

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE  
CHRIS TRUBAC, CHAIR  
IRENE CAHILL  
TODD TENNIS  
BRYAN CRENSHAW  
RYAN SEBOLT  
DERRELL SLAUGHTER  
ROBIN NAEYAERT

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, AUGUST 15, 2022 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/83587032242>.

### Agenda

Call to Order

Approval of the [July 18, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Capital Area Transportation Authority – Resolution to Authorize the [Ninth Amendment](#) to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2025
2. Veterans Affairs Department
  - a. Resolution to Accept the 2023 County [Veteran Service Fund Grant](#)
  - b. Resolution to Authorize the Ingham County Department of Veterans Affairs to Accept the 2023 County Veteran Service Fund Grant on Behalf of [Clinton County](#)
3. Potter Park Zoo – Resolution to Authorize an Agreement with [Wolverine Engineering & Surveyors Inc.](#) for Asphalt Replacement at Potter Park Zoo
4. Potter Park Zoo/Parks Department – Resolution Modifying the [Ordinance](#) to Adopt Rules and Regulations for the Parks and Zoo Under the Jurisdiction of Ingham County, Michigan, and to Establish Penalties for Violations
5. Parks Department
  - a. Resolution to Authorize a Transfer of Funds from the Lake Lansing North Storage Building Capital Improvement Project to the [Hawk Island Snow Tube Storage Building Project](#)
  - b. Resolution to Authorize a Contract with [FD Hayes Electric Company](#) for Electrical Work at Hawk Island County Park
  - c. Resolution to Authorize a Contract with [Penchura Recreation Products](#) and Services for Replacements of a Portion of the Lake Lansing South County Park Playground

6. Health Department
  - a. Resolution to [Amend Resolution #21 – 270](#) Authorizing an Agreement with Local Health Department Academy of Science
  - b. Resolution to [Amend Resolution #22-322](#) for the COVID-19 Regional Health Equity Council Backbone Organization Grant
  - c. Resolution to Authorize a 2022-2023 [Emerging Threats Master Agreement](#) with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
  - d. Resolution to Amend the Status of [Position #601541](#) (CHW– Forest) from Part-Time to Full-Time
  - e. Resolution to Authorize an Agreement with the Corporation for National and Community Services for FY22-23 [Americorps Vista Grant](#) Funding
  - f. Resolution to Authorize the Creation of a Grant-Term Limited [Mobile Health Unit Coordinator](#) Position
  - g. Resolution to Extend the Agreement with [MSU Healthcare Inc.](#) for Infectious Disease Physician Services
  - h. Resolution to Authorize a New 1.0 FTE [Workforce Development Coordinator](#) Position for Ingham County Health Department
7. Controller's Office
  - a. Resolution [Amending Resolution #22-266](#) to Include Various Fees for Services Provided at the Potter Park Zoo
  - b. Resolution to Authorize an Agreement with [Holy Cross Services](#) for the New Hope Community Center Emergency Shelter Program
8. Human Services Committee – Opioid Litigation Status Update and Discussion on Use of Funds (*Closed Session*)

Announcements  
Public Comment  
Adjournment

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

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

## HUMAN SERVICES COMMITTEE

July 18, 2022

Draft Minutes

Members Present: Cahill, Crenshaw, Sebolt, Naeyaert (Arrived 6:06 p.m.), Tennis, and Slaughter

Members Absent: Trubac

Others Present: Jennifer Popovec, Jesse Spencer, Mark Sutton, Tim Morgan, Nicole Wallace, Jared Cypher, Kylie Rhoades and others

The meeting was called to order by Vice Chairperson Cahill at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual public participation was offered via Zoom at <https://ingham.zoom.us/j/83587032242>.

### Approval of the June 27, 2022 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE JUNE 27, 2022 MINUTES.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Naeyaert and Trubac.

### Additions to the Agenda

5. Board of Commissioners – Resolution in Support of Reproductive Rights

Substitute

3. Parks Department –

- a. Resolution to Authorize Additional Contracts for Trails and Parks 7th Round Millage Applications and to Authorize a Plan for the Future Trails and Parks Millage

Removed

5. Human Services Committee – Opioid Litigation Status Update and Discussion on Use of Funds (*Closed Session*)

### Limited Public Comment

Jennifer Popovec, Ingham County Resident, stated that she had lost everything due to the COVID-19 Pandemic. She further stated that she had been left out as the businesses that were hiring looked to support diversity and immigrants.

Ms. Popovec stated that she had worked to launch her own business since 2016, and was unable to do so as she had not secured a business license when the Pandemic began. She further stated that she had not received any assistance from the Government and had tried her best to survive.

Ms. Popovec stated that she had sought out help from multiple sources and had not been successful. She further stated that she would love any type of support that the Board of Commissioners could offer.

Jesse Spencer, Hawk Island Park Head Ranger, stated that he had attended a Parks Commission meeting the week prior where a discussion on the park rules and fees had occurred. He further stated that he would like to receive further clarification on who would enforce the citations.

Mr. Spencer stated that he would like to discuss non-monetary alternatives to the fines, such as community service or an inability to pay process. He further stated that there were other non-monetary options such as education, substance abuse programs, and counseling.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. Veterans Affairs Department – Resolution to Authorize a 2022 Service Agreement with Clinton County
3. Parks Department
  - b. Resolution to Authorize Consolidating Delhi Township Projects TR063 and TR070
4. Health Department
  - b. Resolution to Amend the Agreement with Drug and Lab Disposal for Hazardous Waste Hauling
  - c. Resolution to Authorize the Conversion of the Vacant Health Analyst-Healthy Communities Position to a Health Analyst Position
  - d. Resolution to Authorize an Agreement with Michigan State University
  - e. Resolution to Authorize Amendment #3 to the 2021-2022 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement
  - f. Resolution to Authorize a 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
  - g. Resolution to Authorize Amendment #3 to the 2021-2022 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
  - h. Resolution to Amend the Lease Agreement with ANC Holdings, LLC
  - i. Resolution to Authorize an Agreement with Tammy Ayers, Nurse Practitioner for Medication Assisted Treatment Services
  - j. Resolution to Renew an Agreement with TempDev Inc. for Professional Consulting Services

Commissioner Naeyaert arrived at 6:06 p.m.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

1. Medical Care Facility – Budget and Financial Update (*Discussion*)

Mark Sutton, Ingham County Medical Care Facility Systems and Strategic Project Manager, stated that as of July 18, 2022 the Dobie Road Medical Care Facility did not have any residents who were COVID-19 positive. He further stated that May and June of 2022 had seen an uptick in COVID-19 positive cases, and staff and residents continued to be tested once or twice a week depending on their vaccination status.

Mr. Sutton stated that the State Inspectors had recently performed the first facility survey in over 20 months and only found 8 areas of concern, and as a result corrective action procedures have been implemented. He further stated that the front entrance was under construction, and would be more inviting to visitors as well as more accessible for Emergency Medical Services and patient transport.

Mr. Sutton stated that with the low census, the facility has taken the opportunity to renovate hallways. He further stated that Julie Pudvay, Chief Nursing Officer, has announced her retirement after 34 years of service at Dobie Road Medical Care Facility.

Mr. Sutton stated that they have been faced with a staffing shortage, as retaining staff is a nationwide problem in the industry. He further stated that the vaccine mandates pushed many individuals out of the field, and the long work hours have caused burnout.

Mr. Sutton stated that due to the staffing shortages, the Dobie Road facility has not been able to accept any additional residents. He further stated that over the past two months the census has been between 152 to 160, which is below the projected budget of 200 to 220 and the breakeven point of 185 to 195 residents.

Mr. Sutton stated that the census would increase and decrease as staffing levels permit. He further stated that they have also faced challenges with inflation, which has impacted the cost of food and the supply chain for the renovation materials.

Mr. Sutton stated that the revenue per day per resident was \$412.73. He further stated that for expenses, the daily cost was \$487.02 compared to the projected \$441.01, which factor in talent acquisition and material cost increases due to inflation.

Mr. Sutton stated that it was projected that the Dobie Road facility would lose 1.8 million dollars in 2022. He further stated that the challenges faced were not specific to the facility but were industry-wide.

Mr. Sutton stated that they have implemented daily huddle meetings to identify and communicate the problems efficiently. He further stated that the Health Services Board had authorized the facility to work with a division of Plante Moran to identify potential opportunities, which might include the switch to all private rooms or additional services to provide the community.

Mr. Sutton stated that as staff resigned, the facility worked to determine if the position needed to be filled or reimagined. He further stated that the facility had identified 1.1 million dollars in savings and have worked through implementation.

Mr. Sutton stated that at the a previous meeting it had been suggested that the Dobie Road Medical Care Facility request a millage with Ingham County.

Commissioner Tennis stated that he understood the staffing issue and how it limited the number of residents. He further asked if the facility still had a waiting list for potential residents.

Mr. Sutton stated that there was still a demand for the services.

Commissioner Tennis asked for clarification on if additional steps had been taken to alleviate the staffing issues.

Mr. Sutton stated that they have worked with a temp agency to help maintain staffing. He further stated that the facility has also worked with the National Guard to provide intern opportunities for individuals working to become Certified Nursing Assistants (CNA).

Mr. Sutton stated that the facility also offered tuition assistance for individuals who were looking to move up and advance their career as well. He further stated that the shortages are across the industry as a lot of individuals have left and the schools have very little incoming.

Commissioner Sebolt asked for clarification on the amount and intended use of the potential millage.

Mr. Sutton stated that they would request .124 to .2 mills , which would be just under two million dollars a year and would be used for the General Fund.

Commissioner Crenshaw asked for clarification on the decision to switch to single bed rooms.

Mr. Sutton stated that they had asked Plante Moran for ideas as they have a division of health care. He further stated that it had been an idea that was floated, but that they were still awaiting the recommendations.

Commissioner Crenshaw asked for clarification on the census if the facility moved to private rooms.

Mr. Sutton stated that he believed it would be between 190 to 195. He further stated that he would get a more specific number.

Commissioner Crenshaw stated that he would like to know that number as it might impact the potential millage down the road.

Mr. Sutton stated that the current renovations were geared to allow both semi private or private rooms.

3. Parks Department –
  - a. Resolution to Authorize Additional Contracts for Trails and Parks 7th Round Millage Applications and to Authorize a Plan for the Future Trails and Parks Millage

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

Vice Chairperson Cahill asked Commissioner Tennis to preside over the meeting.

Vice Commissioner Cahill stated that she would like to disclose that her salary comes from the Parks and Recreation Department at the City of Lansing.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SEBOLT, TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, the decision ~~whether~~ to fund **or not fund** a project is reserved to the Board of Commissioners; and

~~BE IT FURTHER RESOLVED, that the Board of Commissioners grants the Ingham County Parks & Recreation Commission the ability to extend the term of trails and parks millage contracts after review by the Park Director and upon the approval of the Ingham County Parks & Recreation Commission.~~

BE IT FURTHER RESOLVED, the role of the Park Commission is to receive, evaluate, and rate all proposals, and to forward ~~them~~ **recommendations of funding** for consideration to the Board of Commissioners, including for each proposal a description of its primary strengths and weaknesses.

BE IT FURTHER RESOLVED, the decision ~~whether~~ to fund **or not fund** a project is reserved to the Board of Commissioners.

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

THE MOTION TO APPROVE THE RESOLUTION AS AMENDED CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

Vice Chairperson Cahill began presiding over the meeting again.

4. Health Department

- a. Resolution to Amend the Collaborative Agreement with the Capital Area United Way

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Commissioner Sebolt stated that he would like to disclose that his employer, Michigan AFL-CIO, has a formal relationship with United Ways of Michigan, which the Capital Area United Way was a member of.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

5. Board of Commissioners – Resolution in Support of Reproductive Rights

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Commissioner Tennis stated that he was supportive of the resolution and would like to bring to the Human Services Committee's attention that other counties were looking to file an amicus brief with the current litigation. He further stated that it might be something that Ingham County would want to look into and use the resolution as a base for an amicus brief.

Commissioner Sebolt stated that he had spoken with legal counsel and was informed that since the Ingham County Prosecutor was named in the litigation, the County could not file as it was already part of it.

Commissioner Naeyaert stated that she would be toeing the philosophical difference in the party line.

THE MOTION CARRIED. **Yeas:** Cahill, Crenshaw, Sebolt, Slaughter, Tennis

**Nays:** Naeyaert **Absent:** Trubac

Announcements

Commissioner Tennis stated that he had recently met with Patrick Patterson, Mid-Michigan Recovery Services (MMRS) Executive Director. He further stated that Mr. Patterson had expressed interest in expanding services and potentially moving to a new facility within the County.

Commissioner Tennis stated that Mr. Patterson was curious to know if the County would be willing to partner with MMRS, through the opioid settlement or through an existing millage, similar to when they had rehabbed a couple of their residential services using the American Rescue Plan funds.



Public Comment

None.

Adjournment

The meeting was adjourned at 6:27 p.m.

# **AUGUST 15, 2022 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY**

## **ACTION ITEMS:**

### **The Deputy Controller is recommending approval of the following resolutions**

1. Capital Area Transportation Authority – *Resolution to Authorize the Ninth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2025*

This resolution authorizes a new scope of services which will be effective from October 1, 2022 through September 30, 2023. CATA will continue to provide CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area, as well as operate service for persons with disabilities, known as CATA Spec-Tran.

For the period of October 1, 2022 through September 30, 2023, the County shall reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$4,375,312 will be used to pay the actual expenses of operating, administering, and marketing Spec-Tran. A maximum of \$655,884 of the funds will be used to pay for the actual expenses of operating, administering, and marketing CATA Rural Services.

2. Veterans Affairs Department

- a. *Resolution to Accept the 2023 County Veteran Service Fund Grant*

This resolution authorizes the Ingham County Board of Commissioners to accept the FY23 County Veteran Service Fund Grant from the Michigan Veteran Affairs Agency for the Ingham County Department of Veteran Affairs. The 2023 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded MC Veteran Benefits Counselor position, effective October 1, 2022 to September 30, 2023.

The resolution authorizes the Ingham County Department of Veteran Affairs to administer a grant in the amount of \$102,061 for the period of October 1, 2022 through September 30, 2023. Ingham County will receive a base payment of \$50,000 and the remaining \$52,061 will be paid on a reimbursement basis.

