Program</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$85,000</td>
<td>$74,804</td>
<td>$10,804</td>
<td>-12%</td>
<td>Fund</td>
</tr>
</tbody>
</table>
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE CONTROLLER TO MAKE YEAR END
BUDGET ADJUSTMENTS

RESOLUTION # 16 – 530

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; and

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

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:

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2016 BUDGET 11/15/16</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$83,008,308</td>
<td>($145,450)</td>
<td>$82,862,858</td>
</tr>
<tr>
<td>288</td>
<td>DHHS – Child Care</td>
<td>4,212,707</td>
<td>200,000</td>
<td>4,412,707</td>
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<tr>
<td>664</td>
<td>Mach. &amp; Equip. Revolving</td>
<td>1,391,998</td>
<td>14,778</td>
<td>1,406,776</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2016 Ingham County General Fund budget at $82,862,858.

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None    Absent: Tennis, Anthony   Approved 12/07/2016

Approved as part of the consent agenda.
GENERAL FUND REVENUES

<table>
<thead>
<tr>
<th>Tax Revenues</th>
<th>2016 Budget – 11/15/16</th>
<th>Proposed Changes</th>
<th>2016 Proposed Budget</th>
</tr>
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<tbody>
<tr>
<td>County Property Tax</td>
<td>44,782,645</td>
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<td>44,782,645</td>
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<tr>
<td>Property Tax Adjustments</td>
<td>(150,000)</td>
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<td>(150,000)</td>
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<tr>
<td>Delinquent Real Property Tax</td>
<td>15,000</td>
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<td>15,000</td>
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<tr>
<td>Unpaid Personal Property Tax</td>
<td>(10,000)</td>
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<td>(10,000)</td>
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<tr>
<td>Industrial Facility Tax</td>
<td>300,000</td>
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<td>300,000</td>
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<tr>
<td>Trailer Fee Tax</td>
<td>15,000</td>
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</table>

Intergovernmental Transfers

<table>
<thead>
<tr>
<th>Intergovernmental Transfers</th>
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</thead>
<tbody>
<tr>
<td>State Revenue Sharing</td>
<td>6,088,744</td>
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<td>6,088,744</td>
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<tr>
<td>Convention/Tourism Tax - Liquor</td>
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<td>Court Equity Fund</td>
<td>1,490,000</td>
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<tr>
<td>Use of Fund Balance</td>
<td>5,128,068</td>
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</table>

Department Generated Revenue

<table>
<thead>
<tr>
<th>Department Generated Revenue</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Animal Control</td>
<td>710,636</td>
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<td>710,636</td>
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<tr>
<td>Circuit Court - Family Division</td>
<td>1,016,625</td>
<td></td>
<td>1,016,625</td>
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<tr>
<td>Circuit Court - Friend of the Court</td>
<td>562,000</td>
<td></td>
<td>562,000</td>
</tr>
<tr>
<td>Circuit Crt - General Trial</td>
<td>2,467,390</td>
<td></td>
<td>2,467,390</td>
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<tr>
<td>Controller</td>
<td>3,170</td>
<td></td>
<td>3,170</td>
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<tr>
<td>Cooperative Extension</td>
<td>2,500</td>
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<td>2,500</td>
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<tr>
<td>County Clerk</td>
<td>632,210</td>
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<td>632,210</td>
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<tr>
<td>District Court</td>
<td>2,674,448</td>
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<td>Drain Commissioner/Drain Tax</td>
<td>394,758</td>
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<td>394,758</td>
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<tr>
<td>Economic Development</td>
<td>56,640</td>
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<td>56,640</td>
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</tbody>
</table>
### Elections
- 2016: 247,677
- 2016 Proposed: 247,677

### Emergency Operations
- 2016: 53,582
- 2016 Proposed: 53,582

### Equalization / Tax Mapping
- 2016: 10,100
- 2016 Proposed: 10,100

### Facilities
- 2016: 172,957
- 2016 Proposed: 172,957

### Financial Services
- 2016: 89,673
- 2016 Proposed: 89,673

### Health Department
- 2016: 120,000
- 2016 Proposed: 120,000

### Human Resources
- 2016: 42,368
- 2016 Proposed: 42,368

### Probate Court
- 2016: 277,178
- 2016 Proposed: 277,178

### Prosecuting Attorney
- 2016: 602,452
- 2016 Proposed: 602,452

### Register of Deeds
- 2016: 2,036,729
- 2016 Proposed: 2,036,729

### Remonumentation Grant
- 2016: 87,454
- 2016 Proposed: 87,454

### Sheriff
- 2016: 6,007,197
- 2016 Proposed: 5,861,747

### Treasurer
- 2016: 5,222,133
- 2016 Proposed: 5,222,133

### Tri-County Regional Planning
- 2016: 63,921
- 2016 Proposed: 63,921

### Veteran Affairs
- 2016: 399,829
- 2016 Proposed: 399,829

### Total General Fund Revenues
- 2016: 83,008,308
- 2016 Proposed: 82,862,858

### GENERAL FUND EXPENDITURES

<table>
<thead>
<tr>
<th>Department</th>
<th>2016 Budget - 11/15/16</th>
<th>Proposed Changes</th>
<th>2016 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Commissioners</td>
<td>556,179</td>
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<td>556,179</td>
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<tr>
<td>Circuit Court - General Trial</td>
<td>8,613,169</td>
<td></td>
<td>8,613,169</td>
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<tr>
<td>District Court</td>
<td>3,175,311</td>
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<tr>
<td>Circuit Court - Friend of the Court</td>
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<td>Jury Board</td>
<td>1,199</td>
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<td>Probate Court</td>
<td>1,485,465</td>
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<td>1,485,465</td>
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<table>
<thead>
<tr>
<th>Department</th>
<th>Budget 2016</th>
<th>Budget 2017</th>
</tr>
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<tbody>
<tr>
<td>Circuit Court - Family Division</td>
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<td>Jury Selection</td>
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<td>Elections</td>
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<td>773,589</td>
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<td>County Clerk</td>
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<td>Controller</td>
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<td>Equalization/Tax Services</td>
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<td>Human Resources</td>
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<td>Prosecuting Attorney</td>
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<td>6,371,869</td>
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<td>Purchasing</td>
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<td>Facilities</td>
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<td>Register of Deeds</td>
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<td>Remonumentation Grant</td>
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<td>Drain Commissioner</td>
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<td>Economic Development</td>
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<td>Community Agencies</td>
<td>220,000</td>
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<td>Ingham Conservation District</td>
<td>8,190</td>
<td>8,190</td>
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<td>Equal Opportunity Committee</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Women’s Commission</td>
<td>500</td>
<td>500</td>
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<tr>
<td>Historical Commission</td>
<td>500</td>
<td>500</td>
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<tr>
<td>Tri-County Regional Planning</td>
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<td>113,053</td>
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<tr>
<td>Jail Maintenance</td>
<td>215,600</td>
<td>215,600</td>
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<tr>
<td>Sheriff</td>
<td>20,361,228</td>
<td>20,361,228</td>
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<tr>
<td>Tri-County Metro Squad</td>
<td>75,000</td>
<td>75,000</td>
</tr>
<tr>
<td>Department</td>
<td>Budget 1</td>
<td>Budget 2</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>----------</td>
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<tr>
<td>Community Corrections</td>
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<td>154,896</td>
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<td>Animal Control</td>
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<tr>
<td>Homeland Sec./Emergency Ops.</td>
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<td>Board of Public Works</td>
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<tr>
<td>Drain Tax at Large</td>
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<td>Health Department</td>
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<td>Jail Medical</td>
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<td>Medical Examiner</td>
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<td>Substance Abuse</td>
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<td>Community Mental Health</td>
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<tr>
<td>Department of Human Services</td>
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<td>Tri-County Aging</td>
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<td>Veterans Affairs</td>
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<td>Cooperative Extension</td>
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<td>444,081</td>
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<tr>
<td>Library Legacy Costs</td>
<td>133,236</td>
<td>133,236</td>
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<tr>
<td>Parks and Recreation</td>
<td>1,566,141</td>
<td>1,566,141</td>
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<tr>
<td>Contingency Reserves</td>
<td>245,450</td>
<td>(245,450)</td>
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<tr>
<td>Legal Aid</td>
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<tr>
<td>2-1-1 Project</td>
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<td>Community Coalition for Youth</td>
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<tr>
<td>Capital Improvements</td>
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<td>2,154,999</td>
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<tr>
<td>Additional Pension Contribution</td>
<td>1,850,000</td>
<td>1,850,000</td>
</tr>
<tr>
<td><strong>Total General Fund Expenditures</strong></td>
<td><strong>83,008,308</strong></td>
<td><strong>(145,450)</strong></td>
</tr>
</tbody>
</table>
## General Fund Revenues

**Sheriff**
- Decrease State Prisoner Care revenue $145,450 based on current projections.

## General Fund Expenditures

**Dept. of Hlth/Human Svcs.**
- Increase general fund transfer up to $100,000 for costs associated with Federal Audit findings.

**Contingency**
- Decrease contingency $145,450 to offset decreased Sheriff revenue and $100,000 for increased transfer to Department of Health and Human Services Child Care fund.

## Non-General Fund Adjustments

**DHHS Child Care (F288)**
- Increase general fund transfer up to $100,000 for costs associated with Federal Audit findings. Funds will be matched by the State of Michigan for a total budget of $200,000.

**Mach./Equip. Revolving (F664)**
- Increase CIP upgrade funds for replacement of two copiers for the Road Department ($12,540), a laptop for Parks ($1,330), and a PC for the Budget Office ($908).
DECEMBER 13, 2016 REGULAR MEETING

ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 34

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING LISA ST. CLAIR

RESOLUTION # 16 – 531

WHEREAS, Lisa St. Clair started her career with the Ingham County Health Department (ICHD) in October 2000 as a Prescription Assistance Coordinator and in 2001 became a Parent Educator in the Public Health Nursing Division; and

WHEREAS, in 2005, after a brief break in service at ICHD, Lisa returned to accept a position as an Environmental Health Specialist in Environmental Health and was promoted to Sanitarian I in 2012; and

WHEREAS, Lisa became a Registered Sanitarian in 2013 and was promoted to the position of Sanitarian II in 2015; and

WHEREAS, for the past 15 years Lisa has taught CPR courses for ICHD staff and provided dedicated service for the following areas/programs: Public Health Nursing, food service inspections, pool evaluations, surface water sampling, Household Hazardous Waste, and complaint investigations; and

WHEREAS, Lisa has always shown commitment and compassion in the Environmental Health Division through her relationships with coworkers and clients; and

WHEREAS, Lisa retired from her position at ICHD on November 17th, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Lisa St. Clair for her 15 years of dedicated service to the community and ICHD, and for her commitment to protecting and promoting the safety of the public through her work.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all her future endeavors.

HUMAN SERVICES:  Yeas: McGrain, Banas, Tennis, Koenig, Case Naeyaert
    Nays: None    Absent: Nolan, Hope    Approved 12/05/2016

Approved as part of the consent agenda.
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE CONVERSION OF A COMMUNITY HEALTH REPRESENTATIVE IV POSITION TO A CODING SPECIALIST POSITION

RESOLUTION # 16 – 532

WHEREAS, the Billing & Reporting unit has a vacant Community Health Representative IV position; and

WHEREAS, an analysis was completed to determine the direction and operational efficiencies of the unit; and

WHEREAS, it was determined that a Coding Specialist position would meet those needs; and

WHEREAS, the proposed conversion is anticipated to cost an additional $8,500 per year based on step 5 personnel cost comparisons; and

WHEREAS, the additional costs will be absorbed by the expected vacancies within the Billing & Reporting Unit; and

WHEREAS, the proposed conversion will allow improvements in medical charts/records audits for coding compliance to Federal & State regulations and guidelines; and

WHEREAS, the Ingham County Board of Commissioners and the UAW are agreeable to this arrangement, as reflected in the attached Letter of Understanding between the parties.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves conversion of position #601303, a Community Health Representative IV (UAW F, $44,389) to a Coding Specialist position (UAW G, $45,085).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the Health Officer are hereby authorized to sign any necessary contract documents consistent with this resolution on behalf of the county after approval as to form by the County Attorney.

HUMAN SERVICES:  Yeas:  McGrain, Banas, Tennis, Koenig, Case Naeyaert
   Nays:  None  Absent:  Nolan, Hope  Approved  12/05/2016

COUNTY SERVICES:  Yeas:  Nolan, Celentino, Bahar-Cook, Hope, Maiville
   Nays:  None  Absent:  Koenig, Tsernoglou  Approved  12/06/2016

FINANCE:  Yeas:  Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None   Absent: Tennis, Anthony   Approved 12/07/2016

Approved as part of the consent agenda.
LETTER OF UNDERSTANDING

BETWEEN

COUNTY OF INGHAM (Employer)

AND

UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA (UAW) INGHAM COUNTY UNIT LOCAL #2256 (Union)

WHEREAS, the Employer and the Union have entered a collective bargaining agreement that covers the new classification of Coding Specialist, extending through December 31, 2017 (the “CBA”); and

WHEREAS, the job description, as agreed to by the Employer and the Union, includes the certification of Certified Professional Coder (CPC), which can be obtained within twelve (12) months of hire, as a minimum qualification; and

WHEREAS, the certification may take up to 12 months following their date of hire to complete the necessary training and obtain certification; and

WHEREAS, the Employer and the Union recognize that the certification process exceeds the current probationary period of 180 days under Article 7, Section 2. Probationary Period; and

WHEREAS, the Employer and the Union agree to extend the probationary period for the Coding Specialist classification to 1 year from the date of hire into the position.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. The new classification description for Coding Specialist, that includes the Certified Professional Coder (CPC), is attached as Exhibit 1.

2. The extension of probation to 1 year is solely for the purpose of employment status, specifically Article 7, Section 2. B. and C. of the CBA shall apply for 1 year, and all other benefits shall be in accordance with the 180 day probationary period.

3. The extension of the probationary period would not apply to current employees who have already completed their initial 180 day probationary period.

4. It is expressly understood and agreed by the parties that because of the particular set of factual circumstances for this new classification, this LOU is without precedence or prejudice as to any other cases.
5. All the other terms and condition specified in the parties’ collective bargaining agreement shall remain in full force and effect.

COUNTY OF INGHAM

Kara Hope, Chairperson  Date
Ingham County Board of Commissioners

Linda Vail, Health Officer  Date

UAW LOCAL 2256

Sally Auer, Chairperson  Date

APPROVED AS TO FORM
FOR THE COUNTY OF INGHAM:
COHL, STOKER & TOSKEY, P.C.

Mattis Nordfjord

Exhibit 1
DECEMBER 13, 2016 REGULAR MEETING

ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 36

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A SHIFT DIFFERENTIAL FOR INGHAM COUNTY HEALTH DEPARTMENT JAIL NURSES DURING WORK HOURS OF 6:30 PM TO 6:30 AM

RESOLUTION # 16 – 533

WHEREAS, a Letter of Understanding existed between Ingham County Health Department (ICHD) and the ICEA County Professionals Union (ICEA) allowing a shift differential to be paid to Jail Nurses working evening hours; and

WHEREAS, this Letter of Understanding has since expired; and

WHEREAS, a shift differential is a community standard for registered nurses working evening hours and is necessary to be competitive for hiring and staff retention; and

WHEREAS, the ICEA has agreed to the proposed shift differential for the ICHD Jail Nurses and is in fact, reinstating what had already been in place in an expired Letter of Understanding; and

WHEREAS, the parties wish to amend their collective Bargaining Agreement (CBA), effective as soon as approved by both parties, through a term running until December 31, 2017; and

WHEREAS, the parties agree that a premium of $1.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 6:30 PM – 11:59 PM for any Jail Nurse; and

WHEREAS, the parties agree that a premium of $2.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 12:00 AM – 6:30 AM for any Jail Nurse.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes to reinstate a Letter of Understanding approving a shift differential of $1.00 above straight-time rates for hours worked 6:30 PM to 11:59 PM and $2.00 above straight-time rates for hours worked 12:00 AM to 6:30 AM for the Jail Nurses.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and Health Officer to sign the agreement after it is approved as to form by the County Attorney.

HUMAN SERVICES: Yeas: McGrain, Banas, Tennis, Koenig, Case Naeyaert
Nays: None Absent: Nolan, Hope Approved 12/05/2016

COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville
Nays: None Absent: Koenig, Tsernoglou Approved 12/06/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None  Absent: Tennis, Anthony  Approved 12/07/2016

Approved as part of the consent agenda.
LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM (Employer)
AND
INGHAM COUNTY EMPLOYEES' ASSOCIATION (Union)
and its PROFESSIONAL EMPLOYEES UNIT

WHEREAS, the Employer and the Union have entered a collective bargaining agreement (CBA) with a term running from January 1, 2015 through December 31, 2017; and

WHEREAS, A shift differential for Jail Nurses is being requested; and

WHEREAS, the parties wish to amend their Collective Bargaining Agreement (CBA), effective as soon as approved by both parties.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. A premium of $1.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 6:30 P.M. – 11:59 P.M. for any Jail Nurse.

2. A premium of $2.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 12:00 A.M. – 6:30 A.M. for any Jail Nurse.

3. (A) A “holiday” for the purposes of this Agreement shall be defined as beginning at 12:00 A.M. and ending at 11:59 P.M. for the days listed in Article 19, Holidays.
   (B) The RN’s assigned to work Holidays shall be determined by seniority rights with the most senior RN having the option to work any Holidays first and then moving down the seniority list until all Holidays are appropriately staffed. In the event Holiday coverage based on employee exercise of seniority rights does not result in adequate coverage the Employer shall assign Holidays based on inverse seniority.
   (C) An RN who works a Holiday who clocks in between 12:00 A.M. and 11:59 P.M. on the Holiday shall be entitled up to a maximum of eight (8) consecutive hours at Holiday rate pursuant to Article 19, Section 4.
      (1) An RN clocking in on a Holiday who works at least eight (8) consecutive hours shall be entitled to eight (8) hours at holiday rate even though some of the eight (8) hours worked may fall on the next consecutive day following the Holiday.
   (D) Holiday Pay shall be made in accord with Article 19, Section 10. If any Jail RN is not regularly scheduled for the day on which the Holiday falls, the Jail RN shall receive Holiday Pay in accord with Article 19, Section 10.

4. All other terms and conditions specified in the parties’ collective bargaining agreement shall remain in full force and effect, except as stated above.
COUNTY OF INGHAM

Kara Hope, Chairperson
Ingham County Board of Commissioners

Linda Vail, Health Officer

APPROVED AS TO FORM:
COHL, STOKER & TOSKEY, P.C.

INGHAM COUNTY EMPLOYEES’ ASSOCIATION

Desiree Cook, President

Jeffrey S. Donahue, ICEA Counsel

Mattis D. Nordfjord
ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 37

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A GREAT START AGREEMENT WITH THE MIDLAND COUNTY EDUCATIONAL SERVICES AGENCY AND 0.25 FTE INCREASE OF POSITION #601490

RESOLUTION # 16 – 534

WHEREAS, since 2009, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has received funding from the Midland County Educational Services Agency (MCESA) to serve as the Central Resource Center for the Great Start to Quality Program; and

WHEREAS, an agreement has been proposed by MCESA for OYC to continue to provide these services for FY 2017; and

WHEREAS, this agreement includes up to $468,836.73 in funding for these services which was anticipated in the ICHD FY 2017 budget; and

WHEREAS, in addition to funding received from MCESA, Office for Young Children has also received $18,000 in funding from the Michigan Department of Health and Human Services (MDHHS) CPBC agreement (authorized by Resolution #16-339) for the Infant Safe Sleep grant; and

WHEREAS, in order to support the Infant Safe Sleep grant, ICHD is requesting a 0.25 FTE increase to Position #601490 for the duration of the grant; and

WHEREAS, the Health Officer recommends that that the Board of Commissioners authorize an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $468,836.73, for the period of October 1, 2016 through September 30, 2017; and

WHEREAS, the Health Officer also recommends that the Board of Commissioners authorize a 0.25 FTE increase to Position #601490 for the duration of the MDHHS Safe Sleep grant which was authorized by Resolution #16-339.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $468,836.73, for the period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Board of Commissioners also authorizes a 0.25 FTE increase to Position #601490 for the duration of the MDHHS Safe Sleep grant which was authorized by Resolution #16-339.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the budget and position allocation list 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, Case Naeyaert  
**Nays:** None  
**Absent:** Nolan, Hope  
**Approved 12/05/2016**

**COUNTY SERVICES:**  
**Yeas:** Nolan, Celentino, Bahar-Cook, Hope, Maiville  
**Nays:** None  
**Absent:** Koenig, Tsernoglou  
**Approved 12/06/2016**

**FINANCE:**  
**Yeas:** Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert  
**Nays:** None  
**Absent:** Tennis, Anthony  
**Approved 12/07/2016**

Approved as part of the consent agenda.
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A REORGANIZATION OF THE HEALTH DEPARTMENT’S STAFF AND ADMINISTRATIVE STRUCTURE

RESOLUTION # 16 – 535

WHEREAS, the current administrative structure for the Community Health Centers (CHC) has much redundancy built in which is inefficient for proper oversight of health center operations also, supervision of providers (physicians, nurse practitioners, physician assistants) is not linked to the Medical Director; this was noted in the 2014 HRSA site visit and should be addressed prior to the upcoming site visit in 2017; and

WHEREAS, the reorganization redefines two former administrative positions (Clinical Services Supervisor and Compliance Manager) in the CHCs and reassigns some administrative functions to the Deputy Health Officer (DHO) in Administration (current title is Assistant Deputy Health Officer); and

WHEREAS, the Clinical Services Manager will now supervise all clinical support areas and centralized services; the former Compliance Manager position is retitled Strategic Projects and Implementation Manager so that strategic direction and new initiatives are the focus in addition to oversight of program compliance this also improves clinical supervision of all providers (MD, DO, NP, and PA) by having them report to the Medical Director; and

WHEREAS, programs and functions reporting to the DHO-Administration provide support to the entire organization rather than being a part of either CHCs or Public Health Services (PHS), maintaining a structure for these types of programs that does not align them within CHCs or PHS helps break down silos in the organization and facilitates departmental collaboration and partnership; and

WHEREAS, the reorganization will add the Grants Coordinator as well as the six Electronic Health Records (EHR) positions to those programs and services supervised by the DHO – Administration which are supportive of the larger organization; and

WHEREAS, the reorganization moves the Grants Coordinator from reporting to the DHO-CHCs to the DHO-Administration and also places the entire EHR team under the lead of the IT Coordinator and reporting to the DHO—Administration and the existing Systems Analyst position becomes the IT Coordinator position; and

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the following changes to the Health Department’s Staff and Administrative Structure:
Position #601245 Clinical Services Manager-MCF 10 changes to Clinical Services Supervisor-MCF 11;  
Position #601079 Compliance Manager-MCF 11 changes to Strategic Projects and Implementation  
Manager-MCF 11;  
Position #601135 Assistant Deputy Health Officer-MCF 10 changes to Deputy Health Officer-  
Administration MCF 14;  
Position #601054 Systems Analyst-ICEA Pro 9 changes to IT Coordinator-ICEA Pro 9;

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

HUMAN SERVICES:  Yeas: McGrain, Banas, Tennis, Koenig, Case Naeyaert  
Nays: None  Absent: Nolan, Hope  Approved 12/05/2016

COUNTY SERVICES:  Yeas: Nolan, Celentino, Bahar-Cook, Hope, Maiville  
Nays: None  Absent: Koenig, Tsernoglou  Approved 12/06/2016

FINANCE:  Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert  
Nays: None  Absent: Tennis, Anthony  Approved 12/07/2016

Approved as part of the consent agenda.
ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 39

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #16-425 TO AUTHORIZE THE FOURTH YEAR OF THE AMERICORPS VISTA GRANT CYCLE FOR 2016-2017

RESOLUTION # 16 – 536

WHEREAS, Ingham County Health Department (ICHD) on behalf of the Power of We Consortium (PWC) was the recurring recipient of grant funds in support of the AmeriCorps* VISTA Project from 2006-2010, and annual renewal of such funding was accepted by resolution (#06-333, #07-307, #08-321, #09-159, #10-055, #10-396); and

WHEREAS, the Corporation for National and Community Services (CNCS) provided a new funding cycle which the first year of such funding was accepted by resolution #13-380; and the second year funding was accepted by #14-388; and the third year funding was accepted by #15-352; and

WHEREAS, Resolution #16-425 accepted funding for Year Four of the grant cycle and CNCS has provided Ingham County an amended agreement for this fourth year of the funding cycle for 2016-2017 with a total budget of $151,215 comprised of $15,000 CNCS funds, and $136,215 from local funds of which CNCS is requiring payment of the VISTA Cost Share in the amount of $72,270 as stated in Amendment #1 of the Memorandum of Agreement dated 09/28/16. This will provide funding with up to sixteen (16) AmeriCorps*VISTA members to perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems; and

WHEREAS, out of a total of 16 FTE AmeriCorps*VISTA members, 15 FTE will be placed in host sites selected through an RFP process and 1 FTE AmeriCorps*VISTA Leader will be placed with the Power of We Consortium; and

WHEREAS, separate from the $151,215 budget program expenses, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: Living Allowances of $123,675, Education and End of Service Awards $85,800 and Health Insurance $62,100 for a total of $271,575 additional Federal dollars; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the amended fourth year of the funding cycle for the AmeriCorps*VISTA program with the 2016-2017 year in the budget amount of $151,215 made up of $15,000 CNCS funds and $136,215 local resources, and authorizes a grant agreement with the CNCS for the time period of September 18, 2016 through September 16, 2017.
BE IT FURTHER RESOLVED, that a non-federal match of $136,215 is authorized, obtained through cash contributions of up to $6,700.67 from each of fifteen external AmeriCorps*VISTA host sites totaling $100,510, as selected through a Request for Proposal process, up to $14,000 from VISTA Deferred Revenue Funds and $21,705 in Ingham County Funds.

BE IT FURTHER RESOLVED, that separate from the $151,215 program budget expenses, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: Living Allowances of $123,675, Education and End of Service Awards $85,800 and Health Insurance $62,100 for a total of $271,575.

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

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit the Amended 2016-2017 budget electronically through the CNCS E-Grants system, and tentatively electronically approve the Memorandum of Agreement. After approval as to form by the County Attorney, the Memorandum of Agreement is final.

**HUMAN SERVICES:** Yeas: McGrain, Banas, Tennis, Koenig, Case Naeyaert
Nays: None  Absent: Nolan, Hope  **Approved 12/05/2016**

**FINANCE:** Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None  Absent: Tennis, Anthony  **Approved 12/07/2016**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A FY 2017 AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES, INC. FOR HEAD START EVALUATIONS

RESOLUTION # 16 – 537

WHEREAS, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has been partnering with Capital Area Community Services (CACS) to facilitate early childhood Head Start services for over 16 years; and

WHEREAS, CACS has proposed a FY 2017 agreement for OYC to implement classroom evaluations of Head Start Program Standards by providing Classroom Assessment Scoring System (CLASS) evaluations for up to 78 Head Start classrooms in the fall and spring of FY 2017; and

WHEREAS, through this agreement CACS will compensate OYC up to $15,600 for the specified services; and

WHEREAS, this funding was anticipated in the FY 2017 ICHD budget; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with CACS who will compensate OYC up to $15,600 to provide implementation and evaluation support for Head Start services for the period of October 1, 2016 through July 31, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with CACS who will compensate OYC up to $15,600 to provide implementation and evaluation support for Head Start services for the period of October 1, 2016 through July 31, 2017.

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, Case Naeyaert  
Nays: None  Absent: Nolan, Hope  Approved 12/05/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert  
Nays: None  Absent: Tennis, Anthony  Approved 12/07/2016

Approved as part of the consent agenda.
ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 41

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A LEASE AND PHARMACY AGREEMENT WITH CARDINAL HEALTH 132, LLC

RESOLUTION # 16 – 538

WHEREAS, the Ingham County Health Department’s (ICHD) Ingham Community Health Centers (ICHC) would like to begin offering 340B pharmacy services to patients onsite at Forest Community Health Center; and

WHEREAS, this pharmacy will give qualified health center patients access to medications at a reduced cost, improve patient compliance, and reduce patient transportation issues; and

WHEREAS, ICHC patients not eligible for 340B and members of the public will also have access for their prescriptions to be filled as this will be a full service retail pharmacy; and

WHEREAS, a request for proposal was issued by Ingham County Purchasing to 340B pharmacy vendors with Cardinal Health 132, LLC being the highest ranking submission from those responses and the only bidder that did not ask for a percentage of the funds saved under the 340B program to be included in their fee; and

WHEREAS, ICHC is proposing to contract with Cardinal Health 132, LLC to administer this pharmacy; it will branded as part of Forest Community Health Center’s operations; and

WHEREAS, ICHC will lease space within Forest Community Health Center to Cardinal Health for $1 per year with Cardinal Health covering the cost of any renovations (up to $65,000) necessary to create a functional, full-service pharmacy within Forest; and

WHEREAS, fees for Cardinal Health to provide pharmacy services will be $18.25 per prescription filled under the 340B program with ICHC anticipating the program will still result in an estimated generation of between $60,000 and $400,000 annually in revenue for ICHC, dependent on the types of prescriptions filled at the Cardinal Health pharmacy; and

WHEREAS, the agreement also establishes a minimum monthly prescription volume to guarantee promotion of the pharmacy within ICHC and baseline revenue for Cardinal Health; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Cardinal Health 132, LLC to lease space within Forest Community Health Center at the rate of $1 per year, for the purpose of operating a 340B pharmacy for the period of November 1, 2016 through October 31, 2021 with an additional agreement establishing Cardinal Health’s per prescription fee and minimum monthly prescription volume.
THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with Cardinal Health 132, LLC to lease space within Forest Community Health Center at the rate of $1 per year, for the purpose of operating a 340B pharmacy for the period of November 1, 2016 through October 31, 2021 with an additional agreement establishing Cardinal Health’s per prescription fee and minimum monthly prescription volume.

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, Case Naeyaert
   Nays: None   Absent: Nolan, Hope   Approved 12/05/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
   Nays: None   Absent: Tennis, Anthony   Approved 12/07/2016

Approved as part of the consent agenda.
DECEMBER 13, 2016 REGULAR MEETING

ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 42

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #16-309 WITH NEC NETWORKS, LLC dba CAPTURERX, FOR 340B PRESCRIPTION THIRD PARTY ADMINISTRATOR AND RESOLUTION #16-310 TO WALGREEN COMPANY FOR 340B PRESCRIPTION DRUG SERVICES TO INCLUDE MCKESSON CORPORATION AS 340B DRUG WHOLESALER

RESOLUTION # 16 – 539

WHEREAS, Ingham County entered into an agreement with NEC Networks, LLC dba CaptureRX for 340b prescription third party administrator services; and

WHEREAS, Ingham County entered into an agreement with Walgreen Company for 340b prescription drug services; and

WHEREAS, both NEC Networks, LLC dba Capture RX and Walgreen Company use McKesson Corporation as their 340b drug wholesaler; and

WHEREAS, the 340b program requires medication replacement through a wholesaler selected by the contract pharmacy; and

WHEREAS, no savings (revenue) can be generated without a corresponding agreement with a wholesaler; and

WHEREAS, ICHD requests entering into an agreement with McKesson Corporation as the drug wholesaler for the 340b drugs for CaptureRX and Walgreens Company; and

WHEREAS, McKesson Corporation requires a customer credit application and bank account EFT authorization to be completed.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement which will allow McKesson Corporation to become a 340b drug wholesaler for CaptureRX and Walgreens Company, effective upon approval of this resolution.

BE IT FURTHER RESOLVED, Ingham County Health Department will provide McKesson Corporation with a credit application and bank account EFT authorization.

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.
DECEMBER 13, 2016 REGULAR MEETING

HUMAN SERVICES: Yeas: McGrain, Banas, Tennis, Koenig, Case Naeyaert
Nays: None   Absent: Nolan, Hope   Approved 12/05/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None   Absent: Tennis, Anthony   Approved 12/07/2016

Approved as part of the consent agenda.
DECEMBER 13, 2016 REGULAR MEETING

ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 43

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING MAUREEN WINSLOW

RESOLUTION # 16 – 540

WHEREAS, Maureen Winslow began her career with Ingham County in June 1975 as a Summer Casework Intern with the Probate Court; and

WHEREAS, in October 1975 Maureen Winslow was hired as a temporary Child Welfare Worker with the Probate Court; and

WHEREAS, in August 1976 Maureen Winslow became a permanent Child Welfare Worker with the Probate Court; and

WHEREAS, in June 1981 Maureen Winslow was promoted to Senior Child Welfare Worker, and in February 1985 Maureen Winslow was promoted to Casework Supervisor, and in November 1992 Maureen Winslow became the Casework Supervisor and Juvenile Records Supervisor; and

WHEREAS, Maureen Winslow was appointed Interim Deputy Court Administrator for the Juvenile Division in February 2007, and in March 2007 she was appointed permanent Deputy Court Administrator for the Juvenile Division; and

WHEREAS, during Maureen Winslow’s tenure, the Ingham County Juvenile Division underwent numerous changes which include the creation of the Family Division of the Circuit Court, the initial passage and subsequent renewals of the Juvenile Justice Millage, and the opening of the Ingham Academy; and

WHEREAS, in her role as Deputy Court Administrator, Maureen Winslow has supported and encouraged the growth of the Ingham County Juvenile Division by implementing programs and services that follow nationwide best practices; and

WHEREAS, there are thousands of children who have benefited from her hard work, tenacity and commitment to the wellbeing of the children; and

WHEREAS, Maureen Winslow continues to be recognized by her peers as an expert in the Child Welfare and Juvenile Justice fields, and she currently serves on the Executive Board of the Michigan Association for Family Court Administrators.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Maureen Winslow for more than 40 years of dedicated service to the County of Ingham and for her countless contributions to the welfare of the children everywhere.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes her continued success in all of her future endeavors.

LAW & COURTS:  Yeas:  Crenshaw, Celentino, Anthony, Banas, Schafer, Maiville
Nays:  None   Absent:  Tsernoglou   Approved 12/01/2016

Commissioner Crenshaw moved to approve the resolution. Commissioner McGrain supported the motion.

The motion carried unanimously. Absent: Commissioners Banas, Tsernoglou, and Tennis.

Commissioner Crenshaw presented the resolution to Maureen “Mo” Winslow, Deputy Circuit Court Administrator – Juvenile Division.

Ms. Winslow addressed the Board of Commissioners. She thanked everyone for their support over the years.

Commissioner Crenshaw presented the resolution honoring Tom Fruechtenicht, Chief Referee, for his service to Ingham County. This resolution was Agenda Item No. 44.
DECEMBER 13, 2016 REGULAR MEETING

ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 44

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING THOMAS P. FRUECHTENICHT

RESOLUTION # 16 – 541

WHEREAS, Tom Fruechtenicht began his employment as Attorney Referee in June, 2004 at the Family Division of the Ingham County Circuit Court; and

WHEREAS, Tom Fruechtenicht was promoted to Chief Referee in September, 2004; and

WHEREAS, on behalf of the Judges of the Circuit Court Family Division, Tom has conducted numerous hearings on youth petitioned before the Court on delinquency and neglect cases; and

WHEREAS, Tom has exemplified the best in public service through his caring commitment to his responsibilities and duties; and

WHEREAS, Tom has always demonstrated a willingness to go above and beyond his job duties when it would benefit the youth of Ingham County; by volunteering his time to assist with fundraiser events with the Child Benefit Fund; and

WHEREAS, Tom’s wealth of knowledge of the law, sense of humor, and helpful attitude will be greatly missed; and

WHEREAS, Tom has dedicated a significant portion of his life to the service of the residents of Michigan and Ingham County; and

WHEREAS, Tom’s retirement has come about due to his wife’s successful election to the Office of Ingham County Prosecutor which he fully embraces.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Tom Fruechtenicht for his many years of dedicated service to the County of Ingham and for the contributions he has made to the Circuit Court, Family Division.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in all of his future endeavors.

LAW & COURTS:  Yeas: Crenshaw, Celentino, Anthony, Banas, Schafer, Maiville
               Nays: None  Absent: Tsernoglou  Approved 12/01/2016

Approved as part of the consent agenda.
Introduced by the Law & Courts Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DOUG AND PATTY PRINGLE

RESOLUTION # 16 – 542

WHEREAS, Doug and Patty Pringle have been licensed foster parents since 1974; and

WHEREAS, hundreds of youth have been placed in their care over the past 42 years; and

WHEREAS, for the past 35 years the Doug and Patty Pringle provided a group home environment for 6 teenage delinquent boys at a time; and

WHEREAS, despite residential moves, Mr. and Mrs. Pringle have always ensured that there would be room for “their boys” at the new residence; and

WHEREAS, Doug and Patty Pringle have worked tirelessly to meet the needs of the youth placed in their home, helping them to develop socially, emotionally, academically, and supported their extra-curricular activities; and

WHEREAS, even when met with significant challenges, they would look for the reason to welcome the youth back and help them to learn and grow through the experience; and

WHEREAS, the Pringles provided each of these youth with an excellent example of family life and committed parenting; and

WHEREAS, Mr. and Mrs. Pringle continued their commitment to court adjudicated youth in Ingham County even after the juveniles were dismissed from the court, opening their home on breaks from college or providing a listening ear when needed; and

WHEREAS, the Pringles have assisted in the training of other foster parents; and

WHEREAS, the Pringles did not view foster parenting as a job, but as a way of life; and

WHEREAS, after 42 years, Doug and Patty Pringle are retiring from foster parenting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor Doug and Patty Pringle for their many years of dedicated service to the County of Ingham and for the numerous contributions they have made to the welfare of the youth in Ingham County.

BE IT FURTHER RESOLVED, that the Board wishes them continued success in all of their future endeavors.

LAW & COURTS: Yeas: Crenshaw, Celentino, Anthony, Banas, Schafer, Maiville
Nays: None    Absent: Tsernoglou    Approved 12/01/2016

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO HONOR UNDERSHERIFF ALLAN C. SPYKE
OF THE INGHAM COUNTY SHERIFF’S OFFICE

RESOLUTION # 16 – 543

WHEREAS, Undersheriff Allan Spyke started his law enforcement career in 1977 with the Delhi Township Police Department as a Deputy Sheriff; and

WHEREAS, Allan was assigned to the Tri-County Metro Narcotics Squad in 1987, serving with this regional team for three years and an undercover officer and narcotics investigator; and

WHEREAS, in 1990, Undersheriff Spyke was promoted the rank of Sergeant by Sheriff Wriggelsworth after Delhi Township closed their police operations to contract police services with the Sheriff’s Office; and

WHEREAS, in 1994, he was named the Ingham County Animal Control Director, serving in that capacity for four years before returning to the Sheriff’s Office in 1998 where he was appointed to Sheriff Wriggelsworth’s administrative staff as Major of Staff Services; and

WHEREAS, in 2007, Allan was appointed to the position of Chief Deputy and later in 2007 to the office of Undersheriff; and

WHEREAS, during his long distinguished career serving the citizens of Ingham County, Undersheriff Spyke served on many community boards, including serving as Chairperson for Ingham County Triad, Michigan Animal Health Foundation, Vice chair for the Ingham County Sobriety Court Foundation, and the Ingham County 911 Advisory Committee as Chair of the Governance Committee during the creation of the Ingham County 911 Center; and

WHEREAS, Undersheriff Spyke was a proud graduate of Okemos High School, Lansing Community College and the Mid-Michigan Police Academy, the FBI National Academy, Michigan State University where he obtained his Bachelor of Arts with Honor in Criminal Justice and his Master of Science in Criminal Justice; and

WHEREAS, during his law enforcement career, Undersheriff Spyke was the recipient of many police and community awards and recognized as an outstanding police administrator amongst the Tri County Police agencies; and

WHEREAS, after 39 years of dedicated service to the citizens of Ingham County, Undersheriff Allan C. Spyke is ending his law enforcement career on December 31, 2016.
THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners hereby honors Undersheriff Alan C. Spyke for his 39 years of dedicated police service to the citizens of the great State of Michigan, and wishes him continued success in all of his future endeavors.