- b. *Resolution to Authorize the Ingham County Department of Veterans Affairs to Accept the 2023 County Veteran Service Fund Grant on Behalf of Clinton County*

This resolution authorizes the Ingham County Board of Commissioners to accept the FY23 County Veteran Service Fund Grant on behalf of Clinton County from the Michigan Veteran Affairs Agency for Ingham County Department of Veteran Affairs. The 2023 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded UAW Benefits Support Specialist position, effective October 1, 2022 to September 30, 2023. The resolution authorizes Ingham County Department of Veteran Affairs to administer the County Veteran Service Fund Grant for Clinton County in the amount of \$65,416 for the period of October 1, 2022 through September 30, 2023. Ingham County, on behalf of Clinton County, will receive a base payment of \$50,000 and the remaining \$15,416 will be paid on a reimbursement basis.

3. Potter Park Zoo – *Resolution to Authorize an Agreement with Wolverine Engineering & Surveyors Inc. for Asphalt Replacement at Potter Park Zoo*

This resolution authorizes an agreement with Wolverine Engineers & Surveyors Inc. for architectural and engineering services for asphalt replacement at Potter Park Zoo in an amount not to exceed \$148,300. Funds for this agreement are available in the Zoo's 2022 budget.

4. Potter Park Zoo/Parks Department – *Resolution Modifying the Ordinance to Adopt Rules and Regulations for the Parks and Zoo Under the Jurisdiction of Ingham County, Michigan, and to Establish Penalties for Violations*

It is the consensus of the Ingham County Parks Commission and Potter Park Zoo Board that this modification of the Ordinance establishing the park and zoo rules and regulations is necessary to maintain an orderly and pleasant environment for park and zoo visitors. This resolution will modify the ordinance establishing Park Rules and Regulations. The Park and Zoo Rules and Regulations take effect when signed by the Board Chairperson, certified by the County Clerk, and notice of its adoption is published in a newspaper of general circulation in the County. Park and Zoo Rules and Regulations draft copies are available online [https://parks.ingham.org/about/faq\\_regulations.php](https://parks.ingham.org/about/faq_regulations.php). There is no financial impact to the Ingham County Parks or Potter Park Zoo.

5. Parks Department

a. *Resolution to Authorize a Transfer of Funds from the Lake Lansing North Storage Building Capital Improvement Project to the Hawk Island Snow Tube Storage Building Project*

This resolution authorizes the transfer of \$39,580 budgeted for a storage building project at Lake Lansing Park, to fully fund a project to construct a storage building at Hawk Island Park.

b. *Resolution to Authorize a Contract with FD Hayes Electric Company for Electrical Work at Hawk Island County Park*

This resolution authorizes a contract with FD Hayes for the purpose of upgrading snow making electrical panels and running electrical service to a new snow tubing storage building presently being constructed. The contract will not exceed \$11,050 for electrical work at Hawk Island County Park and a contingency not to exceed \$2,000, if necessary, for a total cost of \$13,050. Funds for this contract are available in the Parks Department budget.

c. *Resolution to Authorize a Contract with Penchura Recreation Products and Services for Replacements of a Portion of the Lake Lansing South County Park Playground*

This resolution authorizes a contract with Penchura Recreational Products and Services (General Services Administration, GSA) for replacement of a portion of the playground at Lake Lansing South County Park in the amount of \$87,535, with a contingency not to exceed \$5,000. There are funds available in the Parks Department budget for the project.

6. Health Department

a. *Resolution to Amend Resolution #21 – 270 Authorizing an Agreement with Local Health Department Academy of Science*

This resolution to amend Resolution #21 – 270 to allow an agreement with LHD AOS for memberships, in an amount not to exceed \$5,000, is effective upon approval for a period of one year.

b. *Resolution to Amend Resolution #22-322 for the COVID-19 Regional Health Equity Council Backbone Organization Grant*

This resolution amends Resolution #22-322 with Michigan Public Health Institute (MPHI) and the Michigan Department of Health and Human Services (MDHHS) to reduce the funding amount to \$33,675 and to change the funding period to August 1, 2022 through September 30, 2022.

c. *Resolution to Authorize a 2022-2023 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement*

This resolution authorizes the Emerging Threats Master Agreement with MDHHS. The financial impact of this agreement will increase the 2023 County budget by slightly more than \$2.88 million. This resolution makes the following specific changes to the budget:

COVID Workforce Development; increase of \$179,751 from \$0.00 to \$179,751  
COVID Immunization: increase of \$1,380,613 from \$0.00 to \$1,380,613  
COVID-19 Mobile Testing: increase of \$310,000 from \$0.00 to \$310,000  
ELC Contact Tracing, Investigation, Testing Coordination & Infection Prevention:  
increase of \$980,142 from \$0.00 to \$980,142  
American Rescue Plan: increase of \$37,854 from \$0.00 to \$37,854

*d. Resolution to Amend the Status of Position #601541 (CHW– Forest) from Part-Time to Full-Time*

This resolution increases the status of position #601541 Community Health Worker (CHW) at Forest Community Health Center (FCHC) from a .50 FTE to a 1.0 FTE effective November 1, 2022. The increased cost related to increasing this position from .50 FTE to 1.0 FTE is \$38,846. The additional costs will be covered by the HIV Prevention-Forest Community Health grant included in the FY '23 MDHHS Master Agreement.

*e. Resolution to Authorize an Agreement with the Corporation for National and Community Services for FY22-23 AmeriCorps Vista Grant Funding*

This resolution authorizes entering into an agreement with the Corporation for National and Community Services to accept FY22-23 grant funding to support the AmeriCorps VISTA Project, effective September 25, 2022 through July 15, 2023 in an amount not to exceed \$31,000.

*f. Resolution to Authorize the Creation of a Grant-Term Limited Mobile Health Unit Coordinator Position*

This resolution creates a grant-term limited “Mobile Health Unit Coordinator” position, UAW bargaining unit, Grade E with an annual cost of \$81,958 - \$92,567. The “Mobile Health Unit Coordinator” will assist in the coordination and operation of the mobile health unit. Funding to support the position is available through a grant from the Michigan Department of Health and Human Services (MDHHS) through at least September 30, 2023.

*g. Resolution to Extend the Agreement with MSU Healthcare Inc. for Infectious Disease Physician Services*

This resolution extends the agreement with MSU Health Care Inc. for 0.20 FTE infectious disease physician services effective August 1, 2022 through July 31, 2024. The new agreement will include a 2% annual increase for the amounts of \$55,006.58 in 2023 and \$56,106.71 in 2024. These physician services will be covered through the HIV Ryan White Part D funding.

*h. Resolution to Authorize a New 1.0 FTE Workforce Development Coordinator Position for Ingham County Health Department*

This resolution creates a 1.0 FTE Workforce Development Coordinator position within the Community Health, Planning, and Partnerships/Administrative Branch effective upon approval through September 30, 2023 for an amount not to exceed \$113,632. The Workforce Development Coordinator will develop, plan, and coordinate a resilient and robust public health workforce amidst the ongoing COVID-19 response across the health department. Funds for this position are included in the FY '22 & FY '23 Emerging Threats Master Agreement.

*7. Controller's Office*

*a. Resolution Amending Resolution #22-266 to Include Various Fees for Services Provided at the Potter Park Zoo*

This resolution amends Resolution #22-266 to include fees for Potter Park Zoo. These fees were not included in the previous resolution. Fee increases recommended by the Controller's Office would generate approximately \$63,800 in additional revenue for the Potter Park Zoo in 2023.

- b. Resolution to Authorize an Agreement with Holy Cross Services for the New Hope Community Center Emergency Shelter Program*

This resolution authorizes a contract for \$30,000 with Holy Cross for the New Hope Community Center Emergency Shelter Program for the period of October 1, 2021 through September 30, 2022. Funding for this contract is included in the 2022 budget.

**OTHER ITEMS:**

8. *Human Services Committee* – *Opioid Litigation Status Update and Discussion on Use of Funds (Closed Session)*

## **Agenda Item 1**

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: Special Transportation Millage Contract with CATA

DATE: July 25, 2022

### **BACKGROUND**

This resolution authorizes a new scope of services which will be effective from October 1, 2022 through September 30, 2023. CATA will continue to provide CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area, as well as operate service for persons with disabilities, known as CATA Spec-Tran.

### **ALTERNATIVES**

The County could opt to provide this transportation system in-house. However, CATA already has the buses and infrastructure in place to provide these services, and the cost to the County to begin doing so would be too great.

### **FINANCIAL IMPACT**

For the period October 1, 2022 through September 30, 2023 the County shall reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$4,375,312 will be used to pay the actual expenses of operating, administering, and marketing Spec-Tran. A maximum of \$655,884 of the funds will be used to pay for the actual expenses of operating, administering, and marketing CATA Rural Services.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objectives of assisting in meeting basic needs and providing a quality transportation system.

### **OTHER CONSIDERATIONS**

A new 5-year master agreement between CATA and Ingham County was recently adopted near the end of 2020.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE NINTH AMENDMENT TO THE AGREEMENT WITH THE  
CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2016 THROUGH  
DECEMBER 31, 2025**

WHEREAS, an extended main agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2025; and

WHEREAS, in November 2020, the electorate approved a renewal of the countywide public transportation millage level of 60/100 (.60) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period of October 1, 2022 through September 30, 2023, the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, that the Chairperson of the Board are hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.

## **INGHAM COUNTY PROPOSED SCOPE OF SERVICE**

**For October 1, 2022 through September 30, 2023**

For fiscal year 2023, Ingham County projects tax revenue in the amount of \$5,031,196 from the Special Transportation Millage. As the County's contractor, CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost-efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. CRS also refers to the Mason Connector, Williamston-Webberville Connector and Mason Redi-Ride routes. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$655,884 of funds received under this agreement shall be used to pay for the actual expenses of operating, administering, and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of \$4,375,312 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administering and marketing Spec-Tran.
4. The term of the Agreement between CATA and Ingham County was extended for five years from January 1, 2021 through December 31, 2025 and adopted by both parties near the end of 2020.



## Agenda Item 2a

**TO:** Human Services, County Services, and Finance Committees

**FROM:** Amy Pocan, Director

**DATE:** August 2, 2022

**SUBJECT:** Resolution to Authorize the Ingham County Department of Veteran Affairs to Accept the 2023 County Veteran Service Fund Grant

For the meeting agendas of August 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup>

---

### **BACKGROUND**

Under Michigan Public Act 192 of 1953, Section 35.623a, County Veteran Service Fund Grant Program, the Michigan Veteran Affairs Agency has accepted the FY23 grant application for Ingham County Department of Veterans Affairs.

This resolution authorizes the Ingham County Board of Commissioners to accept the FY23 County Veteran Service Fund Grant from the Michigan Veteran Affairs Agency for the Ingham County Department of Veteran Affairs.

The 2023 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded MC Veteran Benefits Counselor position, effective October 1, 2022 to September 30, 2023.

### **ALTERNATIVES**

None.

### **FINANCIAL IMPACT**

The resolution authorizes the Ingham County Department of Veteran Affairs to administer a grant in the amount of \$102,061 for the period of October 1, 2022 through September 30, 2023. Ingham County will receive a base payment of \$50,000 and the remaining \$52,061 will be paid on a reimbursement basis.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the county's strategic planning by providing direct services to the veteran population.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the application and administration of the FY23 County Veteran Service Fund Grant for Ingham County.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE 2023 COUNTY VETERAN SERVICE FUND GRANT**

WHEREAS, Michigan Public Act 192 of 1953, Section 35.623a, under the Michigan Veteran Affairs Agency has accepted the 2023 County Veteran Service Fund Grant application for Ingham County; and

WHEREAS, the grant award will be funded for up to \$102,061 of approved costs during the grant period; and

WHEREAS, Ingham County will receive a direct payment of \$50,000 and the remaining \$52,061 will be paid on a reimbursement basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the 2023 County Veteran Service Fund Grant in the amount of \$102,061.

BE IT FURTHER RESOLVED, that the 2023 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded MC Veteran Benefits Counselor position, effective October 1, 2022 to September 30, 2023.

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

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

**TO:** Human Services, County Services, and Finance Committees

**FROM:** Amy Pocan, Director

**DATE:** August 2, 2022

**SUBJECT:** Resolution to Authorize the Ingham County Department of Veterans Affairs to Accept the 2023 County Veteran Service Fund Grant on Behalf of Clinton County

For the meeting agendas of August 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup>

---

**BACKGROUND**

Under Michigan Public Act 192 of 1953, Section 35.623a, County Veteran Service Fund Grant Program, the Michigan Veteran Affairs Agency has accepted the FY23 grant application for Clinton County.

This resolution authorizes the Ingham County Board of Commissioners to accept the FY23 County Veteran Service Fund Grant on behalf of Clinton County from the Michigan Veteran Affairs Agency for Ingham County Department of Veteran Affairs. The 2023 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded UAW Benefits Support Specialist position, effective October 1, 2022 to September 30, 2023.

Since 1981, Ingham County and Clinton County have held a continuous service agreement. Clinton County does not have a Veterans Affairs Department to render proper services to its residents who are veterans.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The resolution authorizes Ingham County Department of Veteran Affairs to administer the County Veteran Service Fund Grant for Clinton County in the amount of \$65,416 for the period of October 1, 2022 through September 30, 2023. Ingham County, on behalf of Clinton County, will receive a base payment of \$50,000 and the remaining \$15,416 will be paid on a reimbursement basis.

**STRATEGIC PLANNING IMPACT**

This resolution supports the county's strategic planning by providing services to the veteran population.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the application and administration of the FY23 County Veteran Service Fund Grant for Clinton County.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS  
AFFAIRS TO ACCEPT THE 2023 COUNTY VETERAN SERVICE FUND GRANT ON BEHALF OF  
CLINTON COUNTY**

WHEREAS, Michigan Public Act 192 of 1953, Section 35.623a, under the Michigan Veteran Affairs Agency, has accepted the 2023 County Veteran Service Fund Grant for Clinton County; and

WHEREAS, a grant award will be funded for up to \$65,416 of approved costs during the grant period; and

WHEREAS, Ingham County, on behalf of Clinton County, will receive a direct payment of \$50,000 and the remaining \$15,416 will be paid on a reimbursement basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the 2023 County Veteran Service Fund Grant on behalf of Clinton County in an amount of \$65,416.

BE IT FURTHER RESOLVED, that the 2023 County Veteran Service Fund Grant for Clinton County will be used for the purpose of continuing a grant funded UAW Benefits Support Specialist position, effective October 1, 2022 to September 30, 2023.