LAW & COURTS:  Yeas:  Crenshaw, Celentino, Anthony, Banas, Schafer, Maiville  
                  Nays:  None Absent: Tsernoglou  Approved  12/01/2016

Approved as part of the consent agenda.
DECEMBER 13, 2016 REGULAR MEETING

ADMITTED - DECEMBER 13, 2016
AGENDA ITEM NO. 48

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE TEN NEW TASERS FOR THE SHERIFF’S OFFICE
FIELD SERVICES DIVISION USING 2016 CAPITAL IMPROVEMENT FUNDS

RESOLUTION # 16 – 545

WHEREAS, the Ingham County Sheriff’s Office is responsible for police patrols for Ingham County; and

WHEREAS, MMRMA the county insurance carrier fully supports their clients obtaining Tasers as a tool to
maintain safe and secure operations in daily police patrols; and

WHEREAS, Deputies properly equipment and trained with functional, up to date Tasers have greatly limited
use of force complaints, deadly force situations and legal issues since the initial release of these police tools;
and

WHEREAS, the Sheriff’s Office has determined the need to purchase Ten (10) new Tasers and associated
Taser equipment to replace old, outdated and broken Tasers to our Field Services Division; and

WHEREAS, the purchase order also includes needed updated holsters, batteries and cartridges for deployment
and certification training; and

WHEREAS, Taser Corporation is a single source company for this equipment; and

WHEREAS, the total expenditure for this proposal is not to exceed $11,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Sheriff’s Office
to purchase Ten (10) Tasers and associated equipment from Taser International for a total not to exceed $11,000
from the 2016 CIP budget.

BE IT FURTHER RESOLVED, that the Administrator /Controller is directed to make the necessary
adjustments to the 2016 Sheriff’s Office budget.

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:  Crenshaw, Celentino, Anthony, Banas, Schafer, Maiville
Nays: None   Absent: Tsernoglou   Approved 12/01/2016

FINANCE:  Yeas:  Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None   Absent: Tennis, Anthony   Approved 12/07/2016

Approved as part of the consent agenda.
DECEMBER 13, 2016 REGULAR MEETING

ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 49

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY SHERIFF’S OFFICE TO ENTER AN INTER-AGENCY AGREEMENT WITH WAYNE COUNTY TO RENT A MINIMUM OF 50 UP TO 70 BEDS TO THE WAYNE COUNTY SHERIFF’S OFFICE

RESOLUTION # 16 – 546

WHEREAS, the Ingham County Jail (Jail) has an established design rated capacity of 665 beds, (511 beds are currently utilized due to the previous closure of Post 3, 6, and 7) which includes 472 County beds (412 County beds are being utilized as a result of the previous closures) and 100 contractual beds; and

WHEREAS, the funds received by the County for leasing the contractual beds are used to reduce the general fund cost of operating the Jail; and

WHEREAS, the Ingham County Sheriff’s Office has negotiated an agreement to rent a minimum of 50 and up to 70 beds as needed at a cost of $45.00 per day per bed, up to but not to exceed $1,149,750 effective January 1, 2017 through January 1, 2019; and

WHEREAS, the revenue to be received from the renting of the 50 beds, which is anticipated to be $821,250 is in the 2017 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contract with Wayne County to rent a minimum of 50 and up to 70 beds as needed, at a cost of $45.00 per day per bed, for a minimum of $821,250 and up to $1,149,750 annually, effective January 1, 2017 through December 31, 2018.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the Sheriff to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

LAW & COURTS: Yeas: Crenshaw, Celentino, Anthony, Banas, Schafer, Maiville
    Nay: None    Absent: Tsernoglou    Approved 12/01/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
    Nay: None    Absent: Tennis, Anthony    Approved 12/07/2016

Approved as part of the consent agenda.

Page 218 of 232
RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PECKHAM INC. FOR PECKHAM FOOTPRINTS GROUP HOME

RESOLUTION # 16 – 547

WHEREAS, Peckham Inc. provides short term residential placement and services, known as Peckham Footprints Group Home, for adolescent females who are under the jurisdiction of the 30th Judicial Circuit Court Family Division; and

WHEREAS, Peckham Inc. has provided excellent services, utilizing cognitive behavior practices in this six bed group home program; and

WHEREAS, the Ingham County Board of Commissioners approved an amount of $460,738 in the 2017 Budget for the Peckham Footprints Group Home; and

WHEREAS, the approved budgeted amount is an approximate 3% increase from the previous budget year; and

WHEREAS, Peckham Footprint’s budget was set in 2008 at $447,319 but was decreased due to budget reductions. In 2012, it was restored to the 2008 amount where it has remained; and

WHEREAS, the Peckham Footprints Group Home is included in Ingham County’s Child Care Fund Budget which means the State reimburses 50% of the costs to Ingham County.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a continuation contract with Peckham Inc. to operate the Peckham Footprints Group Home program in the amount of $460,738 as approved in the 2017 Budget for the time period of October 1, 2016 through September 30, 2017.

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

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

LAW & COURTS:  Yeas:  Crenshaw, Celentino, Anthony, Banas, Schafer, Maiville
                 Nays: None  Absent: Tsernoglou  Approved 12/01/2016

FINANCE:  Yeas:  Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
            Nays: None  Absent: Tennis, Anthony  Approved 12/07/2016

Approved as part of the consent agenda.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF FIVE ONBASE NAMED USER CLIENT AND WORKFLOW LICENSES FOR THE FRIEND OF THE COURT IMAGING SYSTEM FROM IMAGESOFT, INC.

RESOLUTION # 16 – 548

WHEREAS, on June 1, 2010, Friend of the Court converted to a digital OnBase imaging system to improve the efficiency of document storage, retrieval and distribution; and

WHEREAS, in 2014 FOC completed the scanning of approximately two million pages of hard copy documents received prior to June 1, 2010; and

WHEREAS, this conversion of hard copy files to digital images has been a great success both in terms of purging old files of duplicate or redundant hard copy, and in allow for the quick, simultaneous retrieval of files by staff without times consuming searches for hard copy; and

WHEREAS, since this conversion, it has been necessary for FOC staff to utilize the OnBase imaging system more than was anticipated when the system was implemented in 2010; and

WHEREAS, FOC staff are frequently unable to access the imaging system without requesting other staff to log out of the system; and

WHEREAS, the purchase of five additional named user client and workflow licenses will allow for better use of staff time and improved cost efficiency for FOC; and

WHEREAS, $8,400 was approved in the FY 2017 FOC budget for the purchase of five additional named user client and workflow licenses; and

WHEREAS, the FOC OnBase imaging system was designed, implemented and executed, in coordination with the Ingham County IT Department, by the vendor Imagesoft, Inc., who has continued to be the county’s vendor for the support, implementation and maintenance of OnBase imaging systems in multiple departments.

THEREFORE BE IT RESOLVED, that the Ingham County Friend of the Court is hereby authorized to enter into a contract with Imagesoft, Inc., at a cost not to exceed $7,800, for the purchase of five additional named user client and workflow licenses.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments necessary to properly budget and account for these expenditures.
DECEMBER 13, 2016 REGULAR MEETING

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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.

LAW & COURTS: Yeas: Crenshaw, Celentino, Anthony, Banas, Schafer, Maiville  
Nays: None  Absent: Tsernoglou  Approved 12/01/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert  
Nays: None  Absent: Tennis, Anthony  Approved 12/07/2016

Approved as part of the consent agenda.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE COMMUNITY CORRECTIONS ADVISORY BOARD (CCAB) TO CONTINUE A CONTRACT FOR STAFF CONSULTANT SERVICES FOR FY2017

RESOLUTION # 16 – 549

WHEREAS, the Ingham County Commissioners authorized funds in the FY2017 budget to continue a contract for CCAB staff consultant services; and

WHEREAS, the current contract period authorized services through December of 2016; and

WHEREAS, the CCAB Staff Consultant position is three-quarter time for a total of 1,416 hours annually at the 2017 hourly rate of $32.97 per hour with no paid holidays and three weeks of unpaid vacation time resulting in a total cost of $46,686 for 2017; and

WHEREAS, State of Michigan – Office of Community Alternatives and City of Lansing grant funds reduce the cost of Staff Consultant services to the County by $9,809 resulting in an actual cost to the County of $36,877 for 2017; and

WHEREAS, Westaff agrees to provide payroll services for the Staff Consultant position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby approve entering a contract with Westaff for CCAB Staff Consultant services from January 1, 2017 through December 31, 2017 in an amount not to exceed $46,686.

BE IT FURTHER RESOLVED, that the contract funds will come from the 2017 approved Community Corrections budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contracts and/or subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

LAW & COURTS: Yeas: Crenshaw, Celentino, Anthony, Banas, Schafer, Maiville
Nays: None  Absent: Tsernoglou  Approved 12/01/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None  Absent: Tennis, Anthony  Approved 12/07/2016

Approved as part of the consent agenda.
DECEMBER 13, 2016 REGULAR MEETING

ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 53

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ENTERING A CONTRACT WITH
ALCOHOL DRUG ADMINISTRATIVE MONITORING, INC.
FOR DRUG TESTING AND BREATHALYZER SERVICES

RESOLUTION # 16 – 550

WHEREAS, the current contract entered between Ingham County and Alcohol Drug Administrative Monitoring, Inc. for drug and breathalyzer testing services will expire on December 31, 2016; and

WHEREAS, the 30th Judicial Circuit Court through Pretrial Services, Circuit Court Adult Probation, Swift and Sure Sanctions Probation Program, Mental Health Court and Family Division, including Friend of the Court and Juvenile Division (hereafter referred to as “referral sources”) clients require ongoing testing services that are administered in compliance with all County requirements including laboratory testing at predetermined frequencies in conjunction with instant testing and approved chain of custody protocols; and

WHEREAS, in the absence of any monetary subsidy provided by Ingham County, it is critical that client pay testing services be available at a level that is not overly burdensome to clients referred from the above County referral sources; and

WHEREAS, client pay and testing services to be reimbursed by the Circuit Court will be charged pursuant to a fee schedule that is agreeable to the Circuit Court; and

WHEREAS, funds were authorized in the FY2017 Court budget for testing services; and

WHEREAS, after distributing a Request for Proposals (RFP) for Drug and Breathalyzer Testing services; and, after receiving and evaluating the three responses, the Evaluation Committee recommends Alcohol Drug Administrative Monitoring, Inc. and has determined this vendor willing to provide testing services in compliance with testing needs and protocols as defined by Ingham County pursuant to the attached fee schedule for all clients referred by the above referral sources.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering a contract with Alcohol Drug Administrative Monitoring, Inc. for drug and breathalyzer testing services for the period of January 1, 2017 through December 31, 2017 with automatic renewal for one year thereafter not to extend beyond the 31st day of December, 2018.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

LAW & COURTS:  Yeas:  Crenshaw, Celentino, Anthony, Banas, Schafer, Maiville
Nays:  None  Absent: Tsernoglou  Approved 12/01/2016

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FINANCE:  Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
   Nays: None  Absent: Tennis, Anthony  Approved 12/07/2016

Approved as part of the consent agenda.
DECEMBER 13, 2016 REGULAR MEETING

ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 54

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO MYERS PLUMBING & HEATING TO PROVIDE HVAC PREVENTATIVE MAINTENANCE SERVICES SIX (6) TIMES PER YEAR AT THIRTEEN (13) 9-1-1 TOWER SITES

RESOLUTION # 16 – 551

WHEREAS, the previous maintenance contract with Walter Mechanical Services Inc. DBA: ATI Group expires on December 31, 2016; and

WHEREAS, the contract with Myers Plumbing & Heating will be effective from January 1, 2017 through December 31, 2019, with an optional two (2) year renewal at the time of expiration; and

WHEREAS, both the Purchasing and Facilities Departments agree that a contract be awarded to Myers Plumbing & Heating who submitted the lowest responsive and responsible bid of $46,425.00; and

WHEREAS, funds for this project are available in the 911 Center contractual line item #261-32500-818000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Myers Plumbing & Heating, Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, to provide HVAC Preventative Maintenance services six (6) times per year at thirteen (13) 911 tower sites.

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.

LAW & COURTS:  Yeas: Crenshaw, Celentino, Anthony, Banas, Schafer, Maiville
                         Nays: None   Absent: Tsernoglou  Approved 12/01/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert
                 Nays: None   Absent: Tennis, Anthony  Approved 12/07/2016

Approved as part of the consent agenda.
ADOPTED - DECEMBER 13, 2016
AGENDA ITEM NO. 55

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACTS WITH ATTORNEYS FOR SERVICE ON MENTAL ILLNESS AND GENERAL PROBATE MATTERS

RESOLUTION # 16 – 552

WHEREAS, for many years the Probate Court has contracted with local attorneys to provide respondent legal representation services in involuntary mental illness (MI) matters and general Probate matters as well as respondent guardian ad litem (GAL) services; and

WHEREAS, the compensation to the attorneys providing MI attorney services ($10,300 per year), providing general Probate attorney services ($17,510 per year), and providing GAL services ($74,160) was increased by 3% last year to partly compensate for cost-of-living increases over the years; and

WHEREAS, Attorneys Michael Staake and William Metros have provided MI attorney services for several years, and Mr. Metros has indicated that he cannot continue providing these services next year, and the Probate Court would like Mr. Staake to continue providing such services in 2017; and attorneys Robert Refior and Elias Kafantaris have provided general Probate attorney and GAL services for several years and the Probate Court would like them to continue doing so in 2017; and

WHEREAS, for the 2017 GF budget, the Probate Court requested and received from the Board of Commissioners additional funds so as to increase each above contract amount by 3%, which translates into a $3,059 total increase over all three contracts ($309 for MI attorney services, with the new total of $10,609; $525 for general Probate attorney services, with the new total of $18,035; and $2,225 for GAL services, with a new total of $76,385).

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into contract with attorney Michael Staake for providing representation in involuntary mental illness attorney services up to $10,609 for the time period of January 1, 2017 through December 31, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contracts with attorneys Robert Refior and Elias Kafantaris for providing representation in general Probate matters up to $18,035 as well as respondent guardian ad litem (GAL) attorney services up to $76,385 for the time period of January 1, 2017 through December 31, 2017.

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 approval as to form by the County Attorney.

LAW & COURTS: Yeas: Crenshaw, Celentino, Anthony, Banas, Schafer, Maiville
Nays: None Absent: Tsernoglou Approved 12/01/2016

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FINANCE:  Yeas:  Bahar-Cook, McGrain, Crenshaw, Schafer, Case Naeyaert  
    Nays:  None  Absent:  Tennis, Anthony  Approved  12/07/2016

Approved as part of the consent agenda.
Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING ST. MATTHEW AFRICAN METHODIST
EPISCOPAL CHURCH ON THEIR 50TH ANNIVERSARY

RESOLUTION # 16 – 553

WHEREAS, St. Matthew A.M.E Church was founded by the Rev. Rosa Lee Porter on December 27, 1966; and

WHEREAS, while they initially were organized in the International Masonic Hall with one charter member, the Rev. Dr. James C. Wade they sought out a suitable place to worship, contact was made and permission was granted to worship in the beautiful Mary Sabina Chapel of the Central United Methodist Church where 8 families came together to worship until they found a permanent place to call home; and

WHEREAS, on July 4, 1971, the church was relocated to its present site at 522 W. Maple, with the help of the Central United Methodist Church, members donated money towards the down payment for the site and building; and

WHEREAS, Rev. Rosa Lee Porter, known to many as “Mother Porter” led the congregation of St. Matthew A.M.E Church until her retirement in 1981. During this time, she made many contributions to the church and community, including a weekly prison ministry at the Ingham County Jail; and


WHEREAS, the Rev. Dr. Kay Porter has served as pastor since 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the founder and members of St. Matthew A.M.E Church as they begin to celebrate 50 years of ministry.

BE IT FURTHER RESOLVED, that the Board wishes them continued success in all of their future endeavors.

Approved as part of the consent agenda.
SPECIAL ORDERS OF THE DAY

None.

PUBLIC COMMENT

None.

COMMISSIONER ANNOUNCEMENTS

Chairperson Hope thanked Commissioner Bahar-Cook for her service.

Commissioner Crenshaw thanked Commissioner Bahar-Cook for her service.

Commissioner Celentino thanked Commissioner Bahar-Cook for her service.

Commissioner Case-Naeyaert thanked Commissioner Bahar-Cook for her service.

Commissioner Schafer thanked Commissioner Bahar-Cook for her service.

Commissioner Maiville thanked Commissioner Bahar-Cook for her service.

Commissioner Anthony thanked Commissioner Bahar-Cook for her service.

Commissioner Nolan thanked Commissioner Bahar-Cook for her service.

Commissioner McGrain thanked Commissioner Bahar-Cook for her service.

Commissioner Bahar-Cook thanked the commissioners for their service. She further thanked her children and husband for going on this ride with her.

Commissioner Crenshaw announced that the 34th Annual Hispanic Christmas Symposium was scheduled to be held at the Quality Inn, 3121 East Grand River Avenue in Lansing, beginning at 5:30 p.m. on December 14, 2016. He invited all to attend.

Commissioner McGrain thanked our retiring employees for their service.

Commissioner Maiville thanked Chairperson Hope for her leadership, this year.

Commissioner Anthony thanked Chairperson Hope for her leadership, this year.

Commissioner Bahar-Cook thanked Chairperson Hope for her leadership, this year.

Chairperson Hope thanked all the commissioners for their service. She wished Commissioner Anthony good luck as she serves as Board Chair in 2017.

CONSIDERATION AND ALLOWANCE OF CLAIMS
Commissioner Bahar-Cook moved to pay the claims in the amount of $12,120,954.26. Commissioner Koenig supported the motion.

The motion carried unanimously. Absent: Commissioners Banas, Tennis, and Tsernoglou.

**ADJOURNMENT**

The meeting was adjourned at 7:39 p.m.
To Whom It May Concern,

As you may or may not know, my employment with the Ingham County Clerk’s Office was abruptly terminated at 2:00 p.m. on Tuesday, November 29, 2016.

I was told in a meeting with Chief Deputy Clerk Shuster and my then-supervisor, Justin Alexander, that the cause was due to concerns from Commissioners about conduct during meetings. When I asked what the concerns were I was told that it “does not need to be discussed” and that I was to go clean out my desk immediately.

Frankly, I’m quite baffled that I was not given a chance to address these concerns and improve my alleged inappropriate conduct. I’m disappointed that the person(s) expressing these concerns did not approach me directly in order to remedy them. Additionally, it is very unfortunate that my supervisors did not see fit to have a discussion about this matter in an effort to help me improve as an employee rather than terminating me on the spot and not explaining why.

I am truly grateful to have had the opportunity to work with the Clerk’s Office at all and am deeply saddened that my time there was cut so short. I loved my job. I felt welcomed by the others in the office and thought that I left friendly impressions in return.

Furthermore, in the week prior to my firing I was told I would be sent to an official Elections Assistance Training with the Elections Coordinator. I was very excited about this chance to expand my knowledge and abilities within the position.

In closing, I hope that in the future, an Ingham County employee in any department and position is given the chance to correct mistakes before being terminated. I also hope that the Clerk is present for abrupt and allegedly unexplainable terminations in the future.

My presence at tonight’s meeting is not to ask for my position back, but instead, to ask that I at least be told the exact concern or issue that was apparently so heinous it caused an abrupt termination with no option for a rebuttal.

I have spent quite a bit of time trying to understand what it was I did wrong, but, perhaps due to shock, I cannot actually fathom how I acted so inappropriately as to cause my immediate firing.
Thank you for your time. I have provided a copy of this letter for each Commissioner and I request that a copy be kept on file with the record of tonight’s minutes as well.

Sincerely,

Lorialyn Sabin
(989)827-9523
csi_speedchick@yahoo.com

P.S. I apologize for asking for mileage from the Mason Courthouse to the Human Services Building for each committee meeting.
CALL TO ORDER

County Clerk Barb Byrum called the January 3, 2017 Organizational Meeting of the Ingham County Board of Commissioners to order at 6:00 p.m.

ROLL CALL BY CLERK

Members Present at Roll Call: Anthony, Banas, Celentino, Crenshaw, Grebner, Hope, Maiville, McGrain, Nolan, Schafer, Sebolt, and Tennis.

Members Absent at Roll Call: Koenig and Case Naeyaert.

A quorum was present.

PLEDGE OF ALLEGIANCE

Clerk Byrum asked Cody Bernard to lead those present in the Pledge of Allegiance.

MEDITATION

Clerk Byrum asked those present to remain standing for a moment of silence.

OATHS OF OFFICE

Clerk Byrum administered the oath of office to the Board of Commissioners as a whole. Absent: Commissioners Koenig and Case Naeyaert.

LIMITED PUBLIC COMMENT

Dr. Dennis Stepanovich read a statement into the record and this statement is attached as Attachment A.

ELECTION OF OFFICERS

CHAIRPERSON: Clerk Byrum opened the floor to nominations for the position of Chairperson of the Board. Commissioner Crenshaw nominated Canvasser Anthony for Chairperson. Commissioner Grebner supported the motion.

The motion carried unanimously. Absent: Commissioners Koenig and Case Naeyaert.
VICE-CHAIRPERSON: Chairperson Anthony opened the floor for nominations to the position of Vice-Chairperson of the Board. Commissioner McGrain nominated Commissioner Koenig for Vice-Chairperson. Commissioner Tennis supported the motion.

The motion carried unanimously. Absent: Commissioners Koenig and Case Naeyaert.

VICE-CHAIRPERSON PRO-TEM: Chairperson Anthony opened the floor for nominations to the position of Vice Chairperson Pro-tem of the Board. Commissioner Schafer nominated Commissioner Maiville. Commissioner Tennis supported the motion.

The motion carried unanimously. Absent: Commissioners Koenig and Case Naeyaert.

SPECIAL ORDERS OF THE DAY:

STANDING COMMITTEE APPOINTMENTS: Chairperson Anthony made the following appointments to standing committees. The first person named will serve Chairperson of the committee; second person named will serve as Vice-Chairperson of the Committee:

County Services Committee: Commissioners Celentino (Chair), Crenshaw (Vice-Chair), Grebner, Nolan, Koenig, Sebolt, Maiville.

Finance Committee: Commissioners Grebner (Chair), McGrain (Vice-Chair), Tennis, Hope, Anthony, Schafer, Case Naeyaert.

Human Services Committee: Commissioners Tennis (Chair), Sebolt (Vice-Chair), Nolan, McGrain, Anthony, Banas, Case Naeyaert.

Law and Courts Committee: Commissioners Hope (Chair), Banas (Vice-Chair), Celentino, Koenig, Crenshaw, Schafer, Maiville.

Commissioner Crenshaw moved to confirm the Standing Committee Appointments. Commissioner Banas supported the motion. The motion carried unanimously. Absent: Commissioners Koenig and Case Naeyaert.

OTHER APPOINTMENTS: Chairperson Anthony made the following Commissioner and staff appointments to other advisory boards and commissions:

<table>
<thead>
<tr>
<th>Board/Committee</th>
<th>Assignee</th>
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</thead>
<tbody>
<tr>
<td>Capital Area Michigan (WORKS) Board</td>
<td>Commissioners Anthony, Koenig, and Hope</td>
</tr>
<tr>
<td>CARTS Committee</td>
<td>Jared Cypher, Deputy Controller</td>
</tr>
<tr>
<td>CATA Board</td>
<td>Commissioner Grebner</td>
</tr>
<tr>
<td>Capital Region Airport Authority Liaison</td>
<td>Commissioner Crenshaw</td>
</tr>
<tr>
<td>Community Health Center Board</td>
<td>Commissioner Tennis</td>
</tr>
<tr>
<td>Capital Area Community Services Administration</td>
<td>Treasurer Eric Schertzing and Commissioner Koenig</td>
</tr>
<tr>
<td>Convention Visitors Bureau</td>
<td>Commissioner McGrain</td>
</tr>
</tbody>
</table>
January 3, 2017 Organizational Meeting

**Board/Committee** | **Assignee**
---|---
Drainage Board | Commissioners Anthony and Grebner
Economic Development Corporation | Commissioner McGrain
Board of Directors | Commissioner Sebolt
Equal Opportunity Committee | (Commissioner Hope as alternate.)
Ingham County Chapter, Michigan Townships Association | Commissioners Maiville and Case-Naeyaert
Ingham Family Center Advisory Board | Commissioner Hope (City of Lansing Representative)
McLaren Board of Directors | Linda Vail, Health Officer
Land Bank | Commissioner Hope
Lansing Area Safety Council | Commissioner Koenig
Local Emergency Planning Committee | Commissioner Schafer
LEAP | Commissioner Nolan
MALPH Board | Linda Vail, Health Officer
Mason Local Development Finance Authority | Commissioner Case-Naeyaert
Power of We Consortium | Commissioner Anthony
(Commissioner Crenshaw as alternate.)
Substance Abuse Disorder Advisory Committee | Commissioner Koenig
Smart Zone Board | Commissioner Koenig
Tri-County Aging Consortium | Commissioners Crenshaw, Banas, and Hope
Tri-County Regional Planning Commission | Commissioners McGrain, Banas (Road), and Sebolt
FOIA Appeals Committee | Commissioners Maiville (Chair), Crenshaw, Nolan, Koenig, Banas

Commissioner Grebner moved to confirm the appointments. Commissioner Nolan supported the motion. The motion carried unanimously. Absent: Commissioners Koenig and Case Naeyaert.

Chairperson Anthony stated that if any Commissioners were currently serving on a Board, and their name was not read, their term had not expired and they were still a member of that Board.

Chairperson Anthony presented Commissioner Hope with a ceremonial gavel for her service as Chairperson in 2016.

**PUBLIC COMMENT**

None.

**COMMISSIONER ANNOUNCEMENTS**
Commissioner Grebner stated that he would like to start a tradition that the Chairperson who steps down takes the old gavel, and leaves the new gavel for the newly appointed Chair.

Commissioner Nolan stated that Treasurer Schertzing changed the next scheduled Land Bank meeting time from 5:30pm to 5:00pm.

Commissioner Maiville introduced his family members in the audience.

Commissioner Sebolt introduced his family members in the audience.

Commissioner Tennis congratulated Commissioner Anthony on her appointment to Chairperson. He welcomed the new members to the Board.

Commissioner Crenshaw congratulated Chairperson Anthony and new members, and introduced his mother and a friend.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:18 p.m.

_______________________________
BARB BYRUM, CLERK OF THE BOARD
On Dec 14, 2016, at 11:04 AM, Steve Harry <stevenrharry@gmail.com> wrote:

Dear Ms. Hope,

I would like to appeal the denial of a FOIA request by your Sheriff's Office. You can see the denial below.

I requested Ingham County Sheriff's Office's General Order No. 240, which addresses the operation of department vehicles.

I accept that the FOIA exempts the contents of staff manuals provided for law enforcement officers or agents. However, FOIA does not prohibit those materials from being released to the public. I would like the commissioners to read General Order No. 240 themselves and decide whether there is anything in that order that is so sensitive that the people of Ingham County cannot be allowed to see it.

Thank you for your consideration.

Sincerely,

<signature0001.jpg>
Steven R. Harry
517-505-2696
3125 Tecumseh River Rd
Lansing, MI 48906

---------- Forwarded message ----------
From: Ingham County Records Center <inghamcountymi@mycusthelp.net>
Date: Wed, Dec 14, 2016 at 9:09 AM
Subject: Freedom of Information Act (FOIA) Request :: W003556-120716
To: stevenrharry@gmail.com

--- Please respond above this line ---
12/14/2016

Steven Harry
3125 Tecumseh River Road
Lansing MI 48906
stevenrharry@gmail.com

RE: FOIA REQUEST of December 07, 2016, Reference # W003556-120716

Dear Steven:

This letter is in response to your Freedom of Information Act (FOIA) request referenced above. Your request mentioned:

"Sheriff's Office - Ingham County Sheriff's Office's General Order No. 240, which addresses the operation of department vehicles."

All of your request for records has been denied. Please refer to the information below for an explanation. If you have any questions regarding this denial, contact Sarah Ricketts at 517-676-8220.

Reason for Denial:
Exempt from Disclosure: This item is exempt from disclosure under FOIA Section 13, Subsection: 15.243 (1) (s) (vi) Reveal the contents of staff manuals provided for law enforcement officers or agents.

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

To the extent that this response, in your opinion, constitutes a denial of your Freedom of Information Act (FOIA) rights, your statutory remedies are as follows:

For FOIA denials, you may submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial. Within 10 business days after the head of the public body receives a written appeal he or she will do one of the following:

1. Reverse the denial.
2. Issue a written notice to you upholding the denial.
3. Reverse the denial in part and issue a written notice to you upholding the denial in part.
4. Under unusual circumstances, issue a notice extending for not more than 10 business days the time to respond.

You may begin a civil action in circuit court to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

You have the right to receive attorneys' fees and damages as provided in MCL 15.240 if, after judicial review, the court determines that the public body has not complied with MCL 15.235 and orders disclosure of all or a portion of a public record.

For fee appeals, if the public body requires a fee that, in your opinion, exceeds the amount permitted under its procedures and guidelines or MCL 15.234, you may submit to the head of the public body a written fee appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted. Within 10 business days after the head of the public body receives a written fee appeal, he or she will do one of the following:

1. Waive the fee.
2. Reduce the fee and issue a written determination to the requesting person indicating the basis for the remaining fee.
3. Uphold the fee and issue a written determination to the requesting person indicating the basis for upholding the fee.
4. If necessary, issue a notice extending for not more than 10 business days the time to respond.

Within 45 days after the head of the public body issues a written determination on the fee appeal or if the head of the public body failed to respond to the fee appeal, you may begin a civil action in circuit court.

The County's FOIA Procedures and Guidelines, and its Public Summary, can be found at www.ingham.org.

Sincerely,
Sarah Ricketts  
Office Coordinator  
Sheriff's Office  

To monitor the progress or update this request please log into the FOIA Record Center.
December 13, 2016

Dear Interested Party:

Pursuant to Act 451, Section 5511, the Michigan Department of Environmental Quality, Air Quality Division’s Pending New Source Review Application Report is enclosed. This report lists all of the pending applications submitted for sources within your county.

The Pending New Source Review Applications Report includes the following information: county, city, date received, applicant’s name, site address, application permit number, and a brief description of the nature of the source or process.

This report will be sent to you on a monthly basis unless you request that your name be deleted from our mailing list. Please note that this information is updated weekly and is also available on the Internet. A query is accessible on the Permits page at the following address: http://www.deq.state.mi.us/aps. Click on “NSR Pending Application Query,” select the county name from the drop down list, then click the “Submit Query” button. You may obtain information on sources located in neighboring counties by accessing the above query or by contacting me.

Thank you for your interest in this matter.

Sincerely,

Sue Thelen
Permit Section
Air Quality Division
517-284-6804

Enclosure
<table>
<thead>
<tr>
<th>County</th>
<th>City</th>
<th>SRN</th>
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January 10, 2017

Dear Interested Party:

Pursuant to Act 451, Section 5511, the Michigan Department of Environmental Quality, Air Quality Division's Pending New Source Review Application Report is enclosed. This report lists all of the pending applications submitted for sources within your county.

The Pending New Source Review Applications Report includes the following information: county, city, date received, applicant's name, site address, application permit number, and a brief description of the nature of the source or process.

This report will be sent to you on a monthly basis unless you request that your name be deleted from our mailing list. Please note that this information is updated weekly and is also available on the Internet. A query is accessible on the Permits page at the following address: http://www.deq.state.mi.us/aps. Click on "NSR Pending Application Query," select the county name from the drop down list, then click the "Submit Query" button. You may obtain information on sources located in neighboring counties by accessing the above query or by contacting me.

Thank you for your interest in this matter.

Sincerely,

[Signature]

Sue Thelen
Permit Section
Air Quality Division
517-284-6804

Enclosure
<table>
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<tr>
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INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING BLACK HISTORY/CULTURAL DIVERSITY MONTH
IN INGHAM COUNTY

RESOLUTION # 17 –

WHEREAS, each February “National African American History Month” also known as “Black History Month” is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing for the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglass, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of February, 2017 as “Black History/Cultural Diversity Month” in Ingham County.

COUNTY SERVICES:  Yeas: Celentino, Crenshaw, Grebner, Nolan, Maiville
Nays: None  Absent: Koenig, Sebolt  Approved 1/17/2017
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MAKING AN APPOINTMENT TO THE
FARMLAND AND OPEN SPACE PRESERVATION BOARD

RESOLUTION # 17 –

WHEREAS, a vacancy exists on the Farmland and Open Space Preservation Board; and

WHEREAS, the County Services Committee interviewed applicants interested in serving on this Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints

Todd Eldred, 2777 Ingalls, Leslie, MI 49251

as a township representative to the Farmland and Open Space Preservation Board for a term expiring February 8, 2019.

COUNTY SERVICES:  Yeas: Celentino, Crenshaw, Grebner, Nolan, Maiville
Nays: None  Absent: Koenig, Sebolt  Approved 1/17/2017
WHEREAS, Winston O’Neal joined Phi Beta Sigma Fraternity, Incorporated on May 18, 1979, and has served his fraternity with great distinction; and

WHEREAS, Winston, a founding member of Central Michigan University’s Lambda Gamma Chapter, has served in the capacities of President, Vice-President, Chairman of Membership Intake, and Treasurer; and

WHEREAS, additionally Winston assisted with the founding of the University of Detroit, Rho Nu Chapter; and WHEREAS, after graduating from college and returning to his hometown of Detroit, Michigan, Winston continued as an active member with XI Beta Sigma; and

WHEREAS, under the direction and tutelage of the Honorable Carl J. Turner, Ruben Vaughn, Robert Wolf and Wade K. Davis, he served as Chairman of the Sigma Week, Sigma Beta Club Director, Director of Collegiate Affairs and Alumni Advisor; and

WHEREAS, appointed by Curtis Clingman, Charles Talbert, and Arnold Beckwith from 1988 to 1998, Winston was the longest serving State Director for Michigan, he was then elected to the position of Regional Director for the Great Lakes Region of Phi Beta Sigma Fraternity, in April 1998 where he served two terms; and

WHEREAS, as Regional Director, Winston served as a member of the General Board for Phi Beta Sigma Fraternity, Incorporated and developed the model membership campaign entitled “Mission Possible” that is currently being used by the International team and he, along with his Board, increased the Great Lakes regional membership from 400 to 1000 financial members; and

WHEREAS, during this time the Great Lakes Regional Board developed and established the fraternity’s first Alumni Advisers Institute and Membership Recruitment Kits developed under the Great Lakes Board Theme Recruitment, Retention and Reactivation; and

WHEREAS, on March 28, 2002, Winston along with 10 other members organized and founded the Nu Alpha Sigma Chapter where he currently serves as Chapter President, in addition he is a Proud Life Member (1425) of Phi Beta Sigma Fraternity, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Winston O’Neal for his numerous contributions and wishes him continued success in the years to come.

COUNTY SERVICES:  Yeas:  Celentino, Crenshaw, Grebner, Nolan, Maiville
    Nays:  None   Absent:  Koenig, Sebolt   Approved  1/17/2017
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 # 17 –

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 January 5, 2017 as submitted.

COUNTY SERVICES:  Yeas: Celentino, Crenshaw, Grebner, Nolan, Maiville  
Nays: None  Absent: Koenig, Sebolt  Approved 1/17/2017
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<td>CENTRAL PARK DR</td>
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<td>TONY &amp; EMILY KIBBEY</td>
<td>TREE REMOVAL</td>
<td>WILLESDON AVE</td>
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<td>Line Type</td>
<td>Locations</td>
<td>Town</td>
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<td>AT &amp; T</td>
<td>CABLE / UG</td>
<td>HULETT RD &amp; JOLLY RD</td>
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<td>PRATT &amp; WHITNEY AUTO AIR</td>
<td>COMM DRIVE</td>
<td>HOLLOWAY DRIVE</td>
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<td>WILLOUGHBY RD &amp; PINE TREE</td>
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<td>WATERMAIN</td>
<td>MAIN ST &amp; MARREN AVE</td>
<td>LANSING</td>
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<td>2016-819</td>
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<td>MORRIS AVE &amp; OVERLEA DR</td>
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<td>GAS</td>
<td>TWIN PONDS LN</td>
<td>WILLIAMSTOWN</td>
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<td>GAS</td>
<td>WILLOW ST &amp; BOYNTON DR</td>
<td>LANSING</td>
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<td>2016-824</td>
<td>MERIT NETWORK INC</td>
<td>CABLE / UG</td>
<td>HOLT RD &amp; EIFERT RD</td>
<td>DELHI</td>
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<td>2016-825</td>
<td>AT &amp; T</td>
<td>CABLE / UG</td>
<td>WOODLAKE CIR &amp; JOLLY RD</td>
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<td>CABLE / UG</td>
<td>DUNCKEL RD &amp; LEGACY PKWY</td>
<td>DELHI</td>
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</table>

**MANAGING DIRECTOR:** ______________________________
RESOLUTION TO APPROVE A PROFESSIONAL ENGINEERING SERVICES CONTRACT
FOR THE KERNS ROAD SALT STORAGE SITE CLOSURE PROJECT
WITH ENVirosolutions, INC.

RESOLUTION # 17 –

WHEREAS, the former Ingham County Road Commission, now Ingham County Road Department (ICRD) stored deicing materials within the Kerns Road site many decades ago; and

WHEREAS, hazardous substances, including sodium and chloride were released on the property due to the storage of deicing salt resulting in environmental contamination; and

WHEREAS, response activities have been taken to remove most of the contamination by removing the underground brine collection tank, capturing and disposing of impacted groundwater, and allowing natural processes to attenuate sodium and chloride concentrations; and

WHEREAS, recent legislation and rule changes have renewed our desire to reconstitute the site closure effort, pursuant to the relevant portions of MCL 324.20114 and Michigan Department of Environmental Quality rules; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced environmental consulting firms to provide environmental services for the Kerns Road Salt Storage Site Closure Project and received four (4) 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 the low proposer, EnviroSolutions, Inc. of Westland, Michigan, to provide the requested professional services.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services contract with EnviroSolutions, Inc., 38115 Abruzzi Drive, Westland, Michigan, based on its Kerns Road Salt Storage Site Closure Project Professional Engineering Services Proposal dated November 16, 2016, with an actual bid of $13,049.98, for the not-to-exceed fee of $20,000.00.