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

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

### Agenda Item 3

**TO:** Human Services and Finance Committees

**FROM:** Cynthia Wagner, Potter Park Zoo Director  
Brian Fisher, Potter Park Zoo Deputy Director

**DATE:** August 2, 2022

**SUBJECT:** Agreement with Wolverine Engineers & Surveyors Inc. for Architectural and Engineering Services for Asphalt Replacement at Potter Park Zoo  
For the meeting agendas of August 15 and August 17, 2022

---

#### **BACKGROUND**

The Potter Park Zoo pathways are in disrepair and need complete replacement to provide a safe and ADA-compliant experience for zoo guests. A capital improvement project (CIP) in the amount of \$500,000 was requested and approved in the 2022 budget for asphalt replacement.

The Purchasing Department issued a Request for Proposals (RFP) for professional consulting services for the reconstruction of approximately 13,000 linear feet of asphalt walkways and service roads at Potter Park Zoo and Park. An Evaluation Committee was convened comprised of the Zoo Director, Zoo Deputy Director, and Purchasing Director. After review and evaluation of the six proposals received, the Committee is unanimously recommending awarding the contract to Wolverine Engineers & Surveyors, Inc. Wolverine is a local vendor, has demonstrated knowledge of and experience with projects of similar size and scope to this contract (Hayhoe Riverwalk Trail), and can prepare bidding documents for construction by the end of 2022.

#### **ALTERNATIVES**

The alternative would be to award the agreement to the lowest bid. However, while not the lowest cost proposal received, the Committee believes that Wolverine will provide the best value to the County on this project.

#### **FINANCIAL IMPACT**

Wolverine Engineers & Surveyors Inc. submitted the most responsive and responsible bid of \$138,300 for architectural and engineering services for asphalt replacement at Potter Park Zoo. A contingency of \$10,000 is requested for any undiscovered conditions for a total cost of \$148,300. Funds are available in the 2022 CIP line item #25869900 931000 31000 to cover the full cost of these services.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
25869900 931000 31000	\$500,000	\$500,000	\$148,300 Includes contingency	\$351,700
Zoo Fund				

#### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of Improving Facilities, specifically section A.1 (f) of the Ingham County Action Plan - Maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

The Potter Park Zoo Advisory Board is in support of entering into an agreement with Wolverine Engineers & Surveyors Inc. for architectural and engineering services for asphalt replacement at Potter Park Zoo in an amount not to exceed \$148,300.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with Wolverine Engineers & Surveyors Inc. for architectural and engineering services for asphalt replacement at Potter Park Zoo in an amount not to exceed \$148,300.

### Agenda Item 3

TO: Cynthia Wagner, Director, Potter Park Zoo

CC: Brian Fisher, Potter Park Zoo Maintenance Manager/Deputy Director

FROM: James Hudgins, Director of Purchasing

DATE: July 21, 2022

RE: Memorandum of Performance for RFP No. 95-22: Architectural and Engineering Services for Asphalt Replacement

Per your request, the Purchasing Department sought proposals from qualified and experienced architectural and engineering firms or individuals for providing professional services for the replacement of nearly 13,000 linear feet of asphalt walkways and service roads throughout Potter Park and Potter Park Zoo (PPZ).

The scope of work includes, but is not limited to, evaluating current site conditions and elevations, performing soil assessments, developing a site survey and primary construction plan in accordance with state, local and federal guidelines and standards including ADA standards. The Contractor will furnish all expertise, labor and resources for complete design and engineering services and subsequent construction administration service contracts.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	127	36
Vendors responding	6	6

A summary of the vendors' costs is located on the next page.

*You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.*

*This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.*

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Phase I Preliminary Design Services Cost	Phase II Construction Administration Services Cost	Phase I & II <b>GRAND TOTAL</b>
		Total Not-to-Exceed	Total Not-to-Exceed	Total Not-to-Exceed
C2AE	Yes, Lansing MI	\$65,650.00	\$42,150.00	<b>\$107,800.00</b>
NTH Consultants	Yes, East Lansing MI	\$48,650.00	\$63,650.00	<b>\$112,300.00</b>
Wolverine Engineers & Surveyors Inc.	Yes, Mason MI	\$69,300.00	\$69,000.00	<b>\$138,300.00</b>
Spicer Group Inc.	Yes, Lansing MI	\$58,169.00	\$87,770.00	<b>\$145,939.00</b>
DLZ	Yes, Lansing MI	\$52,800.00	\$106,000.00	<b>\$158,800.00</b>
PEA Group	Yes, Lansing MI	\$62,200.00	\$136,000.00	<b>\$198,200.00</b>



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH WOLVERINE ENGINEERING & SURVEYORS INC. FOR ASPHALT REPLACEMENT AT POTTER PARK ZOO**

WHEREAS, the Potter Park Zoo asphalt pathways need replacement to maintain a safe and ADA-compliant experience for zoo guests; and

WHEREAS, a capital improvement project (CIP) in the amount of \$500,000 was requested and approved in the 2022 budget for asphalt replacement; and

WHEREAS, the Purchasing Department issued a Request for Proposals for professional consulting services for the reconstruction of approximately 13,000 linear feet of asphalt walkways and service roads at Potter Park Zoo and Park; and

WHEREAS, after review and evaluation, the Evaluation Committee—comprised of the Zoo Director, Deputy Zoo Director, and Purchasing Director—is unanimously recommending entering into an agreement with Wolverine Engineers & Surveyors Inc., who submitted the most responsive and responsible bid of \$138,300, for architectural and engineering services for asphalt replacement at Potter Park Zoo; and

WHEREAS, the Zoo is requesting a contingency of \$10,000 for any undiscovered conditions; and

WHEREAS, funds are available in Zoo CIP line item #25869900 931000 31000 to cover the full cost including contingency; and

WHEREAS, the Potter Park Zoo Advisory Board is in support of entering into an agreement with Wolverine Engineers & Surveyors Inc. for asphalt replacement engineering services in an amount not to exceed \$148,300.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Wolverine Engineering & Surveyors Inc. for architectural and engineering services for asphalt replacement at Potter Park Zoo in an amount not to exceed \$148,300 which includes a \$10,000 contingency.

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

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

**TO:** Human Services Committee  
**FROM:** Tim Morgan, Parks Director  
Cynthia Wagner, Zoo Director  
**DATE:** August 2, 2022  
**SUBJECT:** Park and Zoo Rules and Regulations  
For the meeting agenda of August 15, 2022 Human Services Committee

---

**BACKGROUND**

It is the consensus of the Ingham County Parks Commission and Potter Park Zoo Board that this modification of the Ordinance establishing the park and zoo rules and regulations is necessary to maintain an orderly and pleasant environment for park and zoo visitors. This resolution will modify the ordinance establishing Park Rules and Regulations. The Park and Zoo Rules and Regulations take effect when signed by the Board Chairperson, certified by the County Clerk, and notice of its adoption is published in a newspaper of general circulation in the County. Park and Zoo Rules and Regulations draft copies are available online [https://parks.ingham.org/about/faq\\_regulations.php](https://parks.ingham.org/about/faq_regulations.php).

**ALTERNATIVES**

Leave the rules as is.

**FINANCIAL IMPACT**

There is no financial impact to the Ingham County Parks or Potter Park Zoo.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a motion at their July 11, 2022 meeting. The Potter Park Zoo Advisory Board supported this resolution with the passage of a motion at their July 13, 2022 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the resolution modifying the ordinance establishing the park and zoo rules and regulations.

INGHAM COUNTY PARK AND ZOO RULES AND REGULATIONS

Adopted June 27, 1998 - Modified June 12, 2007 – Modified June \_\_\_\_\_, 201720202

ORDINANCE TO ADOPT RULES AND REGULATIONS FOR THE PARKS  
AND ZOO UNDER THE JURISDICTION OF INGHAM COUNTY, MICHIGAN,  
AND TO ESTABLISH PENALTIES FOR VIOLATIONS

The County of Ingham ordains:

Section 1 ~~1~~ Ordinance Title.

The title of this Ordinance shall be the Ingham County Parks and Zoo Rules and Regulations.

Section 2 ~~2~~ Definitions.

A. “Authorized Local Official” means the Parks Director, ~~Zoo Director, or their respective designee(s); Parks Law Enforcement Public Safety Officers Rangers;~~ or other personnel of the County legally authorized to issue municipal civil infraction citations.

~~“Business Day” means a day of the year, exclusive of a Saturday, Sunday, or legal holiday.~~

B. “Citation” means a written complaint or notice to appear in District Court upon which an authorized local official records the occurrence or existence of ~~one (1)~~ or more violations of this Ordinance by the party cited.

C. “Civil Infraction” means a parking violation prohibited by this Ordinance, for which civil sanctions may be ordered.

D. “County” means the County of Ingham, Michigan.

E. “District Court” means the 55th Judicial District Court.

F. “Misdemeanor” means a violation of this Ordinance which is not designated as a municipal civil infraction by this Ordinance.

G. “Municipal Civil Infraction” means an act or omission that is prohibited by this Ordinance, but which is not a misdemeanor under this Ordinance, and for which civil sanctions including, without limitations, fines, damages, expenses, and costs may be ordered, as authorized by Chapter 87 of Act No. 236 of the Public Acts of 1961, as amended.

H. “Municipal Civil Infraction Action” means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.

I. “Parks” means all parks under the jurisdiction of the County of Ingham, unless otherwise indicated herein.

J. "Potter Park" means the area from Pennsylvania Avenue to the Potter Park Zoo perimeter fence.

"State" means the State of Michigan.

K. \_\_\_\_\_

L. "Violation" means an act which is prohibited by this Ordinance. A violation shall include any omission or failure to act where the action is required by this Ordinance.

M. "Zoo" means the area inside the perimeter fence of the Potter Park Zoo.

### Section 3. Park and Zoo Hours.

A. Hours of Operation. A. All pParks under the jurisdiction of the County shall be open at one half hour before sunrise for pedestrian access, 8:00 a.m. for vehicle access, and close at one half hour after sunset.

B. Exceptions—Parks. —No person or vehicle shall remain at the Park between thirty (30) minutes after sunset, unless otherwise posted or unless permission has been granted in writing by the Parks Director, Zoo Director, or their County or its respective designee(s) or their representative. These exceptions includes, but is are not limited to:

1. -Individuals camping with an approved permit issued by the Parks Director, Zoo Director, or their respective designee(s) County or its designated representatives;  
or

2. -Special events authorized in advance, in writing, by the Parks Director, Zoo Director, or their respective designee(s) County or its designated representative. Details regarding Special Event Permits can be found on the County's website.

C. Exceptions—Zoo. B. —All Potter Park Zoo visitors are required to leave the area premises within the Zoo sixty (60) minutes after posted closing times.

A.

\_\_\_\_\_Variations in Hours of Operation. Any The park, or park lands, Parks, Potter Park, or Zoo, or portions thereof, may be closed entirely or closed to certain uses for such period(s) of time as may be determined by the Parks Director, Zoo Director, or their respective designee(s) County or its designated representative.

~~D. C. No person or vehicle shall be within any park except when such park or portion thereof is open~~

~~D. All Potter Park Zoo visitors are required to leave the area within the Zoo 60 minutes after posted closing times.~~

Section 4. ~~2.~~ Conduct on Park and Zoo Property.

A. Preservation of Property. No person shall willfully disturb, destroy, deface, alter, change, or remove any part of the Parks, Potter Park, or Zoo, or any facility, building, sign, structure, equipment, utility, or other property found therein.

B. ~~Preservation of Natural Resources and Plant Life.~~ No person shall:

~~(1)1.~~ Remove, or cause to be removed, any sod, earth, humus, peat, boulder, gravel, ~~or sand, and/or water~~ found within ~~any the Parks, Potter Park, or Zoo~~ without the prior written permission of the Parks Director, Zoo Director, or their respective designee(s) ~~County or its authorized representatives.~~

~~(2)2.~~ Cut, remove, dig, injure, pick, damage, deface or destroy any tree, flower, shrub, or plant, whether alive or dead, found within ~~the a Park or the Zoo~~ without prior written permission of the Parks Director, Zoo Director, or their respective designee(s) ~~County or its authorized representatives (with the exception of picking mushrooms).~~

3. Destroy or remove any historical or pre-historical ruin or parts thereof, or any object of antiquity without the permission of the Parks Director, Zoo Director, or their respective designee(s).

~~(3)34.~~ Traverse across County property to participate in items listed in B1 and B2 above.

C. ~~Preservation of Wildlife.~~ ~~No person shall hunt, trap, bait, pursue, injure, feed, kill, or in any manner disturb any amphibian, reptile, bird, or mammal on any land or waters under the jurisdiction of the County unless posted or written permission has been granted by the County Parks Director, Zoo Director, or its their respective designated representative(s).~~

D. Invasive Plant and/or Animal Exotic Species. ~~No person shall introduce an exotic invasive plant and/or animal species into County park lands and the Parks, Potter Park, or Zoo, land, or waters, except as authorized by the Parks Director, Zoo Director, or their respective designee(s) ated representative(s) Parks Board. An invasive species is one that is not native and whose introduction causes harm, or is likely to cause harm, to Michigan's economy, environment, or human health. Exotic species are defined as "all species of plants and animals not native to Michigan."~~

~~E.~~ ~~E.~~—Fires.—No person shall build a fire within ~~any the Pparks, Potter Park, or the Zoo~~ except in grills or fire rings provided for such purpose. Fires in the beach area are expressly forbidden. Firewood may ~~not~~ be collected to be used within the ~~Pparks, Potter Park, or Zoo~~ ~~only if it is dead and not standing.~~ Section 4. E. does not apply to Parks and Zoo employees gathering fallen wood in the course of their employment with the County.

F. Disposal or Refuse.—No person shall:

~~(1)~~1. Deposit or abandon in ~~any the Pparks or Potter Park, or~~ in any waters in or adjacent to ~~any the Pparks or Potter Park~~ or on the ice thereof, ~~or in the Zoo~~ any garbage, refuse, trash, waste, or other obnoxious material, except ~~in~~ receptacles provided for such purposes.

~~(2)~~2. Bring into ~~any the park Parks, Potter Park, or Zoo~~ refuse or litter originating outside any ~~Ppark~~ for the purpose of depositing such in ~~Ppark~~ receptacles.

G. Fireworks, Firearms, and Other Weapons.—No person shall:

~~(1)~~1. Have in their possession or control any slingshot, BB ~~Gaagun~~, paint ball guns, fireworks, or any other substance of an explosive or dangerous nature within ~~any the Pparks, Potter Park, or the Zoo.~~

2. ~~(2)~~—Have in their possession or control any bow or arrow within ~~any the park Parks, Potter Park, or the Zoo,~~ except if posted or by prior written permission of the County.