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:** Celentino, Crenshaw, Grebner, Nolan, Koenig, Maiville  
    **Nays:** None  
    **Absent:** Sebolt  
    **Approved 1/17/2017**

FINANCE: **Yeas:** Grebner, McGrain, Tennis, Hope, Anthony, Schafer, Case Naeyaert  
    **Nays:** None  
    **Absent:** None  
    **Approved 1/18/2017**
WHEREAS, the Ingham County Road Department (ICRD) received a State of Michigan, Transportation Economic Development Fund, Category A grant to reconstruct Cedar Street from College Road to Legion Drive; and

WHEREAS, the road work is needed to address severely deteriorated concrete pavement, improve property access, and to accommodate traffic generated as a result of Dart Container Corporation’s facility expansion project; and

WHEREAS, the project will be undertaken pursuant to a contract between Ingham County, on behalf of the Road Department, and the responsible low bidder; and

WHEREAS, the County in turn, must enter into an associated second party agreement with the State of Michigan/MDOT, consistent with the requirements for the Transportation Economic Development Fund, Category A grant requirements; and

WHEREAS, the Road Department and Dart Container Corporation agree that Dart Container Corporation will administer construction of the project, and be responsible for $483,300 of the project’s local match costs, by way of a third party agreement; and

WHEREAS, the project is a State-Aid Highway project, and as such, Dart Container Corporation has agreed to comply with all applicable and appropriate ICRD, MDOT, AASHTO design standards, and to fully administer construction of the project, complying with all ICRD and MDOT construction requirements; and

WHEREAS, the estimated (rounded) project costs are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Responsible Bid</td>
<td>$2,026,200</td>
</tr>
<tr>
<td>TEDF-A Grant Funding:</td>
<td>- $1,750,000</td>
</tr>
<tr>
<td>Local (Hard) Match Amount:</td>
<td>$ 276,200</td>
</tr>
<tr>
<td>Local (Soft) Match Amount:</td>
<td>$ 270,300</td>
</tr>
<tr>
<td>Total Match Contribution:</td>
<td>$ 546,500</td>
</tr>
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</table>
WHEREAS, all of the amounts listed above have been “rounded” to the nearest $100 because the low responsible bid was based on a summation of estimated work quantities multiplied by the bidder’s unit price for dozens of pay items that comprises the project work. That is the nature of unit price contracts, which is the standard of the road construction industry. Actual project costs can only be determined after construction has been completed and mutually agreed upon by ICRD and the contractor. The second party agreement between MDOT and Ingham County, when sent for execution, will illustrate rounded amounts. The same “rounding” of amounts approach should be employed when considering the Ingham County and Dart Container Corporation third party agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a first party (construction) contract with Rieth-Riley Construction Co., Inc., Mason, Michigan to effect reconstruction of Cedar Street from College Road to Legion Drive for a total estimated cost of $2,026,200, to be paid for using $1,750,000 in State of Michigan, Transportation Economic Development Fund, Category A funding, $213,000 of Dart Container Corporation local (hard) match, and $63,200 of local (hard) match from the Road Department.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a second party agreement with State of Michigan/MDOT to secure the $1,750,000 in State of Michigan, Transportation Economic Development Fund, Category A funds, to define our (Requesting Agency) responsibilities, and to administer the construction contract on MDOT’s behalf.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement with Dart Container Corporation to undertake administration of the construction contract, per Ingham County and the State of Michigan/MDOT requirements, provide soft match (Early Preliminary Engineering, Preliminary Engineering, Construction Engineering) estimated to total $270,300, and provide the $213,000 of hard match to fund the project. Said match requirements are to be met utilizing $483,300 pledged by Dart Container Corporation.

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

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Grebner, Nolan, Maiville
               Nays: None   Absent: Koenig, Sebolt   Approved 1/17/2017

FINANCE: Yeas: Grebner, McGrain, Tennis, Hope, Anthony, Schafer, Case Naeyaert
               Nays: None   Absent: None   Approved 1/18/2017
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A SERVICE CONTRACT WITH
BENTLEY SYSTEMS, INCORPORATED

RESOLUTION # 17 –

WHEREAS, the Road Department uses the two Bentley Systems products to generate digital road and bridge construction plans and facilitate construction staking for our contractors; and

WHEREAS, using sophisticated software, such as Bentley Systems products, is the only efficient way to generate road and bridge plans for the road and bridge construction industry; and

WHEREAS, the authorization requested amounts to a renewal of last year’s service contract and the costs are 6% more than last years’ service contract; and

WHEREAS, Bentley Systems, Incorporated is the sole source for this service; and

WHEREAS, the Road Department, Director of Engineering recommends that the Board of Commissioners authorize a contract with Bentley Systems, Incorporated.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Bentley Systems, Incorporated, 685 Stockton Drive, Exton, Pennsylvania, based on its Renewal Advice document dated January 4, 2017, for road design (GEOPAK) and graphics (MicroStation) software license and technical support.

BE IT FURTHER RESOLVED, that the agreement shall be in affect from February 17, 2017 through February 17, 2018.

BE IT FURTHER RESOLVED, that for the term of this agreement, the Bentley GEOPAK software license and technical support fees shall be $4,510.00 for two seats and the Bentley MicroStation software license and technical support fees shall be $3,884.40 for five seats.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Purchasing Department to issue a Purchase Order in an amount not to exceed $8,394.40 to Bentley Systems, Incorporated for the purchase of the Bentley road design (GEOPAK) and graphics (MicroStation) software license and technical support.

COUNTY SERVICES:  Yeas:  Celentino, Crenshaw, Grebner, Nolan, Maiville
Nays:  None  Absent:  Koenig, Sebolt  Approved  1/17/2017

FINANCE:  Yeas:  Grebner, McGrain, Tennis, Hope, Anthony, Schafer, Case Naeyaert
Nays:  None  Absent:  None  Approved  1/18/2017
WHEREAS, the COUNTY OF INGHAM, (the “Employer”) and the OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, TECHNICAL CLERICAL UNIT (OPEIU or the “Union”) have agreed to a collective bargaining agreement from January 1, 2016, through December 31, 2017 (the “CBA”); and

WHEREAS, per resolution 15-220, adopted June 9, 2015, the Employer authorized reclassifying one Engineering Technician I position (OPEIU Grade 3) to one Engineering Technician II position (OPEIU Grade 5) for the Ingham County Road Department; and

WHEREAS, Article 15—Vacancy/Posting, of the previous, 2014-2015 CBA, in place at the time of the above mentioned reclassification was silent on the initial salary step placement in positions into which existing employees may be promoted; and

WHEREAS, Article 15—Vacancy/Posting, Section 2.D., of the current, 2016-2017 CBA provides in pertinent part that Employees promoted to a position will be compensated at a step minimally equal to their current rate of pay; and

WHEREAS, the above mentioned, new Engineering Technician II position (OPEIU Grade 5) position was posted per Article 15—Vacancy/Posting, of the previous, 2014-2015 CBA, and the then incumbent in the previous Engineering Technician I position (OPEIU Grade 3) has hired or promoted into the new Engineering Technician II position (OPEIU Grade 5) position to be effective at the start of a payroll period on June 29, 2015; and

WHEREAS, the above mentioned incumbent was due a step increase in the previous Engineering Technician I position, OPEIU Grade 3, from step 2 (then $39,409 per year) to step 3 (then $43,637 per year) on June 17, 2015, but was never given this step increase as he was promoted to the Engineering Technician II position (OPEIU Grade 5) in the next full pay period on June 29, 2015; and

WHEREAS, the above mentioned incumbent was placed at step 1 (then $45,097 per year) of the new Engineering Technician II position, OPEIU Grade 5, an increase of 3.34% over the previous Engineering Technician I position, OPEIU Grade 3, step 3 (then $43,637 per year) at which he should have been at the date of this promotion; and
WHEREAS, per resolution 12-324, adopted October 9, 2012, the Employer authorized reclassifying two Finance Clerk positions in the OPEIU, among several other non-OPEIU positions then reclassified in the Road Department, with the provision in the second “Resolved” paragraph that the salaries of the reclassified incumbents were authorized to be placed in a step in the reclassified grade that provided at least a 5% increase from their pay step that existed on the effective date of reclassification; and

WHEREAS, the Employer and the Union agree "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion and that employees who are reclassified or promoted within their career field within the OPEIU bargaining unit to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners agrees to the following:

1. "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion.

2. Employees who are reclassified or promoted within their career field within the OPEIU bargaining unit to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.

3. To recognize the above mentioned incumbent’s step increase in his previous Engineering Technician I position, OPEIU Grade 3, from step 2 (then $39,409 per year) to step 3 (then $43,637 per year) as existing prior to his promotion to the new Engineering Technician II position (OPEIU Grade 5) position.

4. To place the above mentioned incumbent’s salary in the new Engineering Technician II position (OPEIU Grade 5) position at step 2 (then $47,654) to have been effective at the start of the payroll period on June 29, 2015 and adjust the above mentioned incumbent’s salary and subsequent salary step increases accordingly.

5. All other aspects of the CBA will remain unchanged.

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

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Grebner, Nolan, Maiville
Nays: None  Absent: Koenig, Sebolt  Approved 1/17/2017

FINANCE: Yeas: Grebner, McGrain, Tennis, Hope, Anthony, Schafer, Case Naeyaert
Nays: None  Absent: None  Approved 1/18/2017
LETTER OF UNDERSTANDING BETWEEN
COUNTY OF INGHAM (Employer)
AND
OPEIU LOCAL #512 (Union)

WHEREAS, the COUNTY OF INGHAM, (the “Employer”) and the OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, TECHNICAL CLERICAL UNIT (OPEIU or the “Union”) have agreed to a collective bargaining agreement from January 1, 2016, through December 31, 2017 (the “CBA”);

WHEREAS, Per resolution 15-220, adopted June 9, 2015, the Employer authorized reclassifying one Engineering Technician I position (OPEIU Grade 3) to one Engineering Technician II position (OPEIU Grade 5);

WHEREAS, Article 15—Vacancy/Posting, of the previous, 2014-2015 CBA, in place at the time of the above mentioned reclassification was silent on the initial salary step placement in positions into which existing employees may be promoted;

WHEREAS, Article 15—Vacancy/Posting, Section 2.D., of the current, 2016-2017 CBA provides in pertinent part that Employees promoted to a position will be compensated at a step minimally equal to their current rate of pay;

WHEREAS, The above mentioned, new Engineering Technician II position (OPEIU Grade 5) position was posted per Article 15—Vacancy/Posting, of the previous, 2014-2015 CBA, and the then incumbent in the previous Engineering Technician I position (OPEIU Grade 3) has hired or promoted into the new Engineering Technician II position (OPEIU Grade 5) position to be effective at the start of a payroll period on June 29, 2015;

WHEREAS, The above mentioned incumbent was due a step increase in the previous Engineering Technician I position, OPEIU Grade 3, from step 2 (then $39,409 per year) to step 3 (then $43,637 per year) on June 17, 2015, but was never given this step increase as he was promoted to the Engineering Technician II position (OPEIU Grade 5) in the next full pay period on June 29, 2015;

WHEREAS, The above mentioned incumbent was placed at step 1 (then $45,097 per year) of the new Engineering Technician II position, OPEIU Grade 5, an increase of 3.34% over the previous Engineering Technician I position, OPEIU Grade 3, step 3 (then $43,637 per year) at which he should have been at the date of this promotion;

WHEREAS, Per resolution 12-324, adopted October 9, 2012, the Employer authorized reclassifying two Finance Clerk positions in the OPEIU, among several other non-OPEIU positions then reclassified in the Road Department, with the provision in the second “Resolved” paragraph that the salaries of the reclassified incumbents were authorized to be placed in a step in the reclassified grade that provided at least a 5% increase from their pay step that existed on the effective date of reclassification;
WHEREAS, the Employer and the Union agree "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion and that employees who are reclassified or promoted within their career field within the OPEIU bargaining unit to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.

NOW, THEREFORE, IT IS HEREBY AGREED UPON between the parties as follows:

1. "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion.

2. Employees who are reclassified or promoted within their career field within the OPEIU bargaining unit to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.

3. To recognize the above mentioned incumbent's step increase in his previous Engineering Technician I position, OPEIU Grade 3, from step 2 (then $39,409 per year) to step 3 (then $43,637 per year) as existing prior to his promotion to the new Engineering Technician II position (OPEIU Grade 5) position.

4. To place the above mentioned incumbent's salary in the new Engineering Technician II position (OPEIU Grade 5) position at step 2 (then $47,654) to have been effective at the start of the payroll period on June 29, 2015 and adjust the above mentioned incumbent's salary and subsequent salary step increases accordingly.

5. All other aspects of the CBA will remain unchanged.

COUNTY OF INGHAM

Sarah Anthony, Chairperson       Date
Board of Commissioners

William Conklin       Date
Managing Director – Road Department

UNION REPRESENTATIVE

Mark J. Swanson       Date
Chief Steward, OPEIU Local #512

APPROVED AS TO FORM FOR COUNTY OF INGHAM: COHL, STOKER & TOSKEY, P.C.

Martin D. Nordfjord, Esq.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH THE
CITY OF MASON REGARDING RAYNER PARK

RESOLUTION # 17 –

WHEREAS, on November 28, 2016, the City acquired Rayner Park from the County for public park purposes; and

WHEREAS, in its conveyance of Rayner Park to the City, the County reserved an easement over the premises for vehicle parking purposes in conjunction with the annual Ingham County Fair; and

WHEREAS, the reserved parking use by the County includes all appropriate areas for parking, including but not limited to gravel areas and grass fields, allowing for the parking of approximately 584 vehicles, together with ingress and egress, and any fencing erected on the premises shall not interfere with vehicle ingress and egress for parking; and

WHEREAS, the City desires that the County be responsible for repairing changes to the ground surface caused by the vehicle parking for the County Fair; and

WHEREAS, the parties are agreeable to entering this Memorandum of Understanding that will address the County’s responsibilities toward Rayner Park under its reserved easement for Fair parking.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves a memorandum of understanding with the City of Mason addressing the County’s responsibilities toward Rayner Park under its reserved easement for Fair parking, by repairing changes to the ground surface caused by the vehicle parking for the County Fair.

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:  Celentino, Crenshaw, Grebner, Nolan, Maiville
                 Nay:  None     Absent:  Koenig, Sebolt    Approved  1/17/2017

FINANCE:  Yeas:  Grebner, McGrain, Tennis, Hope, Anthony, Schafer, Case Naeyaert
            Nay:  None     Absent:  None    Approved  1/18/2017
WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support; and

WHEREAS, the 2017 Ingham County budget includes $8,354 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support.

BE IT FURTHER RESOLVED, this agreement shall be for the period of January 1, 2017 through December 31, 2017 in an amount not to exceed $8,354.

BE IT FURTHER RESOLVED, 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.
INGHAM CONSERVATION DISTRICT

2017 SCOPE OF WORK

Thank you for supporting the work of the Ingham Conservation District (ICD). In 2017 the ICD will use the $8,354.00 in operational funding from the Ingham County Board of Commissioners to support ICD staff and operations, natural resource education, outreach materials and conservation oriented events. The following narrative and table detail how funds will be divided between these purposes.

Staff Support

$5,354.00 is budgeted for support of staff. ICD staff will manage existing projects and pursue and develop new projects and programs beneficial to the environmental and economic health of Ingham County. Please reference the ICD Annual Plan of Work for a list of current programs and new programs being pursued for 2017.

Educational/Outreach Materials and Events

$1,000.00 is earmarked for education and outreach activities. Funding will provide printed outreach materials as well as supplies for ICD events. Events planned for 2017 to date include the ICD Annual Meeting, a spring Garlic Mustard Pull, a county-wide Tire Recycling Event, a Forest and Farm Stewardship Education Day for landowners, a Native Shrub Planting with local youth and our spring and fall Volunteer Stream Monitoring.

Vehicle and Property Maintenance

$1,000.00 is budgeted for maintenance activities. This amount will support the ICD’s 200 acre publically accessible green space, trail system, vehicles and buildings.

Office Support

$1,000.00 is budgeted for general office support. Funds will be used to support office operations and purchase supplies.

If you have questions about the ICD’s activities and service to Ingham County please contact the ICD Executive Director, Michelle Beloskur, at (517) 676-2290 or visit the newly updated ICD website at www.inghamconservation.com.

Ingham County Operations Funding for the Ingham Conservation District in 2017

<table>
<thead>
<tr>
<th>Item</th>
<th>County Funds Allocated</th>
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<tbody>
<tr>
<td>Staff Support</td>
<td>$5,354.00</td>
</tr>
<tr>
<td>Educational and Outreach</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Vehicle and Property Maint</td>
<td>$1,000.00</td>
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<tr>
<td>Office Support</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Total Funding Amount</td>
<td>$8,354.00</td>
</tr>
</tbody>
</table>
Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE HEALTH DEPARTMENT’S STRATEGIC PLAN FOR 2017-2019

RESOLUTION # 17 –

WHEREAS, under the direction of the Health Officer, the leadership team recognizes the need to have a strategic plan in place to inform and guide their activities for the foreseeable future; and

WHEREAS, the department desires to submit its application to the Public Health Accreditation Board (PHAB) to become nationally accredited and one of the three pre-requisites for the PHAB application is a department-specific strategic plan approved by its governing body; and

WHEREAS, in July of 2016, the Ingham County Health Department embarked on its strategic planning process; and

WHEREAS, the strategic plan is the result of multiple in-person planning sessions and surveys in which more than 90 percent of ICHD employees shared their experiences, opinions and expertise to shape and inform this plan; and

WHEREAS, a draft of the Strategic Plan was made available for public comment from December 1st-December 31st, 2016 and was supported by the Board of Health in its January 3rd, 2017 meeting; and

WHEREAS, the plan identified five strategic directions, updated the department’s core values, and crafted a new mission and vision:

- Communication
- Culture and Vision
- Funding
- Information Technology
- Workforce Development

Core Values:

Service Excellence
We are here to serve people to the best of our ability, seeing beyond our own needs to meet theirs.

Accountability
We are accountable for the quality, integrity and validity of our work.

Respect for Others
We see the value of all people, and express this through respectful attention to their unique strengths and challenges.
Continuous Mutual Learning
We are committed to learning through the experience and insight of others.

Health Equity & Social Justice
We improve the health of the entire community by working toward a fair and just distribution of the social opportunities needed to achieve well-being, challenging inequities and barriers to social, economic, and environmental opportunity.

Innovation
We seek new approaches and progressive solutions to problems, embracing change and accepting reasonable risk.

Mission: To protect, improve, and advocate for the health and well-being of our community by identifying and advancing the conditions under which all people can achieve optimum health.

Vision: Excellence in health and well-being for all, honoring our diverse community.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the attached Strategic Plan for the Health Department for 2017-2019.

HUMAN SERVICES: The Human Services Committee will meet on 1/23/17
Dear employees, county commissioners and community members:

A strategic plan is an opportunity. It allows us to reexamine and set priorities, focus our energy and resources, and strengthen operations. This strategic plan builds upon the strengths of the Ingham County Health Department (ICHID) and its many programs, health centers and employees. It is a plan to move forward together in service to the county.

Like many opportunities, the Ingham County Health Department’s strategic plan is beget by change. Over the past three years, there have been transitions among ICHD’s leadership team, changes in facilities and more focus on the new national local public health accreditation program. The time was apt for strategic planning this year.

Our strategic plan is the result of multiple in-person planning sessions and surveys. More than 90 percent of ICHD employees shared their experiences, opinions and expertise to shape and inform this plan. I am proud of the work ICHD employees contributed to the process. We have identified five strategic directions, refined our core values and crafted a new vision.

I look forward to implementing this plan. Together, we will position the Ingham County Health Department as a model, 21st century local health department. I am pleased to present the Ingham County Health Department’s 2017-2019 Strategic Plan and appreciate your partnership in moving Ingham County towards better health.

Sincerely,

[Signature]

Linda S. Vail
Ingham County Health Officer
Ingham County Health Department

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**Strategic Directions:**
- Communication
- Culture and Vision
- Funding
- Information Technology
- Workforce Development
Background

Under the direction of the Health Officer, the department’s leadership team identified the need to have a strategic plan in place to inform and guide their activities for the foreseeable future. They also desire to submit their application to the Public Health Accreditation Board (PHAB) to become nationally accredited. One of the 3 pre-requisites for the PHAB application is a department-specific strategic plan and as such, in July of 2016, the Ingham County Health Department embarked on its strategic planning process.

The Strategic Planning Process

We held our first planning session on July 14, 2016 with the health department’s leadership team. During the initial session, which was facilitated by an outside consultant, the team received an overview of the strategic planning process, learned what the Public Health Accreditation Board’s requirements are for a strategic plan and reviewed the proposed plan development timeline. Various documents were reviewed in preparation for the initial meeting and included the following:

- Annual Reports (2013, 2014 and 2015)
- ICHD Mission/Vision and Values
- ICHD Activity Indicators
- ICHD Performance Measures
- Controller’s Annual Request
- CHIP Core Groups
- Ingham County Health Center’s Homeless Needs Assessment
- Ingham County Strategic Plan (2016 Working Draft)

The leadership team reviewed its mission and vision statements. The agency’s mission statement, being relatively new, was not amended, but the group worked to review and revise its vision statement. The team also conducted a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. (See Table 1) As a result of the SWOT analysis and documentation review, the team, through an affinity diagram process, came up with the initial 5 strategic directions:

- Communication
- Information Technology
- Workforce Development
- Funding
- Culture and Vision

Also, it should be noted that the Community Health Center Network is included in the strategic planning process, but also has a requirement to conduct a strategic planning process with its board of directors as required by the federal government. To address the primary care needs of the medically underserved residents of Ingham County, ICHD formed the Community Health Care Services unit in the 1970s. This unit is home to the Ingham Community Health Centers (ICH), which operate nine primary care centers in locations throughout the City of Lansing. ICHD was the first public-entity administered FQHC in the state. ICHC services are designed
and coordinated to serve the area’s most vulnerable populations. It also stands as a testimony to the Health Department and the community’s commitment to improve health, reduce health disparities, and address a multitude of significant health and social issues, including access to quality health care. (Source: Performance Measures for the Health Department)
<table>
<thead>
<tr>
<th>STRENGTHS</th>
<th>WEAKNESSES</th>
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<tbody>
<tr>
<td>- Ability to work quickly in crisis</td>
<td>- Bureaucracy</td>
</tr>
<tr>
<td>- Administrative support</td>
<td>- Changes in funders</td>
</tr>
<tr>
<td>- An array of funding sources</td>
<td>- CHC turnover</td>
</tr>
<tr>
<td>- Collaboration and teamwork</td>
<td>- Communication</td>
</tr>
<tr>
<td>- Communication between departments</td>
<td>- Data systems</td>
</tr>
<tr>
<td>- Community partners</td>
<td>- Employee centered vs. client focus</td>
</tr>
<tr>
<td>- Compassion</td>
<td>- Frontline staff are experiencing culture change with a lot of administrative turnover</td>
</tr>
<tr>
<td>- Comprehensive programming and services</td>
<td>- H.R.</td>
</tr>
<tr>
<td>- Creativity</td>
<td>- I.T.</td>
</tr>
<tr>
<td>- Culture</td>
<td>- Infrastructure</td>
</tr>
<tr>
<td>- Diverse programs</td>
<td>- Lack of accountability</td>
</tr>
<tr>
<td>- Diverse programs enable cooperation among themselves</td>
<td>- Lack of assessment into policy procedure and function</td>
</tr>
<tr>
<td>- Diverse skill sets</td>
<td>- Lack of career ladder</td>
</tr>
<tr>
<td>- Diversity in expertise, health equity, and social justice</td>
<td>- Lack of comprehensive training</td>
</tr>
<tr>
<td>- Diversity of disciplines</td>
<td>- Lack of funding</td>
</tr>
<tr>
<td>- Education level</td>
<td>- Lack of public health passion</td>
</tr>
<tr>
<td>- Employee willingness to serve a diverse community</td>
<td>- Lack of universal communicating tool- HER</td>
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<tr>
<td>- Forward-looking</td>
<td>- Marketing</td>
</tr>
<tr>
<td>- Forward thinking</td>
<td>- Multiple locations</td>
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<tr>
<td>- FQHC is part of health department</td>
<td>- Political environment</td>
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<tr>
<td>- Good reputation community and state</td>
<td>- Priorities change</td>
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<tr>
<td>- Great staff</td>
<td>- Productivity</td>
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<tr>
<td>- Innovative</td>
<td>- QI</td>
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<tr>
<td>- Integrity</td>
<td>- Readiness of change</td>
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<tr>
<td>- Invested</td>
<td>- Rewarding good employees and reprimanding bad</td>
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<tr>
<td>- Location</td>
<td>- Sanitary code is old</td>
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<tr>
<td>- Looking at best outcomes</td>
<td>- Separation of public health and health services</td>
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<tr>
<td>- Mission driven</td>
<td>- Size of staff</td>
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<td>- Motivated</td>
<td>- Stagnant employee skill level</td>
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<tr>
<td>- Resources</td>
<td>- Technology</td>
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<tr>
<td>- Staff</td>
<td>- Turnover</td>
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<td>- Staff involved in decision-making</td>
<td>- Universal referral tool system</td>
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<td>- Strong billing department</td>
<td>- Vaccine rates in 19-36m and adults</td>
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<td>- Strong leaders</td>
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<tr>
<td>- Strong leadership</td>
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<td>- Support of commissioners</td>
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<td>- Understanding of community we serve</td>
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<td>- Willingness of staff</td>
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<td>- Workforce longevity</td>
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<td>- Workforce skills</td>
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<tr>
<td>OPPORTUNITIES</td>
<td>THREATS</td>
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<td>------------------------------------------------------------------------------</td>
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<tr>
<td>- Awareness of public health</td>
<td>- Budgetary constraints federal state and local</td>
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<tr>
<td>- Change in payment structure</td>
<td>- Changes regarding funding</td>
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<tr>
<td>- Collaboration with outside agencies</td>
<td>- Changes in auditing requirements</td>
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<tr>
<td>- Collaborate health department services to other departments</td>
<td>- Changes in payment system</td>
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<tr>
<td>- Community collaboration</td>
<td>- Changes in political leaders</td>
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<td>- Community partners</td>
<td>- Changes on grant reporting requirements</td>
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<tr>
<td>- Credible presence</td>
<td>- Choice of service provider</td>
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<tr>
<td>- Facilities contributing to perceptions</td>
<td>- Create threat for me to effectively do my job</td>
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<tr>
<td>- Federal funding</td>
<td>- Decreased state funding and program support</td>
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<tr>
<td>- Feedback from people served</td>
<td>- Demographics</td>
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<td>- Greater awareness of social injustices and -Social justice</td>
<td>- Demographics with retirement and recruitment</td>
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<tr>
<td>- Increase training towards health equity</td>
<td>- Describing work</td>
</tr>
<tr>
<td>- Integrating PHS and CHC</td>
<td>- Different reporting requirements at different agencies</td>
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<tr>
<td>- Location (capitol, state departments, and MSU)</td>
<td>- Difficult to determine return on investment</td>
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<tr>
<td>- Maintain and expand services</td>
<td>- Facilities contributing to perceptions</td>
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<tr>
<td>- MI State</td>
<td>- Federal funding</td>
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<tr>
<td>- Neutral convener</td>
<td>- Fewer E.H. specific programs</td>
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<tr>
<td>- Opportunities for recognition (accreditation)</td>
<td>- Fewer qualified applicants</td>
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<tr>
<td>- Required registration</td>
<td>- Funding</td>
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<tr>
<td>- Stronger internal collaborations</td>
<td>- Implicit biases</td>
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<tr>
<td>- Supportive board</td>
<td>- IT (external systems)</td>
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<tr>
<td>- Various environmental crises have created higher public awareness</td>
<td>- Lack of affordable rent (housing)</td>
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<tr>
<td>- Work in colleges and universities</td>
<td>- Lack of awareness and branding of what public health is</td>
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<tr>
<td>- Work in schools</td>
<td>- Lack of funding</td>
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<tr>
<td>- Work with other partners in community to enhance the community</td>
<td>- Lack of providers</td>
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<td></td>
<td>- Lack of public health knowledge of county administration</td>
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<td>- National narrative of exclusion</td>
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<td></td>
<td>- Payment reform</td>
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<td></td>
<td>- Political environment</td>
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<td></td>
<td>- Poor certification or accreditation review</td>
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<td>- Price on prevention</td>
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<td></td>
<td>- Public perception</td>
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<td></td>
<td>- Reimbursement</td>
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<td></td>
<td>- Required registration</td>
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<td></td>
<td>- Staff layoffs</td>
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<td>- Stigma of public health as a last resort</td>
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</table>
Alignment with Ingham County Health Department Plans

Connection to the Healthy! Capital Counties Health Improvement Plan

The Ingham County Health Department is an active participant in the Healthy! Capital Counties which is convened and co-facilitated by three local health departments (Ingham County Health Department, Barry-Eaton District Health Department and Mid-Michigan District Health Department). The Community Health Improvement Plan (CHIP) currently has 4 priority areas: Access to Primary Care, Quality Health Care, Chronic Illness, Mental Health, and Financial Stability.

The ICHD has responsibilities in 4 of the priority areas and although we do not have a primary role or responsibility to implement the strategies for the Mental Illness priority area, we serve a supportive role through collaborative efforts with Community Mental Health and through the Community Health Center’s Behavioral Health Services.

The specific responsibilities assigned to the ICHD within the CHIP are included in the strategic plan and are identified by notation.

Connection to Quality Improvement, Workforce Development and Performance Management

As a governmental public health agency accountable to the local and state authorities, but also to the taxpayers, it is important to be good stewards and to utilize our resources as effective and efficient as possible. The strategic plan outlines our process to improve and enhance our operations.

The agency’s QI Council will work with agency staff and provide assistance with identified quality improvement initiatives. We will consistently monitor our progress and identify opportunities for quality improvement initiatives. The strategic plan is the foundation for our performance management system which is monitored through our internal performance dashboard. We have already identified opportunities for QI initiatives at the outset of our plan. We recognize additional QI opportunities will present themselves as the strategic plan’s activities such as surveys and improvement efforts are identified.

The strategic plan has devoted one of its strategic directions to Workforce Development and we are making it a priority to develop and implement our Workforce Development Plan.

The “Admin + Division Directors Team” will oversee the implementation, monitoring, and revisions of the strategic plan and is committed to sharing the progress, barriers and successes with our staff, our stakeholders, and our constituents.
**Staff Involvement**

The front-line staff of the department were provided the opportunity to attend 1 of the 2-hour sessions to provide their input into the strategic planning process. A community café model was used to gather the staff ideas on potential strategies for the objectives with the agency’s supervisory and administrative staff members serving as table hosts. A few weeks after the meetings, the staff were asked to prioritize the strategies to assist the leadership team with the timelines of the plan through an online Survey Monkey process. The meetings were held on July 18 and 26, 2016. A total of 234 front-line staff members attended the sessions. (see sign-in sheets in Appendix A). A total of 204 surveys were returned and 76.1% of the respondents identified as non-supervisory staff, 16.1% as supervisory staff and 7.7% indicated they were an ICHD administrator. The Survey Monkey results were distributed to staff in November, 2016 and are available upon request.

**External Trends and Events that Impact Our Work**

As evidenced in the SWOT analysis, the ICHD has multiple factors that potentially impact our work. Changing in funding, billing and payment reform are on-going and budgetary constraints at all levels of government is a trend continuing well into the foreseeable future.

At the time of the strategic plan development, the presidential campaign was still underway, but the outcome of the election could certainly impact our work as the new administration will have new, yet unknown priorities that could affect public health and the work we do as well as the services we provide.

The demographics in Ingham County are changing and it has placed a large burden on our agency to increase the level of interpretation services available to migrant and immigrant populations who are coming to the health department for service.

Additionally, the demographics within the agency will impact our work as many of our health department employees will be retiring and finding new qualified candidates will be a recruitment challenge. If we cannot attract competent employees who reflect the population we serve, the impact on our ability to provide services will be diminished.

**Strategic Plan Outline**

The plan outlined on the following pages, is displayed in a table format to assist the reader and users in easing readability. The tables indicate the Strategic Direction highlighted in dark blue, the Objectives are highlighted in light blue and the column titles for the strategies are shaded in yellow. Each strategy includes the identified champion(s), and the metric/measure to be used to monitor progress. The designated champion will determine the metric/measure to be used to monitor progress. Each strategy also references alignment with both the 10 essential public health services and the 12 PHAB domains to illustrate alignment with national priorities. We are proud to recognize that all 10 of the essential services and all 12 of the domains are tied into the
plan. For reference, the 10 Essential Public Health Services and the 12 PHAB Domains (V. 1.5) are included at the end of the report.
Strategic Direction 1: Communications both internally and externally will be improved and enhanced to assure timely transmission and feedback of messages.

Objective 1.1: By March 31, 2017, the Ingham County Health Department will determine its baseline employee satisfaction rate related to internal communications and will improve the score each year by a minimum of 5%.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTERNAL COMMUNICATION</strong></td>
<td></td>
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<tr>
<td>1. Promotion of the “What If” suggestion generator to be able to receive input and feedback from front-line staff by March 2017.</td>
<td>What If Committee</td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>2. Provide a centralized “Communication Area” that has paper copies of the newsletter and upcoming events by June 2017.</td>
<td>Communication Committee</td>
<td>Communication Area created in break room.</td>
<td></td>
<td>8, 9</td>
</tr>
<tr>
<td>3. Review the employee satisfaction survey to measure satisfaction with internal and external communication to determine the baseline measure and create goals and objectives by March 2017.</td>
<td>Communication Committee</td>
<td>Baseline and benchmark scores are determined; goals and objectives established</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>4. Redesign the monthly newsletters across the health department that includes success stories, training opportunities, new staff and upcoming changes in policies and</td>
<td>Communication Committee</td>
<td></td>
<td></td>
<td>8, 11</td>
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<tr>
<td>5. Host an all-staff yearly meeting to highlight accomplishments and promote our vision by December 2018.</td>
<td>Communication Committee</td>
<td>8</td>
<td>11</td>
<td></td>
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<tr>
<td>6. Creation of a photo directory of staff to improve name recognition and position within agency by December 2017.</td>
<td>Communication Committee</td>
<td>Creation of photo directory</td>
<td>8</td>
<td>8,11</td>
</tr>
<tr>
<td>7. Establish and disseminate the rotation schedule of locations for Brown Bag meetings by January 31, 2017</td>
<td>Communication Committee</td>
<td>Rotation schedule established and disseminated to staff</td>
<td>8</td>
<td>11</td>
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</table>

**EXTERNAL COMMUNICATION**

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<table>
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<tbody>
<tr>
<td>1. Conduct a client survey to receive suggestions on how to enhance the website so it shares comprehensive information about all programs and services, and is easy to navigate by December 2017 and to develop a plan to implement enhancements in 2018 and 2019.</td>
<td>Website Sub-committee</td>
<td>7, 9</td>
</tr>
<tr>
<td>2. Creation of at least 3 community</td>
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<tr>
<td>1.</td>
<td>Awareness campaigns annually and activities on topics that affect those we serve.</td>
<td>Communication Committee</td>
</tr>
<tr>
<td>3.</td>
<td>Develop and publish an annual agency marketing/communication plan that includes free public service announcements, radio and TV interview opportunities, newspaper articles, and social media/website by December of each year for the following year.</td>
<td>Health Communication Specialist</td>
</tr>
<tr>
<td>4.</td>
<td>Sustain and review agreements with partners to create and share messaging about services and emerging issues on an annual basis.</td>
<td>Communication Committee</td>
</tr>
<tr>
<td>5.</td>
<td>Document the process and options available to front-line staff to provide input into community messaging efforts by December 2017.</td>
<td>Communication Committee</td>
</tr>
<tr>
<td>6.</td>
<td>Document the process to seek input into community messaging efforts from target populations by December 2017.</td>
<td>Health Communication Specialist</td>
</tr>
<tr>
<td>7.</td>
<td>Seek out opportunities to share agency service information with</td>
<td>Communication Committee</td>
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<tr>
<td>8.</td>
<td>Continue the creation of an annual report that is distributed to Ingham County residents via the agency website to showcase services by July of each year.</td>
<td>Communication Committee</td>
</tr>
<tr>
<td>9.</td>
<td>Provide an annual open house for health department activities by December 2019.</td>
<td>Communication Committee</td>
</tr>
<tr>
<td>10.</td>
<td>Partner with providers to develop a set of client education and communication tools on quality healthcare and follow up on using the tools. (CHIP: Access to Quality Healthcare Priority Area)</td>
<td>CHIP HealthCare Workgroups</td>
</tr>
<tr>
<td>11.</td>
<td>Create messaging on the website and social media to educate about public health laws and regulations in the County.</td>
<td>Environmental Health Division And Communications Committee</td>
</tr>
<tr>
<td>12.</td>
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<tr>
<td>13.</td>
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</table>
Strategic Direction 2: The Ingham County Health Department will recognize and acknowledge the diverse culture of our community and will honor that culture in our interactions with the people we serve and with each other.

Objective 2.1: By December 31, 2019 we will create an office environment that reflects the diversity of the people we serve.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Development and distribution of user-friendly maps of health department locations.</td>
<td>Communication Committee</td>
<td></td>
<td>7</td>
<td>3,7</td>
</tr>
<tr>
<td>2. Assure the pictures in main areas to reflect community we serve on regular rotation</td>
<td>Communication Committee</td>
<td></td>
<td>7, 9</td>
<td>3,7,11</td>
</tr>
<tr>
<td>3. Sustain the practice and environment of allowing a client’s support system to participate in appointments.</td>
<td>Community Health Centers</td>
<td></td>
<td>5,9</td>
<td>7</td>
</tr>
<tr>
<td>4. Assess how to create more effective services for non-English speaking clients by working with our provider partners to create improved feedback tools to increase the visibility of client satisfaction forms on website and in the clinics in multiple languages. (CHIP Priority Area: Access to Quality Healthcare)</td>
<td>LEP Taskforce</td>
<td></td>
<td>4,5,9</td>
<td>3,9,11</td>
</tr>
<tr>
<td>5. Development of a centralized check-in for services to reduce the</td>
<td>CHC-DHO-Call Center</td>
<td></td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Strategies</td>
<td>Champion(s)</td>
<td>Metric Measure</td>
<td>Essential Service(s)</td>
<td>PHAB Domain(s)</td>
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<tr>
<td>1. Conduct an assessment of the types, languages, availability and cost of interpretation services to determine if/where gaps exist.</td>
<td>LEP Taskforce</td>
<td></td>
<td>1</td>
<td>3.11</td>
</tr>
<tr>
<td>2. Seek out interpretation services that are available through the local colleges and universities and other community resources. Invest in in-person interpretations services when possible.</td>
<td>LEP Taskforce</td>
<td></td>
<td>1,7</td>
<td>3.11</td>
</tr>
<tr>
<td>3. Seek out the availability of bilingual volunteers within the community to provide directions to proper office locations.</td>
<td>LEP Taskforce</td>
<td></td>
<td>1,7</td>
<td>3.11</td>
</tr>
</tbody>
</table>

**Objective 2.2:** By December 31, 2017 we will assess the availability of interpretation services and seek opportunities to improve access to interpreters.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conduct regular manager and supervisor round table and tool sharing to support staff in advancing health equity and social</td>
<td>Health Equity Resource Group</td>
<td></td>
<td>1,5</td>
<td>11</td>
</tr>
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<td></td>
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</tr>
<tr>
<td>2.</td>
<td>Improve our hiring practices to include a social justice component.</td>
<td>Health Equity Resource Group</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>3.</td>
<td>Continue social justice courses for staff with a focus on change management and creating a permanent change.</td>
<td>Health Equity Resource Group</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>4.</td>
<td>Provide examples and possible site visits to other progressive health departments.</td>
<td>Health Equity Resource Group</td>
<td>5,10</td>
<td>10</td>
</tr>
<tr>
<td>5.</td>
<td>Provide a quarterly staff brown bag on health equity and social justice.</td>
<td>Health Equity Resource Group</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>6.</td>
<td>Review the content of the health equity and social justice trainings provided and make revisions if necessary.</td>
<td>Health Equity Resource Group</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>7.</td>
<td>Increase heart disease screening for at-risk women to allow for early detection and increase the connection and navigation to healthcare for underserved population. (CHIP Priority Area: Chronic Disease)</td>
<td>CHIP Chronic Disease/Health Promotion and Prevention</td>
<td>7</td>
<td>2,3,7</td>
</tr>
<tr>
<td>8.</td>
<td>Increase diabetes screening for at-</td>
<td>CHIP Chronic</td>
<td>7</td>
<td>2,3,7</td>
</tr>
<tr>
<td>Strategies</td>
<td>Champion(s)</td>
<td>Essential Service(s)</td>
<td>PHAB Domain(s)</td>
<td></td>
</tr>
<tr>
<td>------------</td>
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<td></td>
</tr>
<tr>
<td>1. Using the Employee Satisfaction survey, consider where quality improvement initiatives to improve can be implemented.</td>
<td>Recognition Committee</td>
<td>8, 9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>2. Development of an employee recognition system</td>
<td>Recognition Committee</td>
<td>8</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>3. Create opportunities for staff at all levels to be engaged with each other to learn names, interests, etc.</td>
<td>Recognition Committee</td>
<td>8</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>4. Explore options for improved employee break room areas and enhancing the physical built environment to promote healthier eating. (CHIP Priority Area: Chronic Disease)</td>
<td>Recognition Committee</td>
<td>4, 10</td>
<td>10, 11</td>
<td></td>
</tr>
</tbody>
</table>
**Strategic Direction 3:** The Ingham County Health Department will promote fiscal responsibility to assure, to the extent possible, that we have the financial resources to adequately provide services and pay competitive wages.