~~(3)~~3. Discharge or set off any rifle, shotgun, pellet gun, air rifle, pistol, or other firearm in ~~any the Pparks, Potter Park, or the Zoo~~ for any reason, provided that this rule shall not apply if otherwise posted or to any law enforcement officer acting in the course of ~~his or her~~their employment or members of the Zoo Emergency Response Team. Possession of firearms shall be permitted in the Parks, Potter Park, and Zoo in accordance with the laws of the State of Michigan.

H. Alcoholic Beverages.

1. No alcohol of any kind will be consumed on Parks, Potter Park, or Zoo premises by any person under the legal age. Valid identification may be requested of any person(s) who appear to be underage at any time. All guests must have a valid ID if they plan to consume alcoholic beverages while on Parks, Potter Park, or Zoo premises.

2. Alcoholic beverages of any kind may not be possessed, consumed, sold, or dispersed in the Zoo, Lake Lansing Park-South, and Hawk Island County Park unless allowed as a condition of an approved Special Event Permit issued by the Parks Director, Zoo Director, or their respective designee(s). The recipient of an approved Special Event Permit is responsible for consulting with the Michigan Liquor Control Commission to determine whether a license to service alcoholic beverages must be obtained. If a license is required, a copy of said license shall be provided to the County and conspicuously displayed on the day of the special event in compliance with the laws of the State of Michigan and the rules of the Michigan Liquor Control Commission regarding the sale, furnishing, and consumption of alcoholic beverages.

3. Notwithstanding Section 4(H)(1) and (2), beer and wine are permitted at the following Parks without prior written permission from the Parks Director, Zoo Director, or their respective designee(s):

- a. Burchfield Park,
- b. Riverbend Natural Area,
- c. McNamara Canoe Landing,
- d. Potter Park,
- e. Bunker Road Canoe Landing, and
- f. Lake Lansing Park-North.

Keg beer is only allowed by a Special Event Permit granted by the Parks Director, Zoo Director, or their respective designee(s) for a specific area on a specific date.

4. Possession and/or consumption of alcoholic beverages of any kind is prohibited at park beaches, dog parks, water parks, and playgrounds.

1. P

~~(1)2. 3. No person shall have in their possession within the park or Zoo boundaries any alcoholic beverages stronger other than beer or wine.~~

~~(2)4. Alcoholic beverages must be brought to the park in original containers, and said containers shall not exceed 67.6 fluid ounces (2 liters) in capacity, and/or~~

~~(3) All allowed alcoholic beverages as defined shall be confined to the disc golf courses, picnic and ball field area within the parks unless written permission has been granted by the County or the area is otherwise posted.~~



~~(4) Possession and/or use of alcoholic beverages within Lake Lansing Park South, Rayner Park, Burchfield Park winter sports area, Hawk Island County Park, the Kenneth A. Hope Soccer Complex, Potter Park, and Potter Park Zoo is prohibited.~~

~~(5) 5. Notwithstanding any provision set forth to the contrary, beer or wine may be sold for consumption on the premises, and may be consumed, at public or private events or functions within the grounds of Potter Park Zoo Exploration and Discovery Center and Plaza, provided:~~

~~a. Dispensing of beer or wine shall be conducted by persons or entities not affiliated with Potter Park Zoo or any of its auxiliary organizations;~~

~~b. No beer or wine may be sold or dispensed during hours when the Potter Park Zoo is open to the general public;~~

~~c. For sales of beer and wine for consumption on the premises an appropriate license shall be obtained from the Michigan Liquor Control Commission; furthermore, prior approval from the Parks and Recreation Commission and/or their designee is required.~~

~~d. Intoxicating liquors (i.e. distilled rather than fermented alcoholic beverages) may not be sold or dispersed on the premises.~~

I. 1. Disorderly Conduct. No person shall:

~~(1) 1. No person shall Commit, make, or engage in violent, abusive, boisterous, loud, illegal, obscene, or similar be a disorderly person conduct within the boundaries of the Pparks, Potter Park, or and Zoo boundaries. A person is a Disorderly conduct includes, but is not limited to, person if the person is any of the following:~~

~~a. a. A person who is intoxicated in a public place with a blood alcohol level that exceeds the legal limit, or when under the influence of illegal drugs or controlled substances.~~

~~b. and who is either A person who is endangering directly the safety of another person or of property or property or is acting in a manner that causes a public disturbance.~~

~~bc. A person who is engaged in indecent or obscene conduct in a public place.~~

~~(2) 2. No person shall Iinterfere with any Pparks, Potter Park, or Zoo employees in the discharge of his or hertheir duties, or duties or fail or refuse to obey any lawful command issued by them.~~



J. Audio Devices.

1. ~~(1)~~ — No person shall use or operate any radio, musical instrument, phonograph, ~~television~~television, or other machine or device that produces or reproduces sound in such a manner that produces excessive noise. The use of such a machine or device such that the sound produced therefrom is audible in any direction at a distance in excess of 100 feet, shall be deemed a prima facie violation of this Section, unless prior written permission has been obtained from the ~~County Parks Director, the Zoo Director, or its~~their respective designee(s)~~representatives~~.

2. ~~(2)~~ — No person, group, or organization using any picnic shelter within ~~any the Ingham County Parks, Potter Park, or the Zoo~~, with or without having reserved or rented said picnic shelter, shall use or operate any radio, musical instrument, phonograph, television, compact disc player, tape player, or other machine or device that produces or reproduces sound or music, regardless of its audio volume, ~~within, or~~ within 150 feet of, any picnic shelter, unless specific written permission has been obtained from the ~~County Parks Director, Zoo Director, or its~~their respective designee(s)~~representative~~. Such written permission shall be in the form of a County-approved Special Event Permit, and shall include the name of the person responsible for the control of such equipment, the type of equipment authorized for use, hours of use and any other information or restrictions regarding the audio equipment's use that shall be deemed necessary by the ~~Ingham County Parks Department or Potter Park~~Director, Zoo Director, or their respective designee(s). The responsible party named in the written permit shall be on site and available to Park and Zoo officials at all times while the audio equipment is in use. Such permit may be revoked at any time by the Parks Director, Zoo Director, or their respective designee(s).

3. This rule does not apply to the use of a machine or device equipped with a headphone or an earphone where the sound or music would be limited to or confined to the user in control of the machine or device while the headphone or earphone is in use for its intended purpose.

~~This rule does not apply to the use of a machine or device equipped with a headphone or an earphone where the sound or music would be limited to or confined to the user in control of the machine or device while the headphone or earphone is in use for its intended purpose. The responsible party named in the written permit shall be on site and available to park officials at all times while the audio equipment is in use. Such permit may be revoked at any time by the County or its designated representative.~~

K. Other.

1. No person under the age of fifteen (15) shall be allowed entrance into the Zoo, unless accompanied by an adult at least eighteen (18) years of age.

2. No person shall be allowed on Zoo premises without shoes and a shirt.
3. All visitors to the Zoo shall remain behind public barricades.
4. No person shall in any manner willfully disturb a Zoo animal.
5. All visitors are prohibited from feeding Zoo animals except as otherwise designated.
6. ~~(1)1.~~ No person shall use metal detectors in any turf areas within the ~~County Parks, Potter Park, system or Zoo.~~
7. ~~(2)2.~~ No person shall play ~~frisbee~~Frisbee and/or ball games within the Zoo or the beach areas of Lake Lansing Park-South, Hawk Island County Park, and ~~and~~ William M. Burchfield Park, and the Zoo.
8. ~~(3)3.~~ No person shall operate a ~~drone~~ hot air balloon or model rocket vehicle, model aircraft, or model watercraft, which are powered by battery, gas, fuel, or fuel pellet, ~~on in any Park or lands or the Zoo~~ without the prior written permission of the ~~County Parks Director, Zoo Director, or their respective~~ its ~~designee(s)ated~~ representative.
9. Use of drones at the Parks, Potter Park, and Zoo shall be subject to and in full compliance with all Federal Aviation Administration regulations and the laws of the State of Michigan.
10. ~~(4)4.~~ The launching of trailered watercrafts directly into a body of water is prohibited at Hawk Island County Park and Burchfield Park without prior written permission ~~of from the County Parks Director or or its their designee(s)ated representative.~~ Non-motorized watercrafts that are capable of being hand carried are permitted to be launched at Hawk Island County Park and Burchfield Park at designated locations only. Non-electric motors are prohibited at Hawk Island County Park and Burchfield Park.
11. ~~5.~~ ~~(5)S~~ Smoking and/or the use of any smoking device that produces vapor or smoke from nicotine or other substances, including, but not limited to, e-cigarettes, is ~~is~~ strictly prohibited within ~~all the Ingham County Parks, Potter Park, and the Zoos.~~ This prohibition does not apply to designated parking areas, ~~except within designated areas which shall consist of the parking areas and a designated area within the maintenance storage areas located in each park.~~

#### **Section 5. Potter Park Zoo.**

~~A. No person under the age of 15 shall be allowed entrance in to the zoo, unless accompanied by an adult at least 18 years of age.~~

~~B. All school groups and youth organizations (high school and below) must be supervised at all times by teachers, aides, or parents while in the zoo.~~

~~C. No person shall be allowed within the Zoo perimeter without shoes and a shirt.~~

~~D. No bicycles, skates, rollerblades, or skateboards are allowed in the zoo.~~

~~E. All zoo visitors must remain behind public barricades.~~

~~F. No person shall add any material to any exhibit, facility, building, structure or other property found herein.~~

~~G. No person shall in any manner willfully disturb any animal found herein.~~

~~H. Zoo visitors are not allowed to feed zoo animals except in special encounters supervised by Zoo staff, designated areas.~~

~~I. Reckless operation of ADA vehicles is prohibited.~~

#### Section 5. Swimming, Bathing, and Wading.

~~———Designated Areas. A.——No person shall swim, bathe, or wade in any lake, pond, or watercourse, except within those areas so designated. Swimming in designated areas may be prohibited from time to time for such period of time as may be determined by the Parks Director or their designee(s). Swimming is strictly prohibited; and swimming is prohibited within those designated areas when so posted. No person shall swim in any area of the Zoo.~~

~~A.~~

B. Age Restrictions. Children eight (8) years of age and under shall be accompanied by an adult at least eighteen (18) years of age while in the a designated swimming area of County park beaches, unless otherwise posted.

C. Hours of Operation. Beach and swim areas during the regular summer season shall be open as posted.

~~from 9:00 a.m. to sunset, unless otherwise posted.~~

~~D. D-Inflatable Devices.——Air mattresses, inner tubes, life jackets, or any other devices, inflatable or otherwise, used in the aid of swimming are prohibited unless otherwise posted. Only U.S. Coast Guard approved personal flotation devices may be worn by individuals whose physical disability is such that without such aid use of the swimming area would be impossible.~~

- E. Prohibited Items. Alcoholic beverages, glass containers, and pets are not allowed within the posted limits of the beach area.

#### Section 6. Dogs and Pets.

- A. Leash Requirements. Unless otherwise posted, ~~d~~Dogs ~~or other pets~~ shall be kept on a leash no greater than 6 feet in length at all times while on Park and Potter Park premises. The only exception is within ~~the~~ designated off-leash areas.
- B. Prohibited Conduct. All ~~dogs or other~~ pets must be under the immediate control of a responsible adult ~~18 years of age or older~~ and shall not be allowed to disturb or annoy ~~Park or Potter Park~~ visitors or wildlife.
- C. Designated Areas. ~~C. Dogs or other P~~pets are allowed in Lake Lansing Park-North, Burchfield Park, Hawk Island County Park, and Riverbend Natural Area, ~~Potter Park, and Lake Lansing Park-South, McNamara Canoe Landing, Riverbend Natural Area~~ ~~Zoo~~ ~~Baldwin Park and McNamara Landing, except in areas unless otherwise posted. Pets are not allowed in Lake Lansing Park South, the Lake Lansing Boat Launch, the Riverbend Nature Area, Hawk Island County Park, Rayner Park, the Kenneth A. Hope Soccer Complex, Riverbend Natural Area at Burchfield Park, and Potter Park Zoo, and Potter Park picnic area unless otherwise posted.~~
- D. Exceptions. Pets are not allowed on ski trails when open for skiing or within the designated bathing beaches areas, Ppark buildings, restrooms, playgrounds, mountain bike trails, and shelters ~~and on the ski trails when they are open for skiing. Dogs or other pets may be,~~ unless allowed as a condition of an approved Special Event Application, Permit or when transporting a dog or pet to transport a pet directly from an automobile to a watercraft at the Lake Lansing Boat Launch.
- E. Unattended Pets. ~~D.~~—Pets ~~must~~must always be accompanied and ~~must never be not be~~ left unattended ~~or. This includes being~~ left in a vehicle or trailer.
- F. Pet Droppings. Owners must clean up pet droppings.

#### Section 7. Service Animals.

- A. Definition. In compliance with the Americans with Disabilities Act, 42 USC § 12101 *et seq.*, a service animal means a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Emotional support, therapy, comfort, or animals that provide comfort just by being with a person are not considered service animals because they have not been trained to perform a specific job or task. Therefore, they do not qualify as service animals.

B. Leash Requirements. Service animals must be harnessed, leashed, or tethered while in public places, unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. MCL 750.502c(4).

C. Prohibited Conduct. Service animals may be excluded from a place of public accommodation if the service animal is:

1. Out of control and its handler does not take effective action to control it, or
2. Not housebroken. MCL 750.502c(2).

D. Designated Areas. Service animals ~~EG. Guide or leader dogs, hearing dogs, and service dogs for disabled persons are permitted in all areas~~ allowed in all areas that are open to the public, at the Parks, Potter Park, and Zoo as provided under Michigan Compiled Laws MCL 750.502c, as amended. A service animal may not be excluded from the premises due to allergies or the fear of the animal.

E. Exceptions—Parks, Potter Park, and Zoo. A dog or miniature horse may be excluded from areas in which pets are generally prohibited if it is:

1. Not a service animal.
2. Not accompanying a person with a disability.
3. Merely in training to become a service animal, or
4. Otherwise out of control or unduly disruptive.

F. Exceptions—Zoo. The Zoo is responsible for the health and well-being of a vast collection of valued and, in many cases, rare and endangered species of animals. As the Zoo is subject to stringent regulations pertaining to the care and protection of these animals, service animals are restricted from inside the contact area (Goat Area) and Animal Meet and Greet/Behind the Scenes Encounters.

In the event a service animal's presence visibly upsets or agitates Zoo animals, the Zoo reserves the right to designate some areas not previously listed herein as off limits, or to designate the area as sensitive and request that the owner of the service animal observe extra caution in those areas. Sensitive areas may be designated in areas that house animals considered vulnerable or sensitive to predator species or as a result of new births or hatchlings, nesting or breeding behaviors in progress, or new animals on exhibit. The Zoo



Director or their designee(s) will determine whether special circumstances warrant restrictions on service animals in any area.

G. Admission Procedure.

1. In compliance with MCL 750.502c(6), if it is not readily apparent that an animal is a trained service dog or miniature horse, Park and/or Zoo employees are permitted to ask only the following questions of the owner, if necessary, to determine if the dog or miniature horse is a service animal:
  - a. Is the animal required because of a disability? and,
  - b. What work or task is the animal trained to provide?
2. Park and Zoo employees are prohibited from
  - a. Asking about a person's disability,
  - b. Requiring medical documentation,
  - c. Requiring a special identification card or training document for the service animal, or
  - d. Asking that the service animal demonstrate its ability to perform work or a task. -MCL 750.502c(6)-(7)(a).
3. If admission of the animal is denied based on the owner's answers to the questions outlined herein under Section 7(G)(1), the owner shall be provided with an opportunity to enter the Parks, Potter Park, or Zoo. At the Zoo, if requested, an escort will be provided to assist the owner. The Parks, Potter Park, or Zoo shall not kennel or care for the animal during the time the owner is inside the Parks, Potter Park, or Zoo.

## Section 78. Horses.

It shall be a violation for a person to ride, lead, or allow a horse to be upon any property not designated as a horse trail ~~which is administered~~ by or under the jurisdiction of the County unless prior ~~written~~ ~~written~~ permission has been obtained from the ~~County Parks Director, Zoo Director,~~ or ~~their respective~~ ~~its~~ ~~designated representative(s)~~.

## Section 89. Bicycles, Skateboards, Scooters, Roller-Skates, and Other Devices.

Bicycles ~~or other similar conveyances~~ shall be permitted on designated trails only. No person shall operate a bicycle, ~~skateboard, scooter, roller-skates, or other similar conveyance~~ upon any sidewalk or trail, ~~except at such times and at such places as may be designated or maintained by the County which is posted against such use.~~ At no time shall a person's use of a bicycle, skateboard, scooter, roller-skates, or similar device be done in a manner that would obstruct vehicle or pedestrian traffic within the Parks, Potter Park, or Zoo. Section 9 does not apply to Parks and Zoo employees utilizing bicycles in the course of their employment with the County.

### Section 9a. Electric Bicycles.

~~Except as otherwise provided under Act No. 300 of the Public Acts of 1949, an individual riding an electric bicycle is subject to the same requirements as an individual riding a bicycle.~~

## Section 910. Natural Area and Nature Trails.

- A. Pedestrian Use. ~~A.~~ Nature trails shall be for pedestrian traffic only, unless otherwise posted. ~~The reckless operation of mobility vehicles that meet the Americans with Disabilities Act, 42 USC § 12101 et seq guidelines is prohibited.~~
- B. Fires. Fires are prohibited within any nature study areas, unless prior written permission has been granted by the ~~County Parks Director, Zoo Director,~~ or ~~its~~ ~~their respective~~ ~~designated representative(s)~~.
- C. Prohibited Access. Bicycles, horses, and pets are ~~also~~ prohibited within such areas, ~~unless otherwise posted and with the exception that bicycles are allowed at Riverbend Natural Area. Dogs are permitted on hiking trails only.~~

Section ~~4011~~11 Motor Vehicles.

A. Operation of Motor Driven Vehicles. With the exception of County Parks Department and Zoo Department employees, ~~A.~~ it shall be unlawful for any person to:

- ~~(1)~~1. Operate a motor driven vehicle of any kind or nature in excess of ~~fifteen~~(15) miles per hour within the ~~Parks, Potter Park, or Zoo~~, except where otherwise posted.
  - ~~(2)~~2. Operate any motor driven vehicle of any kind or nature except on designated public roads, unless prior written approval has been provided by the Parks Director, Zoo Director, or their respective designee(s).
  - ~~(3)~~3. Operate a motor driven vehicle of any kind or nature in violation of posted traffic control signs or devices.
  - ~~(4)~~4. Operate an unlicensed motor vehicle upon any park road or parking area.
- B. State Laws. All motor driven vehicles operated on park roadways or parking lots shall be subject to the laws of the State of Michigan as set forth in the Michigan Motor Vehicle Code.

Section ~~4412~~12 Parking.

A. Parking in Prohibited Areas. It shall be unlawful for any person, except for Park and Zoo personnel, to:

- ~~(1)~~1. Park or leave unattended any motor vehicle within any area not designated as a parking area or space.
  - ~~(2)~~2. Stop, stand, or park any motor vehicle at any place where official signs prohibit.
  - ~~(3)~~3. Park any motor vehicle in any space designated by sign for use by a disabled person without displaying an official placard or registration plate issued to a disabled person.
- B. Use of Parking Areas.
- ~~(1)~~1. Unless otherwise permitted in writing by the Parks Director, Zoo Director, or their respective designee(s), the county park parking lots in ~~all the county Parks, Potter Park, and the Zoo~~ are hereby closed to all ~~park~~ activities except parking of vehicles and entry and exit from vehicles. No park land usage, including, but not



limited to, picnicking, ~~frisbee~~Frisbee throwing, games, or other activities, shall be permitted in the ~~county~~ parking lots of ~~the county~~ Parks, Potter Park, or Zoo. All ~~Parks, Potter Park, and Zoo~~ activities, except traversing to and from ~~county~~ parking lots and/or parking of vehicles in case of emergencies, are prohibited.

~~(2)~~2. When posted, parking at the Lake Lansing Boat Launch is hereby restricted ~~on weekends and holidays~~ to vehicles with boats only.

C. Obstructing Traffic.

~~(4)~~1. It shall be unlawful for the operator of any vehicle to stop, stand, or park such vehicle upon any roadway or in any parking area in such a manner as to form an obstruction to traffic.

~~(2)~~2. Whenever any police officer finds a vehicle unattended upon a roadway or in a parking area and where such vehicle constitutes an obstruction to traffic, such officer is hereby authorized to provide for the removal of such vehicle to the nearest garage or other place of safety.

~~(3)~~3. The necessary costs for such removal shall become a lien upon such vehicle and the person into whose custody the vehicle is given may retain it until all expenses involved have been paid.

Section ~~1213.-~~ Commercial Activities and Advertising.

A. Solicitation. All constitutionally protected speech will be permitted by the County -within reasonable time, place, and manner parameters. -No solicitations shall be allowed within anyany -County-Park, Potter Park,-and or Zoo building;-or adjacent to any Park, Potter Park, or Zoo building entrance; or in any other areas designated by signs. -Solicitations shall not interfere or conflict with the normal business of employees of or visitors to the Parks, Potter Park, or Zoo, or the free flow of vehicular and pedestrian traffic.- The County may designate areas for solicitation at its facilities, properties, and parks.-No signs may be erected on County property.

B. B. Disruptive Conduct. -The County reserves the right to prohibit any solicitation or distribution activities by any non-employee, organization, or employee that disrupts or interferes with the normal work activity of the Ingham County, visitors to Ingham County properties, parks and facilities, or the free flow of vehicular and pedestrian traffic.

C. ~~Peddling.~~ No person or organization shall advertise, vend, sell, post, or distribute any service, food, beverage, merchandise, commercial leaflet, or poster within ~~any the Parks, Potter Park, or the Zoo,~~ except by prior written ~~permit permission from the County Parks Director, Zoo Director, or its their respective designat~~ee(s) ~~representatives.~~

~~C.~~  
~~No person or organization shall advertise, vend, sell, post or distribute any service, food, beverage, merchandise, commercial leaflet, or poster within any park, except by prior written permit from the County or its designated representatives.~~

~~C. Movie Film Making Rights~~

#### **Section ~~1314-~~ Camping.**

No person shall camp within ~~any the Parks, Potter Park, or the Zoo,~~ except in those areas or buildings designated for that purpose, unless permission is provided in writing by the ~~Parks Director, Zoo Director, or respective designee(s) County or its representatives.~~

#### **Section ~~1415-~~ Fees, Charges, and Permits.**

- A. It shall be a violation of this Ordinance for any person to use any facility, building, land area, or equipment within the Parks, ~~Potter Park,~~ or Zoo for which a fee or charge has been established by the County without payment of such fee or charge, ~~unless waived per the guidelines in Board of Commissioners Resolution #17-111.~~
- B. It shall be a violation for any person, group, or organization to occupy, use or fail to vacate any facility, building, land area, or equipment for which a permit has been granted to another person, group, or organization.

#### **Section ~~1516-~~ Violations and Penalties.**

- A. Any person violating any provision of this Ordinance, except provisions of the Motor Vehicle Code incorporated herein, parking violations, and Section 4.H.(1), shall be responsible for a municipal civil infraction. Repeat violations under this Ordinance shall be subject to increased fines or misdemeanor penalties as provided in Sections 18 and 19 of this Ordinance.
- B. Any person violating the provisions of the Motor Vehicle Code shall be subject to the fines and penalties set forth in that Code. Any person violating any provision of ~~See 13.A~~Section ~~142~~ regarding parking violations shall be responsible for a civil infraction.
- C. Persons continuing to violate any of the above provisions after being cited may also be evicted from said ~~park, or park land, Parks, Potter Park, or Zoo~~ for the remainder of the day of the offense.

**Section ~~1617-~~ Municipal Civil Infraction Citations; Issuance and Service.**

Municipal civil infraction citations shall be issued and served by an ~~A~~authorized ~~L~~ocal ~~O~~fficial as follows:

- A. The time for appearance specified in a citation shall be within ~~ten~~(10) days after the citation is issued.
- B. The place for appearance specified in a citation shall be the District Court.
- C. Each citation shall be numbered consecutively and shall be in a form approved by the State Court Administrator. The original citation shall be filed with the District Court. Copies of the citation shall be retained by the County and issued to the alleged violator as provided by Section 8705 of Act No. 236 of the Public Acts of 1961, as amended.
- D. A citation for a municipal civil infraction signed by an ~~A~~authorized ~~L~~ocal ~~O~~fficial shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge, and belief."
- E. An ~~A~~authorized ~~L~~ocal ~~O~~fficial who witnesses a person commit a municipal civil infraction shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation.
- F. An ~~A~~authorized ~~L~~ocal ~~O~~fficial may issue a citation to a person if:
  - (~~1~~)1. Based upon investigation, the ~~Authorized Local O~~fficial has reasonable cause to believe that the person is responsible for a municipal civil infraction; or
  - (~~2~~)2. Based upon investigation of a complaint by someone who allegedly witnessed the person commit a municipal civil infraction, the ~~Authorized Local O~~fficial has reasonable cause to believe that the person is responsible for an infraction and if the County Prosecuting Attorney approves in writing the issuance of the citation.
- G. Municipal civil infraction citations shall be served personally by serving a copy of the citation upon the alleged violator.

**Section ~~1718-~~ Municipal Civil Infraction Citations; Contents.**

- A. A municipal civil infraction citation shall name the County as plaintiff and shall contain the name and address of the defendant, the municipal civil infraction alleged, the place where the defendant shall appear in court, the telephone number of the court, and the time at or by which the appearance shall be made.
- B. Further, the citation shall inform the defendant that ~~he or she~~they may do one (1) of the following:
- ~~(1)~~1. Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
  - ~~(2)~~2. Admit responsibility for the municipal civil infraction "with explanation" by mail by the time specified for appearance, ~~or~~ in person, or by representation.
  - ~~(3)~~3. Deny responsibility for the municipal civil infraction by doing either of the following:
    - ~~a)~~a). Appearing in person for an informal hearing before the Judge or Magistrate of the District Court without the opportunity of being represented by an attorney; unless a formal hearing before the District Court's Judge is requested by the County.
    - ~~b)~~b). Appearing in the District Court for a formal hearing before the District Court's Judge, with the opportunity of being represented by an attorney.
  - ~~(4)~~4. The citation shall also inform the defendant of ~~all of~~all the following:
    - ~~a)~~a). That if the defendant desires to admit responsibility "with explanation" in person or by representation, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time for an appearance.
    - ~~b)~~b). That if the defendant desires to deny responsibility, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time to appear for a hearing, unless a hearing date is specified on the citation.
    - ~~c)~~c). That a hearing shall be an informal hearing unless a formal hearing is requested by the defendant or the County.

d) That, at an informal hearing, the defendant must appear in person before the District Court's Judge or Magistrate, without the opportunity of being represented by an attorney.

e) That, at a formal hearing, the defendant must appear in person before the District Court's Judge with the opportunity of being represented by an attorney.

~~(5)~~5. The citation shall contain a notice in boldfaced type that the failure of the defendant to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in the entry of a default judgment against the defendant on the municipal civil infraction.

#### Section ~~1819~~ Establishment of Schedule of Civil Fines.

A. A schedule of civil fines for violations of this Ordinance is hereby established. The fines for the violations shall be as follows:

~~(1)~~1. For the first citation issued to a defendant who admits or is found by the District Court to have violated this Ordinance, the civil infraction fine shall be \$50.00 for the first violation cited and an additional \$50.00 for each additional violation listed within the citation, up to, but not to exceed, \$500.00. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.

~~(2)~~2. For a second citation issued to a defendant who admits or is found by the District Court to have committed repeated violations of this Ordinance, the civil infraction fine shall be up to \$500.00 for each repeat violation. As used in this section, "repeat violations" means a second violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined to be responsible. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.

B. Failure to appear at the District Court within the time specified in a citation or at the time scheduled for a hearing or an appearance is a misdemeanor and will result in entry of a default judgment against the defendant on the municipal civil infraction.

C. Failure to comply with an order, judgment or default in payment of a civil fine, costs, damages, or expenses, so ordered may result in enforcement actions, including, but not limited to, imprisonment on civil contempt which shall not exceed ~~one~~(1) day for each



\$30.00 due, collections, placement of liens or other remedies as permitted by Chapter 87 of Act 236 of Public Acts of 1961, as amended.

- D. A municipal civil infraction is not a lesser included offense of a criminal offense or an ordinance violation that is not a civil infraction.
- E. Civil infractions for violations of Section 11.A. regarding parking are punishable by a fine of \$50.00 plus costs for a first offense, \$100.00 plus costs for a second offense, and \$250.00 plus costs for a third offense, except that violations of Section e-131.A.(3) shall be punishable by a fine of \$250.00 plus costs for a first or subsequent offense.