**Objective 3.1:** By December 31, 2018, the Ingham County Health Department will conduct an internal analysis of its current financial practices to ensure organizational efficiency and adopting and utilizing best practices to maximize generation of revenue while controlling costs.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conduct an internal analysis and consider consulting with outside consultants to explore and implement best practices.</td>
<td>CFO</td>
<td></td>
<td>9,10</td>
<td>11</td>
</tr>
<tr>
<td>2. Conduct an analysis of fees charged in each program to assure they are covering the cost of the services provided. Consider charging for additional services.</td>
<td>CFO</td>
<td></td>
<td>9,10</td>
<td>9,11</td>
</tr>
<tr>
<td>3. Consider the implementation of a fee for appointment “no-shows”.</td>
<td>CFO/DHOs</td>
<td></td>
<td>5, 6</td>
<td>5, 11</td>
</tr>
<tr>
<td>4. Consider the elimination of non-essential services</td>
<td>CFO/DHOs/Health Officer</td>
<td></td>
<td>9, 10</td>
<td>5,9,10</td>
</tr>
</tbody>
</table>

**Objective 3.2:** The ICHD will provide an annual statement, in May of each year, on the need to invest in governmental public health and the
<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide the annual statement to county administration about the need for more general fund support and to state and federal legislators about the need for public health funding.</td>
<td>Health Officer/DHO</td>
<td></td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>2. Consider working with partners within the community for fundraising activities.</td>
<td>CHC Board</td>
<td></td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>3. Designate staff to work with commissions to advocate for public health funding.</td>
<td>Health Officer/DHOs</td>
<td></td>
<td>4</td>
<td>4,12</td>
</tr>
</tbody>
</table>

Objective 3.3: Annually, the Ingham County Health Department will actively pursue grant funding for its programs.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create a team/individual that identifies and applies for applicable funding opportunities</td>
<td>Grants Workgroup</td>
<td></td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>2. Create one comprehensive grants system</td>
<td>Grants Workgroup</td>
<td></td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>3. Communication of the various grant sources with the greater community and consider joint applications</td>
<td>Grants Workgroup</td>
<td></td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Objective 3.4: By December 31, 2018, the ICHD will develop a plan to evaluate alternative sources of funding.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>---------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategies</td>
<td>Champion(s)</td>
<td>Metric Measure</td>
<td>Essential Service(s)</td>
<td>PHAB Domain(s)</td>
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<tr>
<td>-------------</td>
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<td>----------------</td>
</tr>
<tr>
<td>1. Seek out alternate revenue possibilities from private funding sources such as local and national foundations.</td>
<td>Grants Workgroup</td>
<td></td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>2. Provide patient assistance with insurance enrollment</td>
<td>Registration and Enrollment</td>
<td></td>
<td>5,7</td>
<td>na</td>
</tr>
<tr>
<td>3. Create a quality improvement initiative to improve the collection of client co-pays and insurance information.</td>
<td>CFO/QI Council</td>
<td></td>
<td>5,9,10</td>
<td>9</td>
</tr>
</tbody>
</table>

**Objective 3.5: By December 31, 2017, ICHD will have a plan to advocate for competitive wages for its workforce.**

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ICHD Leadership will share the results of salary surveys conducted at the local, state and national level with county commissioners and administration.</td>
<td>Health Officer/DHO/CFO</td>
<td></td>
<td>8</td>
<td>11</td>
</tr>
</tbody>
</table>

**Strategic Direction 4: By December 31, 2019, the Ingham County Health Department will have a reliable information technology system that**
Objective 4.1: By May 31, 2017 and then on an annual basis, the Ingham County Health Department will have an Information Technology Plan that includes an inventory of the available hardware and software replacement timeframes and supports the public health and administrative functions of the agency.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assess the software and technology required for both office and field operations. Complete a comprehensive assessment to share with “county” to help them understand challenges we face with inadequate or poor IT support and timelines</td>
<td>IT Committee</td>
<td></td>
<td>9, 10</td>
<td>11</td>
</tr>
<tr>
<td>2. Inventory system (hardware and software) and create an obsolescence plan for upgrades and replacements</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>3. Research the infrastructure required to enhance the reliability of server capacity, software solutions and connectivity.</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>4. Develop/revise the process for system upgrades and back-ups to occur during non-working hours.</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>11</td>
</tr>
</tbody>
</table>

Objective 4.2: The Ingham County Health Department will propose a list of innovations to incorporate into the agency on an annual basis.
<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Evaluate the internal-centered EHR to determine possible solutions that will reduce delays to clients and allow it to “speak” to outside systems.</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>2. Well-designed user-friendly website with smartphone app</td>
<td>IT Committee</td>
<td></td>
<td>3</td>
<td>3,7</td>
</tr>
<tr>
<td>3. Consider the option of texting clients to confirm appointments</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>na</td>
</tr>
<tr>
<td>4. Develop a plan to convert paper forms/systems to electronic forms (supply orders, forms, referrals)</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>NA unless it is a QI project</td>
</tr>
<tr>
<td>5. Expand the use of the patient portal</td>
<td>IT Committee</td>
<td></td>
<td>1,2,7</td>
<td>7</td>
</tr>
<tr>
<td>6. Creation or promotion of phone apps for clients</td>
<td>IT Committee</td>
<td></td>
<td>7,9</td>
<td>NA unless it is a QI project and that is questionable with clinicals</td>
</tr>
<tr>
<td>7. Organize $ drive to make it user-friendly</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>8. Create an electronic information board in patient/client waiting areas</td>
<td>IT Committee</td>
<td></td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
### Objective 4.3: The Ingham County Health Department will work with the County’s IT department to improve response times for IT support and repairs by 10% by December 31, 2017.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conduct an assessment of the current response times of IT staff and the common issues in need of resolution.</td>
<td>IT Committee</td>
<td></td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>2. Based on the assessment results, conduct a QI initiative to improve IT support and repair response times.</td>
<td>IT Committee, QI Council</td>
<td></td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>3. Development of an IT Frequently Asked Questions Guide and short videos/webinars to resolve common, minor issues</td>
<td>IT Committee</td>
<td></td>
<td>5</td>
<td>11</td>
</tr>
<tr>
<td>4. Develop an IT Training Request Process for programs such as Outlook, Excel, the EHR, and Google Docs, S Drive</td>
<td>IT Committee/Workforce Development Committee</td>
<td></td>
<td>5</td>
<td>8,11</td>
</tr>
<tr>
<td>5. Include IT training in employee orientation</td>
<td>IT Committee/Workforce Development Committee</td>
<td></td>
<td>5,8</td>
<td>8,11</td>
</tr>
</tbody>
</table>

### Strategic Direction 5: The Ingham County Health Department will create a Workforce Development Plan to ensure a competent workforce that fosters the education and mentoring of staff and creates a supportive work environment.

**Objective 5.1:** By December 31, 2017, the Ingham County Health Department will have a comprehensive Workforce Development Plan.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Task Description</td>
<td>Responsible Party</td>
<td>Domain(s)</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>------------------</td>
<td>-------------------</td>
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<td></td>
</tr>
<tr>
<td>1.</td>
<td>Formation of a committee to compile the relevant information necessary to develop and implement a Workforce Development Plan that meets the PHAB standards and measures.</td>
<td>DHO-Admin</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>2.</td>
<td>Conduct an assessment of current staff competencies against the adopted core competencies</td>
<td>Workforce Development Committee</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>3.</td>
<td>Provide training schedules and a description of the material or topics to be addressed in the training curricula to address gaps in staff competencies</td>
<td>Workforce Development Committee</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>4.</td>
<td>Conduct an assessment of the cultural competency of staff and develop a training schedule to address the areas of weakness, include a social justice module.</td>
<td>Workforce Development Committee</td>
<td>8</td>
<td>8,11</td>
</tr>
<tr>
<td>5.</td>
<td>Identify opportunities for career advancement within the organization</td>
<td>Workforce Development Committee</td>
<td>5,8</td>
<td>8,11</td>
</tr>
<tr>
<td>6.</td>
<td>Encourage and support membership in diverse associations host</td>
<td>Workforce Development Committee</td>
<td>8,10</td>
<td>8</td>
</tr>
</tbody>
</table>
association meetings here.

7. Business/organization/sociology reading club (broad categories)
   Workforce Development Committee
   8

**Objective 5.2:** The Ingham County Health Department will develop a plan to promote a supportive work environment by December 31, 2017.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The agency will develop and administer an annual Employee Satisfaction Survey to learn of and develop activities and policies to retain staff. Such policies could include employee recognition, employee wellness, collaborative learning opportunities, and advancement opportunities.</td>
<td>Workforce Development Committee</td>
<td>5,8</td>
<td>9,11</td>
<td></td>
</tr>
<tr>
<td>2. Establish a mentor program for all new employees based on new hires’ goals and desired career trajectory.</td>
<td>Workforce Development Committee</td>
<td>8</td>
<td>8,11</td>
<td></td>
</tr>
<tr>
<td>3. Foster an environment of collegial support for all staff.</td>
<td>Workforce Development Committee</td>
<td>3</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>4. Sustain the formal system of employee recognition</td>
<td>Recognition Committee</td>
<td>8</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>5. Creation of a process to provide ongoing feedback on performance that supports professional development.</td>
<td>Workforce Development Committee</td>
<td>8</td>
<td>11</td>
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</tbody>
</table>
**Objective 5.3:** By December 31, 2017, the Ingham County Health Department will have formalized agreements to accept interns into the department.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric/Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a formal internship program to provide experiences and exposure of public health as a career option.</td>
<td>Workforce Development Committee</td>
<td></td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>2. Create job shadow and internship opportunity for Lansing-area high schools; especially in clinics and environmental health.</td>
<td>Workforce Development Committee</td>
<td></td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

**Objective 5.4:** By December 31, 2017, the Ingham County Health Department will have a formalized recruitment and hiring process that reflects the activities associated with hiring qualified individuals who reflect the demographics of the population served.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric/Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Coordinate with the County Human Resources Dept. to develop enhanced recruitment practices to attract diverse workforce.</td>
<td>Workforce Development Committee</td>
<td></td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>2. Coordinate with the County Human Resources Dept. to develop a monitoring system to be able to conduct a workforce analysis of Health Department employees to demonstrate that the employees hired reflects the community that</td>
<td>Workforce Development Committee</td>
<td></td>
<td>8</td>
<td>8,11</td>
</tr>
</tbody>
</table>
3. Develop a process to document that qualifications have been verified and that a tracking log is available for required recertification.  

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric/Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Creation of a committee to develop orientation/on-boarding and exit process.</td>
<td>DHO-Admin</td>
<td></td>
<td>5,8</td>
<td>11</td>
</tr>
<tr>
<td>2. Include in the employee orientation process an educational component on the diverse roles in the Health Dept. and the value they add to each department.</td>
<td>Workforce Development Committee</td>
<td></td>
<td>5,8</td>
<td>na</td>
</tr>
<tr>
<td>3. Develop on-line educational resources for new employees such as training manuals, FAQ guides,</td>
<td>Workforce Development Committee</td>
<td></td>
<td>5,8</td>
<td>11</td>
</tr>
</tbody>
</table>

Objective 5.5: By December 31, 2017, the Ingham County Health Department will have a formalized, internal orientation and exit process for all employees that will be reviewed on an annual basis.
team roles, job descriptions, etc.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric/Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Develop a formalized Employee Exit process of the steps and information required when an employee leaves the agency.</td>
<td>Workforce Development Committee</td>
<td></td>
<td>5</td>
<td>na</td>
</tr>
</tbody>
</table>

**Objective 5.6:** The Ingham County Health Department will provide a schedule of available training and leadership development opportunities to staff on at least an annual basis.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Champion(s)</th>
<th>Metric/Measure</th>
<th>Essential Service(s)</th>
<th>PHAB Domain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Development of an annual calendar of in-house and external training opportunities and share with staff</td>
<td>Workforce Development Committee</td>
<td></td>
<td>8</td>
<td>8,11</td>
</tr>
<tr>
<td>2. Develop efficient mechanisms to conduct agency mandated trainings such as CLIA, HIPAA and Bloodborne Pathogens and other relevant topics that address identified competency gaps.</td>
<td>Workforce Development Committee</td>
<td></td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>3. Require health equity-related objectives in all professional development plans.</td>
<td>Workforce Development Committee</td>
<td></td>
<td>5</td>
<td>11</td>
</tr>
<tr>
<td>4. Periodic reviews and updates of the agency Operations Manual that includes training modules for staff.</td>
<td>Workforce Development Committee</td>
<td></td>
<td>5</td>
<td>11</td>
</tr>
<tr>
<td>5. Provide opportunities for staff to</td>
<td>Workforce Development</td>
<td></td>
<td>8</td>
<td>8,11</td>
</tr>
<tr>
<td></td>
<td>Committee</td>
<td></td>
<td></td>
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<td>6. Provide educational opportunities for staff to learn about other divisions and the community through job shadowing and community field trips.</td>
<td>Workforce Development Committee</td>
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10 Essential Public Health Services

1. Monitor health status to identify community health problems.

2. Diagnose and investigate health problems and health hazards in the community.

3. Inform, educate, and empower people about health issues.

4. Mobilize community partnerships to identify and solve health problems.

5. Develop policies and plans that support individual and community health efforts.

6. Enforce laws and regulations that protect health and ensure safety.

7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable.

8. Assure a competent public health and personal healthcare workforce.

9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services.

10. Research for new insights and innovative solutions to health problems.

Source: APHA 2014©

PHAB Domains

1. Conduct and disseminate assessments focused on population health status and public health issues facing the community

2. Investigate health problems and environmental public health hazards to protect the community

3. Inform and educate about public health issues and functions
4. Engage the community to identify and address health problems

5. Develop public health policies and plans

6. Enforce public health laws

7. Promote strategies to improve access to health care services

8. Maintain a competent public health workforce

9. Evaluate and continuously improve health department processes, programs, and interventions

10. Contribute to and apply the evidence base of public health

11. Maintain administrative and management capacity

12. Maintain capacity to engage the public health governing entity

Source: PHAB [www.phaboard.org](http://www.phaboard.org) Version 1.0
WHEREAS, the Ingham County Health Department will be undergoing Local Public Health Accreditation in 2017; and

WHEREAS, the Board of Commissioners approves the Plan of Organization for the Health Department to be submitted to the Michigan Department of Health and Human Services as part of the accreditation process; and

WHEREAS, in Resolution #16-535, the Board of Commissioners approved a reorganization of the Health Department; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an amendment to the Health Department’s Plan of Organization to reflect the changes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Ingham County Health Department Plan of Organization, effective December 13th, 2016, as attached.

HUMAN SERVICES: The Human Services Committee will meet on 1/23/17
The Ingham County Health Department exists as a unit of Ingham County government. The Department is one of many departments/offices/units which operate under the direction of the Ingham County Board of Commissioners. Governance Relationship with the ICHD

ICHD is a unit of government in Ingham County. Ingham County is governed by a fourteen-member Board of Commissioners, elected to two-year terms. The Board of Commissioners appoints the Health Officer to serve as the Director of ICHD and establishes through its annual budget process the personnel and other resources available to ICHD to carry out its statutory mission and any other duties assigned to it by the Board of Commissioners. ICHD’s primary point of contact with elected officials is the Human Services Committee of the Board of Commissioners which oversees the Department’s strategic and financial planning and contracting, and guides the Department on legislative matters.

The Board of Commissioners has established administrative policies for the operation of all County departments. These include the operation of the personnel functions and the financial management functions (i.e. budgeting, general ledger, and purchasing). These functions are overseen by the County Controller, who is appointed by the Board of Commissioners as the County’s Chief Administrative Officer. ICHD is bound by these policies and utilizes the resources of the Controller’s Office (i.e. Human Resources Department, Financial Services Department, Purchasing Department, Budget Office, and IT Department) to implement all such functions.

Through its administrative processes, the Board of Commissioners negotiates agreements with several collective bargaining units and establishes a compensation plan for managers and confidential employees. Through these mechanisms, the job titles, classifications, wages and other terms of employment are established for all positions in ICHD. The Board of Commissioners charges the Human Resources Director, via the Controller, with the responsibility of implementing the collective bargaining agreements and the managerial compensation plan. The Health Officer utilizes these documents to employ and direct the staff of ICHD.

PA 30 of 1978 permits Counties to establish budget stabilization funds equal to fifteen percent of their budget. Ingham County utilizes this mechanism to the fullest extent possible in order to ensure continuation of County services, including public health services, in the event of a crisis.
The Board of Commissioners appoints the Ingham County Board of Health. The Board of Health serves as an advisory body, assisting ICHD staff and the Board of Commissioners.

**Ingham County Board of Health**
- Molly Polverento, Chairperson
- Martha Adams, Chairperson Pro Tem
- Christina Dokter, Vice Chairperson
- Carol Callaghan
- Nigel Paneth
- Garry Rowe
- Derrell Slaughter
- Denise Chrysler
- Nino Rodriguez
- Lynn Stauff

ICHD operates a network of Federally Qualified Health Centers (FQHC) with eight sites. The sites are Community Health Centers funded under section 330(e) of the Public Health Services Act and one site is funded through the Act’s Health Care for the Homeless provision, section 330(h). This designation is important because it enables these Health Centers to obtain grants made available only through the Act.

Under the Public Health Services Act, federally funded Community Health Centers must be governed by a Community Health Center Board. As a public entity FQHC, Ingham County is a co-applicant for HRSA funding with the CHC Board. The majority of the members of the CHC Board must be clients of the Community Health Center. This CHC Board oversees the implementation of the Section 330 grants and the operation of the network of Community Health Centers operated by ICHD. The Community Health Center Board partners with ICHD and the Board of Commissioners to implement health services for Ingham County residents through the network of community health centers. These services provide assurance that uninsured, under-insured, and low-income Ingham County residents have access to an organized system of health care.

**Ingham Community Health Center Board**
- Jon Villasurda, Chairperson
- Todd Heywood, Vice Chairperson
- Flesia McClurkin, Secretary
- Phillip Bergquist
- Margaret Brown
- Mary Molloy
- Todd Tennis, Commissioner
- Bryanna Brown
- Thomas Curtis
**Health Department Mandate**

The Constitution of the State of Michigan includes the following declaration:

"The public health and general welfare of the people of the State are hereby declared to be matters of primary public concern. The Legislature shall pass suitable laws for the protection and promotion of public health."

In 1978, the Public Health Code was passed by the Legislature and signed by the Governor. The "Code" establishes a State/Local system to carry out the responsibility to protect and promote public health.