**Section ~~1920-~~ Misdemeanor Violations.**

- A. Any person convicted of violating Section 4.~~H. (1)~~I relating to disorderly persons shall be guilty of a misdemeanor.
- B. A third and subsequent repeated violation of this Ordinance shall be a misdemeanor. As used in this ~~section~~Section, "repeat violations" means a third or subsequent violation of the same requirement or provision (i) committed by a defendant within any one (one-1) year period, and (ii) for which the defendant admits responsibility or is determined by the District Court to be responsible.
- C. Actions or omissions which are a misdemeanor under this Ordinance shall be punishable upon conviction by a fine of not to exceed \$500.00 (plus other costs), imprisonment for a term of not to exceed ninety (ninety-90) days, or both.

**Section ~~2021-~~ Construction-.**

When not inconsistent with the context, words used in the present tense include the future. Words in the singular include the plural and words in the plural include the singular. Masculine shall include the feminine and neutral~~er~~. The word "shall" is always mandatory and not merely directive. Words or terms not defined herein shall be interpreted as defined in statutes, regulations, or codes to which they apply or if not so defined shall be defined in the manner or their common meaning. Headings shall be deemed for convenience and shall not limit the scope of any section of this Ordinance.

**Section ~~2122-~~ Severability.**

The various parts, sections, subsections, paragraphs, sentences, phrases, and clauses of this Ordinance are hereby declared to be severable. If any part, section, subsection, paragraph, sentence, phrase, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, it

shall be considered severed from this Ordinance and shall not be construed as affecting the validity of the remaining portions of this Ordinance.

**Section ~~2223-~~ Repealer Clause.**

Any ordinance or parts of ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section ~~2324-~~ Savings Clause.**

This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

**Section ~~2425-~~ Effective Date.**

This Ordinance shall become effective on the 12th day of June, 2017.

[N:\Client\Ingham\Parks\Ordinances\Park Rules\PARK RULES AND REGULATIONS cag v11.docx](#)~~N:\Client\Ingham\Parks\Ordinances\Park Rules\PARK RULES AND REGULATIONS cag v9.docx~~

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION MODIFYING THE ORDINANCE TO ADOPT RULES AND  
REGULATIONS FOR THE PARKS AND ZOO UNDER THE JURISDICTION OF  
INGHAM COUNTY, MICHIGAN, AND TO ESTABLISH PENALTIES FOR  
VIOLATIONS**

WHEREAS, the Rules and Regulations have been reviewed for operational accuracy; and

WHEREAS, it is the consensus of the Ingham County Parks Commission and Potter Park Zoo Board that this modification of the Ordinance establishing the park and zoo rules and regulations is necessary to maintain an orderly and pleasant environment for park and zoo visitors.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the ordinance adopting the existing Ingham County Park Rules and Regulations be modified as recommended, and shown in the attached document, by the Ingham County Parks and Recreation Commission and Potter Park Zoo Board.

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

BE IT FURTHER RESOLVED, that the modified ordinance shall take effect when signed by the Board Chairperson, certified by the County Clerk, and notice of its adoption is published in a newspaper of general circulation in the County.



# INGHAM COUNTY PARK AND ZOO RULES AND REGULATIONS

Adopted June 27, 1998 - Modified June 12, 2007 – Modified\_\_\_\_\_, 2022

## **ORDINANCE TO ADOPT RULES AND REGULATIONS FOR THE PARKS AND ZOO UNDER THE JURISDICTION OF INGHAM COUNTY, MICHIGAN, AND TO ESTABLISH PENALTIES FOR VIOLATIONS**

**The County of Ingham ordains: Section 1.**

### **Ordinance Title.**

The title of this Ordinance shall be the Ingham County Parks and Zoo Rules and Regulations.

### **Section 2. Definitions.**

- A. “Authorized Local Official” means the Parks Director, Zoo Director, or their respective designee(s); Public Safety Rangers; or other personnel of the County legally authorized to issue municipal civil infraction citations.
- B. “Citation” means a written complaint or notice to appear in District Court upon which an authorized local official records the occurrence or existence of 1 or more violations of this Ordinance by the party cited.
- C. “Civil Infraction” means a parking violation prohibited by this Ordinance, for which civil sanctions may be ordered.
- D. “County” means the County of Ingham, Michigan.
- E. “District Court” means the 55th Judicial District Court.
- F. “Misdemeanor” means a violation of this Ordinance which is not designated as a municipal civil infraction by this Ordinance.
- G. “Municipal Civil Infraction” means an act or omission that is prohibited by this Ordinance, but which is not a misdemeanor under this Ordinance, and for which civil sanctions including, without limitations, fines, damages, expenses, and costs may be ordered, as authorized by Chapter 87 of Act No. 236 of the Public Acts of 1961, as amended.
- H. “Municipal Civil Infraction Action” means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.
- I. “Parks” means all parks under the jurisdiction of the County of Ingham, unless otherwise indicated herein.

- J. “Potter Park” means the area from Pennsylvania Avenue to the Potter Park Zoo perimeter fence.
- K. “State” means the State of Michigan.
- L. “Violation” means an act which is prohibited by this Ordinance. A violation shall include any omission or failure to act where the action is required by this Ordinance.
- M. “Zoo” means the area inside the perimeter fence of the Potter Park Zoo.

### **Section 3. Park and Zoo Hours.**

- A. Hours of Operation. All Parks under the jurisdiction of the County shall open at 8:00 a.m. and close at sunset.
- B. Exceptions—Parks. No person or vehicle shall remain at the Park between 30 minutes after sunset, unless otherwise posted or permission has been granted in writing by the Parks Director, Zoo Director, or their respective designee(s). These exceptions include, but are not limited to:
  - 1. Individuals camping with an approved permit issued by the Parks Director, Zoo Director, or their respective designee(s); or
  - 2. Special events authorized in advance, in writing, by the Parks Director, Zoo Director, or their respective designee(s). Details regarding Special Event Permits can be found on the County’s website.
- C. Exceptions—Zoo. All Zoo visitors are required to leave the premises within 60 minutes after posted closing times.
- D. Variations in Hours of Operation. The Parks, Potter Park, Zoo, or portions thereof, may be closed entirely or closed to certain uses for such period(s) of time as may be determined by the Parks Director, Zoo Director, or their respective designee(s).

### **Section 4. Conduct on Park and Zoo Property.**

- A. Preservation of Property. No person shall willfully disturb, destroy, deface, alter, change, or remove any part of the Parks, Potter Park, or Zoo, or any facility, building, sign, structure, equipment, utility, or other property found therein.
- B. Preservation of Natural Resources and Plant Life. No person shall:

1. Remove, or cause to be removed, any sod, earth, humus, peat, boulder, gravel, sand, or water found within the Parks, Potter Park, or Zoo without the prior written permission of the Parks Director, Zoo Director, or their respective designee(s).
  2. Cut, remove, dig, injure, pick, damage, deface or destroy any tree, flower, shrub, or plant, whether alive or dead, found within a Park or the Zoo without prior written permission of the Parks Director, Zoo Director, or their respective designee(s) (with the exception of picking mushrooms).
  3. Destroy or remove any historical or pre-historical ruin or parts thereof, or any object of antiquity without the permission of the Parks Director, Zoo Director, or their respective designee(s).
  4. Traverse across County property to participate in items listed in B1 and B2 above.
- C. Preservation of Wildlife. No person shall hunt, trap, bait, pursue, injure, feed, kill, or in any manner disturb any amphibian, reptile, bird, or mammal on any land or waters under the jurisdiction of the County unless posted or written permission has been granted by the Parks Director, Zoo Director, or their respective designee(s).
- D. Invasive Plant and/or Animal Species. No person shall introduce an invasive plant and/or animal species into the Parks, Potter Park, or Zoo, land, or water, except as authorized by the Parks Director, Zoo Director, or their respective designee(s). An invasive species is one that is not native and whose introduction causes harm, or is likely to cause harm, to Michigan's economy, environment, or human health.
- E. Fires. No person shall build a fire within the Parks, Potter Park, or Zoo except in grills or fire rings provided for such purpose. Fires in the beach area are expressly forbidden. Firewood may not be collected to be used within the Parks, Potter Park, or Zoo. Section 4.  
E. does not apply to Parks and Zoo employees gathering fallen wood in the course of their employment with the County.
- F. Disposal or Refuse. No person shall:
1. Deposit or abandon in the Parks or Potter Park, in any waters in or adjacent to the Parks or Potter Park or on the ice thereof, or in the Zoo any garbage, refuse, trash, waste, or other obnoxious material, except in receptacles provided for such purposes.
  2. Bring into the Parks, Potter Park, or Zoo refuse or litter originating outside any Park for the purpose of depositing such in Park receptacles.
- G. Fireworks, Firearms, and Other Weapons. No person shall:

1. Have in their possession or control any slingshot, BB gun, paint ball guns, fireworks, or any other substance of an explosive or dangerous nature within the Parks, Potter Park, or the Zoo.
2. Have in their possession or control any bow or arrow within the Parks, Potter Park, or Zoo, except if posted or by prior written permission of the County.
3. Discharge or set off any rifle, shotgun, pellet gun, air rifle, pistol, or other firearm in the Parks, Potter Park, or Zoo for any reason, provided that this rule shall not apply if otherwise posted or to any law enforcement officer acting in the course of their employment or members of the Zoo Emergency Response Team. Possession of firearms shall be permitted in the Parks, Potter Park, and Zoo in accordance with the laws of the State of Michigan.

H. Alcoholic Beverages.

1. No alcohol of any kind will be consumed on Parks, Potter Park, or Zoo premises by any person under the legal age. Valid identification may be requested of any person(s) who appear to be underage at any time. All guests must have a valid ID if they plan to consume alcoholic beverages while on Parks, Potter Park, or Zoo premises.
2. Alcoholic beverages of any kind may not be possessed, consumed, sold, or dispersed in the Zoo, Lake Lansing Park-South, and Hawk Island County Park unless allowed as a condition of an approved Special Event Permit issued by the Parks Director, Zoo Director, or their respective designee(s). The recipient of an approved Special Event Permit is responsible for consulting with the Michigan Liquor Control Commission to determine whether a license to service alcoholic beverages must be obtained. If a license is required, a copy of said license shall be provided to the County and conspicuously displayed on the day of the special event in compliance with the laws of the State of Michigan and the rules of the Michigan Liquor Control Commission regarding the sale, furnishing, and consumption of alcoholic beverages.
3. Notwithstanding Section 4(H)(1) and (2), beer and wine are permitted at the following Parks without prior written permission from the Parks Director, Zoo Director, or their respective designee(s):
  - a. Burchfield Park,
  - b. Riverbend Natural Area,
  - c. McNamara Canoe Landing,

- d. Potter Park,
- e. Bunker Road Canoe Landing, and
- f. Lake Lansing Park-North.

Keg beer is only allowed by a Special Event Permit granted by the Parks Director, Zoo Director, or their respective designee(s) for a specific area on a specific date.

- 4. Possession and/or consumption of alcoholic beverages of any kind is prohibited at park beaches, dog parks, water parks, and playgrounds.

I. Disorderly Conduct. No person shall:

- 1. Commit, make, or engage in violent, abusive, boisterous, loud, illegal, obscene, or similar disorderly conduct within the boundaries of the Parks, Potter Park, and Zoo.  
Disorderly conduct includes, but is not limited to, any of the following
  - a. A person who is intoxicated in a public place with a blood alcohol level that exceeds the legal limit, or when under the influence of illegal drugs or controlled substances.
  - b. A person who is endangering the safety of another person or property or is acting in a manner that causes a public disturbance.
  - c. A person who is engaged in indecent or obscene conduct in a public place.
- 2. Interfere with Parks, Potter Park, or Zoo employees in the discharge of their duties or fail or refuse to obey any lawful command issued by them.

J. Audio Devices.

- 1. No person shall use or operate any radio, musical instrument, phonograph, television, or other machine or device that produces or reproduces sound in such a manner that produces excessive noise. The use of such a machine or device such that the sound produced therefrom is audible in any direction at a distance in excess of 100 feet, shall be deemed a prima facie violation of this Section, unless prior written permission has been obtained from the Parks Director, Zoo Director, or their respective designee(s).
- 2. No person, group, or organization using any picnic shelter within the Parks, Potter Park, or Zoo, with or without having reserved or rented said picnic shelter, shall use or operate any radio, musical instrument, phonograph, television, compact disc player, tape player, or other machine or device that produces or reproduces sound

or music, regardless of its audio volume, within 150 feet of any picnic shelter, unless specific written permission has been obtained from the Parks Director, Zoo Director, or their respective designee(s). Such written permission shall be in the form of a County-approved Special Event Permit, and shall include the name of the person responsible for the control of such equipment, the type of equipment authorized for use, hours of use and any other information or restrictions regarding the audio equipment's use that shall be deemed necessary by the Parks Director, Zoo Director, or their respective designee(s). The responsible party named in the written permit shall be on site and available to Park and Zoo officials at all times while the audio equipment is in use. Such permit may be revoked at any time by the Parks Director, Zoo Director, or their respective designee(s).

3. This rule does not apply to the use of a machine or device equipped with a headphone or an earphone where the sound or music would be limited to or confined to the user in control of the machine or device while the headphone or earphone is in use for its intended purpose.

K. Other.

1. No person under the age of fifteen (15) shall be allowed entrance into the Zoo, unless accompanied by an adult at least eighteen (18) years of age.
2. No person shall be allowed on Zoo premises without shoes and a shirt.
3. All visitors to the Zoo shall remain behind public barricades.
4. No person shall in any manner willfully disturb a Zoo animal.
5. All visitors are prohibited from feeding Zoo animals except as otherwise designated.
6. No person shall use metal detectors in any turf areas within the Parks, Potter Park, or Zoo.
7. No person shall play Frisbee and/or ball games within the Zoo or the beach areas of Lake Lansing Park-South, Hawk Island County Park, and William M. Burchfield Park.
8. No person shall operate a hot air balloon or model rocket vehicle, model aircraft, or model watercraft, which are powered by battery, gas, fuel, or fuel pellet, in any Park or the Zoo without the prior written permission of the Parks Director, Zoo Director, or their respective designee(s).

9. Use of drones at the Parks, Potter Park, and Zoo shall be subject to and in full compliance with all Federal Aviation Administration regulations and the laws of the State of Michigan.
10. The launching of trailered watercrafts directly into a body of water is prohibited at Hawk Island County Park and Burchfield Park without prior written permission from the Parks Director or their designee(s). Non-motorized watercrafts that are capable of being hand carried are permitted to be launched at Hawk Island County Park and Burchfield Park at designated locations only. Non-electric motors are prohibited at Hawk Island County Park and Burchfield Park.
11. Smoking and/or the use of any smoking device that produces vapor or smoke from nicotine or other substances, including, but not limited to, e-cigarettes, is strictly prohibited within the Parks, Potter Park, and the Zoo. This prohibition does not apply to designated parking areas.

## **Section 5. Swimming, Bathing, and Wading.**

- A. Designated Areas. No person shall swim, bathe, or wade in any lake, pond, or watercourse, except within those areas so designated. Swimming in designated areas may be prohibited from time to time for such period of time as may be determined by the Parks Director or their designee(s). Swimming is strictly prohibited in any area of the Zoo.
- B. Age Restrictions. Children eight (8) years of age and under shall be accompanied by an adult at least eighteen (18) years of age while in a designated swimming area.
- C. Hours of Operation. Beach and swim areas during the regular summer season shall be open as posted.
- D. Inflatable Devices. Air mattresses, inner tubes, life jackets, or any other devices, inflatable or otherwise, used in the aid of swimming are prohibited unless otherwise posted. Only U.S. Coast Guard approved personal flotation devices may be worn by individuals.
- E. Prohibited Items. Alcoholic beverages, glass containers, and pets are not allowed within the posted limits of the beach area.

## **Section 6. Dogs and Pets.**

- A. Leash Requirements. Unless otherwise posted, dogs shall be kept on a leash no greater than 6 feet in length at all times while on Park and Potter Park premises. The only exception is within designated off-leash areas.
- B. Prohibited Conduct. All pets must be under the immediate control of a responsible adult and shall not be allowed to disturb or annoy Park or Potter Park visitors or wildlife.

- C. Designated Areas. Pets are allowed in Lake Lansing Park-North, Burchfield Park, Hawk Island County Park, and Potter Park, and Lake Lansing Park-South, McNamara Canoe Landing, Riverbend Natural Area unless otherwise posted.
- D. Exceptions. Pets are not allowed on ski trails when open for skiing or within designated bathing beach areas, Park buildings, restrooms, playgrounds, mountain bike trails, and shelters, unless allowed as a condition of an approved Special Event Permit or to transport a pet directly from an automobile to a watercraft at the Lake Lansing Boat Launch.
- E. Unattended Pets. Pets must always be accompanied and must never be left unattended. This includes being left in a vehicle or trailer.
- F. Pet Droppings. Owners must clean up pet droppings.

## **Section 7. Service Animals.**

- A. Definition. In compliance with the Americans with Disabilities Act, 42 USC § 12101 *et seq*, a service animal means a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Emotional support, therapy, comfort, or animals that provide comfort just by being with a person are not considered service animals because they have not been trained to perform a specific job or task. Therefore, they do not qualify as service animals.
- B. Leash Requirements. Service animals must be harnessed, leashed, or tethered while in public places, unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. MCL 750.502c(4).
- C. Prohibited Conduct. Service animals may be excluded from a place of public accommodation if the service animal is:
  - 1. Out of control and its handler does not take effective action to control it, or
  - 2. Not housebroken. MCL 750.502c(2).
- D. Designated Areas. Service animals are allowed in all areas that are open to the public at the Parks, Potter Park, and Zoo as provided under MCL 750.502c, as amended. A service animal may not be excluded from the premises due to allergies or the fear of the animal.
- E. Exceptions—Parks, Potter Park, and Zoo. A dog or miniature horse may be excluded from areas in which pets are generally prohibited if it is:
  - 1. Not a service animal,



2. Not accompanying a person with a disability,
3. Merely in training to become a service animal, or
4. Otherwise out of control or unduly disruptive.

F. Exceptions—Zoo. The Zoo is responsible for the health and well-being of a vast collection of valued and, in many cases, rare and endangered species of animals. As the Zoo is subject to stringent regulations pertaining to the care and protection of these animals, service animals are restricted from inside the contact area (Goat Area) and Animal Meet and Greet/Behind the Scenes Encounters.

In the event a service animal's presence visibly upsets or agitates Zoo animals, the Zoo reserves the right to designate some areas not previously listed herein as off limits, or to designate the area as sensitive and request that the owner of the service animal observe extra caution in those areas. Sensitive areas may be designated in areas that house animals considered vulnerable or sensitive to predator species or as a result of new births or hatchlings, nesting or breeding behaviors in progress, or new animals on exhibit. The Zoo Director or their designee(s) will determine whether special circumstances warrant restrictions on service animals in any area.

G. Admission Procedure.

1. In compliance with MCL 750.502c(6), if it is not readily apparent that an animal is a trained service dog or miniature horse, Park and/or Zoo employees are permitted to ask only the following questions of the owner, if necessary, to determine if the dog or miniature horse is a service animal:
  - a. Is the animal required because of a disability? and,
  - b. What work or task is the animal trained to provide?
2. Park and Zoo employees are prohibited from
  - a. Asking about a person's disability,
  - b. Requiring medical documentation,
  - c. Requiring a special identification card or training document for the service animal, or
  - d. Asking that the service animal demonstrate its ability to perform work or a task. MCL 750.502c(6)-(7)(a).

3. If admission of the animal is denied based on the owner's answers to the questions outlined herein under Section 7(G)(1), the owner shall be provided with an opportunity to enter the Parks, Potter Park, or Zoo. At the Zoo, if requested, an escort will be provided to assist the owner. The Parks, Potter Park, or Zoo shall not kennel or care for the animal during the time the owner is inside the Parks, Potter Park, or Zoo.

## **Section 8. Horses.**

It shall be a violation for a person to ride, lead, or allow a horse to be upon any property not designated as a horse trail by or under the jurisdiction of the County unless prior written permission has been obtained from the Parks Director, Zoo Director, or their respective designee(s).

## **Section 9. Bicycles, Skateboards, Scooters, Roller-Skates, and Other Devices.**

Bicycles or other similar conveyances shall be permitted on designated trails only. No person shall operate a bicycle, skateboard, scooter, roller-skates, or other similar conveyance upon any sidewalk or trail, except at such times and at such places as may be designated or maintained by the County. At no time shall a person's use of a bicycle, skateboard, scooter, roller-skates, or similar device be done in a manner that would obstruct vehicle or pedestrian traffic within the Parks, Potter Park, or Zoo. Section 9 does not apply to Parks and Zoo employees utilizing bicycles in the course of their employment with the County.

### **Section 9a. Electric Bicycles.**

Except as otherwise provided under Act No. 300 of the Public Acts of 1949, an individual riding an electric bicycle is subject to the same requirements as an individual riding a bicycle.

## **1. Section 10. Natural Area and Nature Trails.**

- A. **Pedestrian Use.** Nature trails shall be for pedestrian traffic only, unless otherwise posted. The reckless operation of mobility vehicles that meet the Americans with Disabilities Act, 42 USC § 12101 *et seq* guidelines is prohibited.
- B. **Fires.** Fires are prohibited within any nature study areas, unless prior written permission has been granted by the Parks Director, Zoo Director, or their respective designee(s).
- C. **Prohibited Access.** Bicycles, horses, and pets are prohibited within such areas, unless otherwise posted and with the exception that bicycles are allowed at Riverbend Natural Area. Dogs are permitted on hiking trails only.

## **Section 11. Motor Vehicles.**

- A. Operation of Motor Driven Vehicles. With the exception of County Parks Department and Zoo Department employees, it shall be unlawful for any person to:
  - 1. Operate a motor driven vehicle of any kind or nature in excess of 15 miles per hour within the Parks, Potter Park, or Zoo, except where otherwise posted.
  - 2. Operate any motor driven vehicle of any kind or nature except on designated public roads, unless prior written approval has been provided by the Parks Director, Zoo Director, or their respective designee(s).
  - 3. Operate a motor driven vehicle of any kind or nature in violation of posted traffic control signs or devices.
  - 4. Operate an unlicensed motor vehicle upon any park road or parking area.
- B. State Laws. All motor driven vehicles operated on park roadways or parking lots shall be subject to the laws of the State of Michigan as set forth in the Michigan Motor Vehicle Code.

## **Section 12. Parking.**

- A. Parking in Prohibited Areas. It shall be unlawful for any person, except for Park and Zoo personnel, to:
  - 1. Park or leave unattended any motor vehicle within any area not designated as a parking area or space.
  - 2. Stop, stand, or park any motor vehicle at any place where official signs prohibit.
  - 3. Park any motor vehicle in any space designated by sign for use by a disabled person without displaying an official placard or registration plate issued to a disabled person.
- B. Use of Parking Areas.
  - 1. Unless otherwise permitted in writing by the Parks Director, Zoo Director, or their respective designee(s), parking lots in the Parks, Potter Park, and Zoo are hereby closed to all activities except parking of vehicles and entry and exit from vehicles. No park land usage, including, but not limited to, picnicking, Frisbee throwing, games, or other activities, shall be permitted in the parking lots of the Parks, Potter Park, or Zoo. All Parks, Potter Park, and Zoo activities, except traversing to and from parking lots and/or parking of vehicles in case of emergencies, are prohibited.

2. When posted, parking at the Lake Lansing Boat Launch is hereby restricted to vehicles with boats only.
- C. Obstructing Traffic.
1. It shall be unlawful for the operator of any vehicle to stop, stand, or park such vehicle upon any roadway or in any parking area in such a manner as to form an obstruction to traffic.
  2. Whenever any police officer finds a vehicle unattended upon a roadway or in a parking area and where such vehicle constitutes an obstruction to traffic, such officer is hereby authorized to provide for the removal of such vehicle to the nearest garage or other place of safety.
  3. The necessary costs for such removal shall become a lien upon such vehicle and the person into whose custody the vehicle is given may retain it until all expenses involved have been paid.

### **Section 13. Commercial Activities and Advertising.**

- A. Solicitation. All constitutionally protected speech will be permitted by the County within reasonable time, place, and manner parameters. No solicitations shall be allowed within any Park, Potter Park, or Zoo building; adjacent to any Park, Potter Park, or Zoo building entrance; or in any other areas designated by signs. Solicitations shall not interfere or conflict with the normal business of employees of or visitors to the Parks, Potter Park, or Zoo, or the free flow of vehicular and pedestrian traffic. No signs may be erected on County property.
- B. Disruptive Conduct. The County reserves the right to prohibit any solicitation or distribution activities by any non-employee, organization, or employee that disrupts or interferes with the normal work activity of the County, visitors to County properties, parks and facilities, or the free flow of vehicular and pedestrian traffic.
- C. Peddling. No person or organization shall advertise, vend, sell, post, or distribute any service, food, beverage, merchandise, commercial leaflet, or poster within the Parks, Potter Park, or Zoo, except by prior written permission from the Parks Director, Zoo Director, or their respective designee(s).

### **Section 14. Camping.**

No person shall camp within the Parks, Potter Park, or Zoo, except in those areas or buildings designated for that purpose, unless permission is provided in writing by the Parks Director, Zoo Director, or respective designee(s).

## **Section 15. Fees, Charges, and Permits.**

- A. It shall be a violation of this Ordinance for any person to use any facility, building, land area, or equipment within the Parks, Potter Park, or Zoo for which a fee or charge has been established by the County without payment of such fee or charge, unless waived per the guidelines in Board of Commissioners Resolution #17-111.
- B. It shall be a violation for any person, group, or organization to occupy, use or fail to vacate any facility, building, land area, or equipment for which a permit has been granted to another person, group, or organization.

## **Section 16. Violations and Penalties.**

- A. Any person violating any provision of this Ordinance, except provisions of the Motor Vehicle Code incorporated herein, parking violations, and Section 4.H. shall be responsible for a municipal civil infraction. Repeat violations under this Ordinance shall be subject to increased fines or misdemeanor penalties as provided in Sections 18 and 19 of this Ordinance.
- B. Any person violating the provisions of the Motor Vehicle Code shall be subject to the fines and penalties set forth in that Code. Any person violating any provision of Section 12 regarding parking violations shall be responsible for a civil infraction.
- C. Persons continuing to violate any of the above provisions after being cited may also be evicted from said Parks, Potter Park, or Zoo for the remainder of the day of the offense.

## **Section 17. Municipal Civil Infraction Citations; Issuance and Service.**

Municipal civil infraction citations shall be issued and served by an Authorized Local Official as follows:

- A. The time for appearance specified in a citation shall be within 10 days after the citation is issued.
- B. The place for appearance specified in a citation shall be the District Court.
- C. Each citation shall be numbered consecutively and shall be in a form approved by the State Court Administrator. The original citation shall be filed with the District Court. Copies of the citation shall be retained by the County and issued to the alleged violator as provided by Section 8705 of Act No. 236 of the Public Acts of 1961, as amended.
- D. A citation for a municipal civil infraction signed by an Authorized Local Official shall be treated as made under oath if the violation alleged in the citation occurred in the presence

of the official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge, and belief."

- E. An Authorized Local Official who witnesses a person commit a municipal civil infraction shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation.
- F. An Authorized Local Official may issue a citation to a person if:
  - 1. Based upon investigation, the Authorized Local Official has reasonable cause to believe that the person is responsible for a municipal civil infraction; or
  - 2. Based upon investigation of a complaint by someone who allegedly witnessed the person commit a municipal civil infraction, the Authorized Local Official has reasonable cause to believe that the person is responsible for an infraction and if the County Prosecuting Attorney approves in writing the issuance of the citation.
- G. Municipal civil infraction citations shall be served personally by serving a copy of the citation upon the alleged violator.

#### **Section 18. Municipal Civil Infraction Citations; Contents.**

- A. A municipal civil infraction citation shall name the County as plaintiff and shall contain the name and address of the defendant, the municipal civil infraction alleged, the place where the defendant shall appear in court, the telephone number of the court, and the time at or by which the appearance shall be made.
- B. Further, the citation shall inform the defendant that they may do one (1) of the following:
  - 1. Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
  - 2. Admit responsibility for the municipal civil infraction "with explanation" by mail by the time specified for appearance, in person, or by representation.
  - 3. Deny responsibility for the municipal civil infraction by doing either of the following:
    - a. Appearing in person for an informal hearing before the Judge or Magistrate of the District Court without the opportunity of being represented by an attorney unless a formal hearing before the District Court's Judge is requested by the County.