The Code establishes the Michigan Department of Public Health with the responsibility to:
"...continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs, including prevention and control of environmental health hazards; prevention and control of diseases; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health services delivery systems; and regulation of health care facilities and health services delivery systems to the extent provided by law."

The Michigan Department of Public Health is charged in the Public Health Code to:
"...promote an adequate and appropriate system of local health services throughout the state."

The Public Health Code requires every county to provide for a local health department. County Boards of Commissioners are required to organize county or district health departments.

The Public Health Code charges the local health departments with the same basic responsibilities as are given to the State:
"A local health department shall continually and diligently endeavor to prevent disease, prolong life and promote the public health through organized programs, including prevention and control of environmental health hazards, prevention and control of disease; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health services delivery systems; and regulation of health care facilities and health care delivery systems to the extent provided by law."

The Ingham County Board of Commissioners has responded to this mandate by establishing the Ingham County Health Department as a Department of Ingham County Government. Each year, through the County budget process and through contracts established with the State, the Board of Commissioners determines which programs and services will be established and maintained to respond to the legal requirements to promote and protect the public health of the citizens of Ingham County.

**Chain of Command**

The Health Officer of a local health department is appointed by the governing board of the jurisdiction she or he serves. The Michigan Department of Health & Human Services verifies that a health officer meets the minimum qualifications outlined in the Administrative Code (325.13001). The Health Officer acts as the chief administrative officer of the local health department and must "Have powers necessary or appropriate to perform the duties and exercise the powers given by law to the local health officer and which are not otherwise prohibited by law." The most serious of these powers relate to the declaration of "imminent danger to health or lives" which could lead to orders to restrain a condition, practice or person, and the issuance of emergency orders and procedures to include involuntary detention and treatment of persons in the event of an epidemic. Linda S. Vail, MPA, was appointed Health Officer on April 7, 2014. Sugandha Lowhim, MD, MPH was approved by MDHHS as the Medical Director on May 30, 2012.
To assure that a proper representative of ICHD is always available to exercise the powers and duties of the Health Officer, the following Chain of Command is established in ICHD’s Continuity of Operations Plan and through the adoption of this Plan of Organization supported by the Ingham County Board of Commissioners and by the Director of the MDHHS:

a. Debbie Edokpolo, MSW, Deputy Health Officer - Public Health Services
b. Joel D. Murr, MPA, Deputy Health Officer - Administration
c. Russell Kolski, MSA, Deputy Health Officer - Executive Director for Community Health Centers

In the event that the chain of command is activated, there will be no official Acting Health Officer. However, the above list identifies the person authorized to act with the authority vested in the Health Officer via statute, rule or policy.

(SEE NEXT PAGE FOR ORGANIZATION CHART.)
Organizational Structure

**Health Department Administrative Staff:**
*Linda S. Vail, MPA, Health Officer*

*Debbie Edokpolo, MSW, Deputy Health Officer—Public Health Services*
*Russ Kolski, MSA, RN, Deputy Health Officer—Executive Director Ingham Community Health Centers*
*Joel D. Murr, MPA, Deputy Health Officer—Administration*
*Eric Thelen, MBA, Chief Financial Officer*

*Sugandha Lowhim, MD, MPH, Medical Director*
*Erik Wert, DO, Medical Director—Ingham Community Health Centers*

Sarah Bryant, MPH, RN, Health Promotion & Prevention Manager
Rod McNeill, MHA, Environmental Health Director
Ruby Rodgers, BSN, RN Communicable Disease Control Manager
Regina Traylor, MSN, RN, Maternal & Child Health Director

Medical Direction
Sugandha Lowhim, MD, MPH, serves as the Medical Director providing medical direction and support to ICHD’s administrative operations. Eric Wert, DO, MPH is the Medical Director for the Community Health Centers and oversees the Health Center’s quality assurance program, standing orders and laboratories.

The position of Medical Examiner has been part of the functions of ICHD for many years. Since 2011, the Medical Examiner services for the county have been sub-contracted to Sparrow Hospital and are under the oversight of Michael Markey, MD. Dr. Markey is the Medical Director of Sparrow Forensic Pathology Services and now serves as the Medical Examiner for Ingham County.

Department Structure
ICHD is organized into three overarching branches. One branch is Public Health Services where traditional and contemporary public health activities are located as well as Registration and Enrollment. The second division is Community Health Center Services, which houses our network of Federally Qualified Health Centers. Community Health, Planning, and Partnerships is the third division and provides services and programs that bridge both Public Health and Community Health Center services.

The Deputy Health Officer for Public Health Services is Debbie Edokpolo, MSW. Public Health Services contains most of the public health functions that would be found in any other Health Department. There are approximately 132 FTEs working in Public Health Services which has a budget of nearly $15 million dollars and is divided into four divisions: Health Promotion and Prevention; Environmental Health; Communicable Disease Control; and Maternal and Child Health.

Sarah Bryant, MPH, RN, directs the Health Promotion and Prevention division which include the Breast and Cervical Cancer Control Navigation Program (BCCCNP), the Office for Young Children (OYC), Pathways to Care, and Registration and Enrollment services.

Rod McNeill, MHA, directs the department’s Environmental Health division and oversees programs to prevent health and safety issues as they relate to the total environment. It has approximately 22 FTEs working in Public Health Services which has a budget of nearly $2.5 million dollars. Environmental Health operates three program areas: Food and Facilities Programs (which includes the food service sanitation program), Land and Water Programs (including the water supply services and on-site sewage programs), and Prevention and Response programs.
Ruby Rodgers, RN, manages the Communicable Disease Control division which includes Immunizations, the HIV/STI Prevention Program, and the TB/LTBI programs.

Regina Traylor, MSN, RN, directs the Maternal and Child Health Division which includes Children’s Special Health Care Services, Family Outreach Services, Native American Outreach Program, Nurse Family Partnership, Strong Start, Healthy Start, Vision and Hearing, Maternal Infant Health Program, Childhood Lead, and Women, Infants, and Children (WIC).

Russ Kolski, MSA, RN, serves as the Deputy Health Officer/Executive Director of the Ingham Community Health Centers. The Ingham Community Health Centers operate the network of Federally Qualified Health Centers described above and the supportive services related to them. The health centers serve approximately 24,000 unduplicated individuals per year with a budget of approximately $20.5 million dollars. There are 170 FTEs of County employees, including 23 FTE directly employed and 38 contractual providers (physicians, dentists, nurse practitioners, and physician assistants). Erik Wert, DO, MPH, is the Medical Director for the Health Centers. Dr. Wert also serves as the director for the clinical laboratories. The Health Centers provide primary care, OB/GYN and pediatric health care services, adolescent health care, infectious disease specialty services as well as adult and pediatric oral health care, and medical services at the Ingham County Jail and Youth Center. Most of those served are people who are eligible for Medicaid; people who do not have health insurance; or people who are enrolled in the Ingham Health Plan. Krista Haven, RN, Clinical Services Manager, oversees medical records, jail medical, and the call center within ICHD. The health centers must remain compliant with federal, state, and local funding sources and guidelines.

Joel D. Murr, MPA, serves as the Deputy Health Officer-Administration and oversees ICHD’s Community Health, Planning, and Partnerships (CHPP) programs. CHPP has a total operating budget of $4.8 million and 23 FTEs. CHPP works to power data-informed decision-making and to address social determinants of health, while developing partnerships and engaging in planning to promote wellness and health equity throughout Ingham County. Programs include: Community Health Assessment (CHA), Public Health Emergency Preparedness, Environmental Justice, Health Equity and Social Justice, Healthy Communities and the Power of We, which includes AmeriCorps. This branch also oversees ICHD’s Public Information, Grants administration, and Information Technology programs that are supported by a team of Analysts and Electronic Health Records trainers.
WHEREAS, Sharon Morgan began her career with Ingham County Health Department (ICHD) in July 16, 1973 as a full time Public Health Nurse in the Nursing Department; and

WHEREAS, in the role of Public Health Nurse, Sharon provided comprehensive and professional community health nursing services to high risk populations throughout the community; and

WHEREAS, in 1982, Sharon transitioned to a part time Public Health Nurse and Program Coordinator role in the Hypertension Control Program in Public Health Nursing (PHN) where she provided education and guidance to patients who currently had hypertension or were at risk; and

WHEREAS, in 1987 Sharon assumed a part time/shared time Public Health Nurse II position in PHN, later transitioning to full time in 1993; and

WHEREAS, Sharon was promoted to the Children’s Special Care Services (CSHCS) Coordinator position in 2007; and

WHEREAS, during her tenure Sharon ensured departmental, state, and federal guidelines were followed and met for the Ingham County CSHCS program and in response to the needs of the community also provided case management, acquired a grant from the State of Michigan to support the work of CSHCS by hiring a CSHCS parent liaison, served on various committees, and committed time to outreach in the community to promote the CSHCS program; and

WHEREAS, Sharon coordinated and taught CPR classes for the ICHD staff and mentored nursing and medical residents while emphasizing the importance of public health services and their role in serving the community; and

WHEREAS, through years of devoted work and supportive enthusiasm Sharon established strong relationships with her colleagues, staff, and community partners and will be greatly missed by those who have had an opportunity to work with her; and

WHEREAS, after 42 years of dedicated service to the citizens of Ingham County, Sharon Morgan retired on June 30, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Sharon Morgan for her 42 years of dedicated service to the community and for the contributions she has made to ICHD.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.
HUMAN SERVICES: The Human Services Committee will meet on 1/23/17
Introduced by the Human Services and County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A POLICY PROHIBITING THE USE OF ELECTRONIC SMOKING DEVICES WITHIN INGHAM COUNTY OFFICES

RESOLUTION # 17 –

WHEREAS, Section 333.12603 of the Michigan Public Health Code prohibits a person from smoking tobacco products in a public place or the meeting of a public body; and

WHEREAS, this statute was developed shortly after the introduction of electronic smoking devices (ESDs) in the United States, prior to their increased popularity; and

WHEREAS, now that use of ESDs has become more prevalent, the Ingham County Health Department (ICHD) is proposing that Ingham County prohibit their use within all county buildings; and

WHEREAS, early research indicates that ESDs can serve as an introduction to tobacco products, especially among youth, as well as cause confusion among the public about smoking in public places; and

WHEREAS, the Health Officer recommends approval of the attached policy prohibiting the use of ESDs in Ingham County buildings.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the attached policy prohibiting the use of ESDs in Ingham County buildings.

HUMAN SERVICES:  The Human Services Committee will meet on 1/23/17

COUNTY SERVICES:  Yeas: Celentino, Crenshaw, Grebner, Nolan, Maiville
Nays:  None  Absent:  Koenig, Sebolt  Approved 1/17/2017
Policy Prohibiting the Use of Electronic Smoking Devices within Ingham County

- Electronic Smoking Device (ESD): a noncombustible product designed to contain a vapor cartridge or containing nicotine or other substance that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine or other substance in a solution or other form. Electronic smoking devices include an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device, and also include a vapor cartridge or other container of nicotine or other substance in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.

- Section 333.12603 of the Michigan Public Health Code prohibits a person from smoking tobacco products in a public place or the meeting of a public body. This statute was developed shortly after the introduction of electronic smoking devices (ESDs) in the United States, prior to their increased popularity.

- Ingham County prohibits the use of ESDs within all county buildings.

- Although the potential harm of ESDs is still unknown, early research indicates that they can serve as an introduction to tobacco products, especially among youth.

- The use of ESDs in public places also causes confusion among the public about smoking in public places.
JANUARY 24, 2017
AGENDA ITEM NO. 17

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE CAPITAL AREA MENTORING PARTNERSHIP PROGRAM FOR 2017

RESOLUTION # 17 –

WHEREAS, the Ingham County/City of Lansing Youth Violence Prevention Coalition since renamed the Community Coalition for Youth (CCY) was established in 1994 by former Mayor David Hollister and former Ingham County Board of Commissioners Chairperson, Jean McDonald, in response to a dramatic increase in youth violence and delinquency in Ingham County during the 1990's; and

WHEREAS, CCY adopted a comprehensive strategy to advance youth mentoring to close educational opportunity and achievement gaps to increase high school graduation and post-secondary completion rates, prevent and reduce violence and delinquency, and provide opportunities for civic engagement, entrepreneurship, and career and professional development to support the next generation of parents and leaders; and

WHEREAS, the structure to further mentoring for Ingham County youth was formed by CCY and is called the Capital Area Mentoring Partnership (CAMP); and

WHEREAS, previously this contract was held by Capital Area United Way (CAUW) and in 2014 was transitioned to Big Brothers Big Sisters Michigan Capital Region; and

WHEREAS, the Ingham County budget included $25,000 as the County’s share of funding for CAMP in the fiscal year 2017.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Big Brothers Big Sisters Michigan Capital Region for the period January 1, 2017 through December 31, 2017 in an amount not to exceed $25,000 as Ingham County’s share of funding to provide administrative oversight and programmatic leadership for the CAMP.

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

HUMAN SERVICES: The Human Services Committee will meet on 1/23/17

FINANCE: Yeas: Grebner, McGrain, Tennis, Hope, Anthony, Schaefer, Case Naeyaert
Nays: None  Absent: None  Approved 1/18/2017
INTRODUCED BY:

[Human Services and Finance Committees of the]

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZED AN AGREEMENT FOR MICHIGAN STATE UNIVERSITY EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY APPROVING THE ANNUAL WORK PLAN FOR 2017

RESOLUTION # 17 –

WHEREAS, Michigan State University Extension (MSUE), in collaboration with Ingham County are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

WHEREAS, MSUE will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs; and

WHEREAS, MSUE will provide administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties; and

WHEREAS, the Ingham County Board of Commissioners will provide office space for a County Extension office, including utilities, telephone and access to high speed internet; and

WHEREAS, the Ingham County Board of Commissioners will provide clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media; and

WHEREAS, the parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into the attached annual Work Plan that includes a county assessment of $233,641 with MSU Extension for the period of January 1, 2017 through December 31, 2017 for delivery of Extension services and education.

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

HUMAN SERVICES: The Human Services Committee will meet on 1/23/17

FINANCE: Yeas: Grebner, McGrain, Tennis, Hope, Anthony, Schafer, Case Naeyaert

Nays: None

Absent: None

Approved 1/18/2017
AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into this 22nd day of December, 2016 by and between Ingham County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

WHEREAS the United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation’s land grant universities to oversee its work; and,

WHEREAS MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

WHEREAS For more than 100 years, MSUE has helped grow Michigan’s economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

WHEREAS It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

WHEREAS MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community & Economic Development, Natural Resources

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.

2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.

3. A county 4-H program. 1.5 FTE 4-H Program Coordination.


5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").
6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.

7. Administrative oversight of MSUE office operations.

8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will Provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.

2. Office and meeting space meeting the following requirements:
   a. Sufficient Office space to house Extension staff as agreed upon between the County and the MSUE District Coordinator.
   b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
   c. High-speed Internet service sufficient to meet the needs of Personnel utilizing the MSUE office space.
   d. Access to space for delivering Extension programs.
   e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible

3. Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Coordinator that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

0 FTE County employed Clerical Support Staff

Optional:

4. Funding for additional Extension educators at $78,580. (0.8 FTE * $98,225.) assigned to County and reporting to Agriculture and Agribusiness Institute.

5. Funding for additional 4-H program capacity 0.5 FTE

6. Funding for additional paraprofessional(s) at 0 FTE
7. Total Annual Assessment in the amount of $233,641.

Payments due and payable under the terms of this Agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Room 160 Justin S. Morrill Hall of Agriculture, 446 West Circle Drive, Michigan State University, East Lansing, MI 48824.

C. Staffing and Financial Summary
   A. Base Assessment (includes 1.5 FTE 4-H Program Coordination) $124,711.

   ADDITIONAL PERSONNEL
   B. 0 FTE Clerical Support Staff to be employed by MSU $0.
   C. 0.8 FTE Educator (Program Area Horticulture) $78,580.
   D. 0.5 FTE Additional 4-H Program Coordination $30,350.
   E. 0.5 FTE Additional paraprofessional staff $0.

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2017: $233,641.

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2017 the first day of the County budget year 2017 and shall terminate on the last day of such County budget year 2017. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Ingham County Administrator’s Office, 341 S Jefferson, PO Box 319, Mason, Michigan 48854, if to the County.

II. General Terms

1. Independent Contractor. The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County’s employee benefits.

2. Force Majeure. Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably
beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.

3. **Assignment.** This agreement is non-assignable and non-transferable.

4. **Entire Agreement.** This Agreement, with its Appendix “A” is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.

5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.

6. **Indemnification:** Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party’s own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the other party, arising out of the negligence or willful misconduct of the indemnifying party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties’ performance under this Agreement.

7. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY**

By:____________________________

Daniel T. Evon, Director,
Contract & Grant Administration

Its:____________________________

Date:____________________________

**Ingham COUNTY**

By:____________________________

Print name:______________________

Its:____________________________

(title)

Date:____________________________
Appendix A

Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) https://tech.msu.edu/about/guidelines-policies/aup/.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Coordinator. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:
NetRange 35.8.0.0 - 35.9.255.255
CIDR 35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:
35.9.15.43 (80) (search.msu.edu)
35.9.160.36 (1935,443) (authentication)
35.8.201.211 & 35.8.201.212 (10020) (ProofPoint)
35.9.83.132 (all) (vpn.msu.edu)
35.9.81.150 (zoom.msu.edu)
35.9.121.189 and 190 (443) (SharePoint)
35.8.200.57 (80 and 443) (SharePoint)
35.9.121.221, 223, and 225 (443) (Exchange)
35.8.200.56 (80 and 443) (Exchange)
35.8.200.2—35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)
35.8.201.200 (443 TCP) (Lync)
35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP – 135, 137-139, 2701-2704, 49152-65535)
35.8.200.58 (80 and 443) (Lync)
35.9.14.169 (80 and 443) (D2L – Desire to Learn)

The following applications are necessary on all computers – MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses:
CANR.msu.edu – 35.8.201.199
MSUE.anr.msu.edu – 35.8.201.199
Events.anr.msu.edu – 35.8.200.220
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
Expression Engine – 35.8.201.215
Web Hosting environment (other ANR websites) – 35.8.201.217
Master Gardener (External) – 128.120.155.54
Extension.org (External) – 152.46.27.147
Msu.zoom.us (External) – 54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.
WHEREAS, a vacancy exists on the Ingham Family Center Advisory Board; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints

Kate Sonka, 1217 S Genesee Dr, Lansing, 48915

as a community representative to the Ingham Family Center Advisory Board for a term expiring December 31, 2019.

LAW & COURTS:  Yeas: Celentino, Crenshaw, Schafer, Maiville
Nays: None   Absent: Hope, Banas, Koenig   Approved 1/12/2017
JANUARY 24, 2017
AGENDA ITEM NO. 20

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
MICHIGAN STATE UNIVERSITY COLLEGE OF VETERINARY MEDICINE

RESOLUTION # 17 –

WHEREAS, Michigan State University (MSU) uses Ingham County Animal Control (ICAC) to provide clinical and surgical training and experience for students in the College of Veterinary Medicine; and

WHEREAS, MSU has proposed an Agreement to set out the terms and conditions of the relationship; and

WHEREAS, Ingham County benefits from the placement of veterinary students in the ICAC animal shelter; and

WHEREAS, the Animal Control Director and Veterinarian recommend that the Board of Commissioners authorize and execute the agreement.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners authorizes an Agreement with Michigan State University for the purpose of establishing the terms and conditions for placing students of their College of Veterinary Medicine at the Ingham County Animal Shelter.

BE IT FURTHER RESOLVED, that the agreement shall commence on or around 1 February 2017 and shall remain in effect for one year, with the option to renew or terminate the agreement by mutual agreement of both parties.

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.

LAW & COURTS: Yeas: Celentino, Crenshaw, Schafer, Maiville
Nays: None Absent: Hope, Banas, Koenig Approved 1/12/2017