- b. Appearing in the District Court for a formal hearing before the District Court's Judge, with the opportunity of being represented by an attorney.
- 4. The citation shall also inform the defendant of all the following:
  - a. That if the defendant desires to admit responsibility "with explanation" in person or by representation, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time for an appearance.
  - b. That if the defendant desires to deny responsibility, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time to appear for a hearing, unless a hearing date is specified on the citation.
  - c. That a hearing shall be an informal hearing unless a formal hearing is requested by the defendant or the County.
  - d. That, at an informal hearing, the defendant must appear in person before the District Court's Judge or Magistrate, without the opportunity of being represented by an attorney.
  - e. That, at a formal hearing, the defendant must appear in person before the District Court's Judge with the opportunity of being represented by an attorney.
- 5. The citation shall contain a notice in boldfaced type that the failure of the defendant to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in the entry of a default judgment against the defendant on the municipal civil infraction.

#### **Section 19. Establishment of Schedule of Civil Fines.**

- A. A schedule of civil fines for violations of this Ordinance is hereby established. The fines for the violations shall be as follows:
  - 1. For the first citation issued to a defendant who admits or is found by the District Court to have violated this Ordinance, the civil infraction fine shall be \$50.00 for the first violation cited and an additional \$50.00 for each additional violation listed within the citation, up to, but not to exceed, \$500.00. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the

District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.

2. For a second citation issued to a defendant who admits or is found by the District Court to have committed repeated violations of this Ordinance, the civil infraction fine shall be up to \$500.00 for each repeat violation. As used in this section, "repeat violations" means a second violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined to be responsible. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.
- B. Failure to appear at the District Court within the time specified in a citation or at the time scheduled for a hearing or an appearance is a misdemeanor and will result in entry of a default judgment against the defendant on the municipal civil infraction.
  - C. Failure to comply with an order, judgment or default in payment of a civil fine, costs, damages, or expenses, so ordered may result in enforcement actions, including, but not limited to, imprisonment on civil contempt which shall not exceed 1 day for each \$30.00 due, collections, placement of liens or other remedies as permitted by Chapter 87 of Act 236 of Public Acts of 1961, as amended.
  - D. A municipal civil infraction is not a lesser included offense of a criminal offense or an ordinance violation that is not a civil infraction.
  - E. Civil infractions for violations of Section 11.A. regarding parking are punishable by a fine of \$50.00 plus costs for a first offense, \$100.00 plus costs for a second offense, and \$250.00 plus costs for a third offense, except that violations of Section 11.A.(3) shall be punishable by a fine of \$250.00 plus costs for a first or subsequent offense.

## **Section 20. Misdemeanor Violations.**

- A. Any person convicted of violating Section 4.I relating to disorderly persons shall be guilty of a misdemeanor.
- B. A third and subsequent repeated violation of this Ordinance shall be a misdemeanor. As used in this Section, "repeat violations" means a third or subsequent violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined by the District Court to be responsible.



- C. Actions or omissions which are a misdemeanor under this Ordinance shall be punishable upon conviction by a fine of not to exceed \$500.00 (plus other costs), imprisonment for a term of not to exceed ninety (90) days, or both.

## **Section 21. Construction.**

When not inconsistent with the context, words used in the present tense include the future. Words in the singular include the plural and words in the plural include the singular. Masculine shall include the feminine and neutral. The word "shall" is always mandatory and not merely directive. Words or terms not defined herein shall be interpreted as defined in statutes, regulations, or codes to which they apply or if not so defined shall be defined in the manner or their common meaning. Headings shall be deemed for convenience and shall not limit the scope of any section of this Ordinance.

## **Section 22. Severability.**

The various parts, sections, subsections, paragraphs, sentences, phrases, and clauses of this Ordinance are hereby declared to be severable. If any part, section, subsection, paragraph, sentence, phrase, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, it shall be considered severed from this Ordinance and shall not be construed as affecting the validity of the remaining portions of this Ordinance.

## **Section 23. Repealer Clause.**

Any ordinance or parts of ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

## **Section 24. Savings Clause.**

This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

## **Section 25. Effective Date.**

This Ordinance shall become effective on the \_\_\_ day of \_\_\_\_\_, 20\_\_.

**TO:** Human Services & Finance Committees

**FROM:** Tim Morgan, Parks Director

**DATE:** August 2, 2022

**SUBJECT:** Request transfer of CIP Funds from Project 20P12 to Project 20P11

For the meeting agenda of August 15, 2022 Human Services and August 17, 2022 Finance

---

**BACKGROUND**

The Parks Department currently has two CIP items earmarked for construction of new maintenance storage buildings, one at Hawk Island Park and one at Lake Lansing North Park. The original costs were calculated in 2019. With the recent surge in prices for both labor and materials, costs are now significantly higher. With the current costs, building both of these buildings is currently unachievable with the original funds allocated. We are requesting the remaining balance of the Lake Lansing building be transferred to the Hawk Island building in order to fully complete that project, for which construction is already underway. The building at Lake Lansing North is currently in the design phase and under contract with Prime Professional by Resolution #22-116 and can be utilized when funds become available to construct that building.

**ALTERNATIVES**

The Hawk Island building would not be completed without the transfer of these funds, missing the snow tubing season, which is the building's primary use.

**FINANCIAL IMPACT**

The remaining balance of \$39,580 from 20P12 would be transferred to 20P11, causing no additional monies to be allocated.

<b>Project</b>	<b>Beginning Allocation</b>	<b>Current Balance</b>	<b>Requested Amount</b>	<b>Remaining Balance</b>
Lake Lansing Building (20P12)	\$75,000	\$39,580	\$0	\$0
Snowcat Building (20P11)	\$75,000	\$43,821	\$39,580	\$76,001

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their August 8, 2022 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a transfer from 228-75999-976000-20P12 to 228-75999-976000-20P11.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A TRANSFER OF FUNDS FROM THE LAKE LANSING NORTH  
STORAGE BUILDING CAPITAL IMPROVEMENT PROJECT TO THE HAWK ISLAND SNOW  
TUBE STORAGE BUILDING PROJECT**

WHEREAS, through the 2020 Capital Improvement process, funds were made available to the Ingham County Parks Department for the construction of storage buildings at Lake Lansing North County Park and Hawk Island County Park; and

WHEREAS, the original costs for these buildings were calculated in 2019 and have since increased significantly in the past two years; and

WHEREAS, the storage building at Hawk Island is currently under construction while the building at Lake Lansing North is still in the design phase through a Prime Professional contract, Resolution #22-116; and

WHEREAS, the design of the Lake Lansing North building can be utilized at a later date when additional funds are available; and

WHEREAS, the transfer of funds from the Lake Lansing North storage building project to the Hawk Island storage building project is necessary to properly complete the construction of the Hawk Island storage building.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves transferring \$39,580 from 228-75999-976000-20P12 to 228-75999-976000-20P11.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-75999-976000-20P12.

**TO:** Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** August 2, 2022  
**SUBJECT:** Contract with FD Hayes Electric Company

For the meeting agenda of August 15, 2022 Human Services and August 17, 2022 Finance

---

**BACKGROUND**

The Parks Department operates a snow tubing park at Hawk Island County Park. Staff solicited proposals from qualified and experienced electrical contractors to enter into a contract for the purpose of upgrading snow making electrical panels and running electrical service to a new snow tubing storage building presently being constructed.

**ALTERNATIVES**

Failure to address these needs could result in damage to the electrical panels including snow making equipment, and no electricity within the new building.

**FINANCIAL IMPACT**

FD Hayes Electric Company, a registered-local vendor, was the lowest responsive bid in compliance with the Ingham County Purchasing Policy. The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to FD Hayes Electric Company for the base bid \$11,050, and a contingency not to exceed \$2,000. There are funds available in line item 208-75200-9779990-22P06 and 228-75999-976000-20P11 for this project as detailed below:

<b>Project</b>	<b>Beginning Allocation</b>	<b>Current Balance</b>	<b>Requested Amount</b>	<b>Remaining Balance</b>
Snow Gun and electrical upgrade (22P06)	\$27,000	\$3,649	\$3,649	\$0
Snowcat Building (20P11)	\$75,000	\$43,821	\$9,401	\$34,420

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their August 8, 2022 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with FD Hayes Electric Company.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH FD HAYES ELECTRIC COMPANY  
FOR ELECTRICAL WORK AT HAWK ISLAND COUNTY PARK**

WHEREAS, the Ingham County Parks Department operates a snow tubing facility at Hawk Island County Park that utilizes snow making equipment; and

WHEREAS, Capital Improvement funds were previously allocated for a new snow gun including electrical upgrades and a new snow tube storage building; and

WHEREAS, the Parks Department solicited proposals from qualified and experienced electrical contractors to enter into a contract for the purpose of electrical upgrades and new electrical service to the new snow tube storage building; and

WHEREAS, FD Hayes Electric Company, a registered-local vendor was the lowest responsive bid in compliance with the Ingham County Purchasing Policies; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to FD Hayes Electric Company.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with FD Hayes Electric Company for the base bid in the amount of \$11,050 for electrical work at Hawk Island County Park and a contingency not to exceed \$2,000, if necessary, for a total cost of \$13,050.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-75999-976000-22P06 and 228-75999-976000-20P11.

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.

**TO:** Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** August 2, 2022  
**SUBJECT:** Resolution to authorize a contract with Penchura Recreation Products and Services for replacements of a portion of the Lake Lansing South County Park Playground  
For the meeting agenda of August 15, 2022 Human Services and August 17, 2022 Finance Committees

---

**BACKGROUND**

The Parks Department owns and maintains playgrounds at Burchfield County Park, Hawk Island County Park, Lake Lansing North County Park, and Lake Lansing South County Park. Resolution #22-242 authorized up to \$120,000 in funding for safety enhancement projects to these playgrounds. Staff has prioritized the playground at Lake Lansing Park South as the most in-need of repair/refurbishment due to the playground's age. This project would replace a portion of the playground currently closed off for safety reasons.

**ALTERNATIVES**

Failure to approve this purchase would result in a portion of the Lake Lansing Park South playground remaining closed.

**FINANCIAL IMPACT**

Penchura Recreation Products and Services currently have a General Services Administration (GSA) contract for playground equipment purchases and installation, GSA Contract #GS-07F-0440N. This contract was reviewed by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Penchura Recreation Products and Services (General Services Administration, GSA) in the amount of \$87,535, and a contingency not to exceed \$5,000. Funds are available in 208-75200-974000.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their August 8, 2022 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Penchura Recreation Products and Services.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH PENCHURA RECREATION PRODUCTS  
AND SERVICES FOR REPLACEMENTS OF A PORTION OF THE LAKE LANSING SOUTH  
COUNTY PARK PLAYGROUND**

WHEREAS, the Ingham County Parks Department owns and maintains playgrounds at Burchfield County Park, Hawk Island County Park, Lake Lansing North County Park, and Lake Lansing South County Park; and

WHEREAS, the Ingham County Parks Department employs several individuals who are trained on playground safety audits and hold the national certification as Certified Playground Inspectors through the National Recreation and Park Association; and

WHEREAS, during annual playground audits, staff has identified a portion of playground at Lake Lansing South County Park as the structure most in-need of replacement; and

WHEREAS, the Board of Commissioners approved Resolution #22-242 authorizing up to \$120,000 in funding for safety enhancement projects to these playgrounds; and

WHEREAS, Penchura Recreational Products and Services currently have a General Services Administration (GSA) contract for playground equipment purchases and installation, General Services Administration (GSA) Contract #GS-07F-0440N; and

WHEREAS, this contract was reviewed by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Penchura Recreation Products and Services (GSA).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Penchura Recreational Products and Services (General Services Administration, GSA) for replacement of a portion of the playground at Lake Lansing South County Park in the amount of \$87,535, with a contingency not to exceed \$5,000.

BE IT FURTHER RESOLVED, that there are funds available in line item 208-75200-974000 for the project.

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.

**TO:** Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** August 2, 2022  
**SUBJECT:** Authorization to Amend Resolution #21-270 with LHD Academy of Science  
For the meeting agendas of August 15, and August 17, 2022

---

**BACKGROUND**

Ingham County Health Department (ICHD) wishes to amend Resolution #21 – 270 which authorized an annual agreement with Local Health Department (LHD) Academy of Science (AOS) for up to two (2) memberships in an amount not to exceed \$2,000. This amended resolution will allow ICHD to enter into an annual agreement with LHD AOS for up to five (5) memberships in an amount not to exceed \$5,000.

**ALTERNATIVES**

ICHD could move forward with two memberships, leaving some staff without access to the learning community or the survey tool.

**FINANCIAL IMPACT**

The cost will be paid from a workforce development grant in FY '22 and will be included in the Community Health Assessment budget should grant funds not be available annually thereafter.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #21 – 270 to allow an agreement with LHD AOS for an amount not to exceed \$5,000, effective upon approval and to be renewed annually thereafter.



Introduced by the Human Services and Finance Committees of the

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #21 – 270 AUTHORIZING AN AGREEMENT WITH  
LOCAL HEALTH DEPARTMENT ACADEMY OF SCIENCE**

WHEREAS, Ingham County Health Department (ICHHD) wishes to amend Resolution #21 – 270 which authorized an annual agreement with Local Health Department (LHD) Academy of Science (AOS) for up to two (2) memberships in an amount not to exceed \$2,000; and

WHEREAS, this amended resolution will allow ICHHD to enter into an annual agreement with LHD AOS for up to five (5) memberships in an amount not to exceed \$5,000; and

WHEREAS, the cost will be paid from a workforce development grant in the 2022 fiscal year, and will be included in the Community Health Assessment budget should grant funds not be available annually thereafter; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes amending Resolution #21 – 270 to allow an agreement with LHD AOS for an amount not to exceed \$5,000, effective upon approval and to be renewed annually thereafter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amendment of Resolution #21 – 270 to allow an agreement with LHD AOS for an amount not to exceed \$5,000, for a period of one year, effective upon approval.

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

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

**TO:** Human Service and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** August 2, 2022  
**SUBJECT:** Resolution to Amend Resolution #22-322 to Accept COVID-19 Regional Health Equity Council Backbone Organization Grant  
For the meeting agendas of August 15, and August 17, 2022

---

**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to amend Resolution #22-322 with Michigan Public Health Institute (MPHI) and the Michigan Department of Health and Human Services (MDHHS) to reduce the funding amount to \$33,675 and to change the funding period to August 1, 2022 through September 30, 2022. ICHHD accepted a COVID-19 Regional Health Equity Council Backbone Organization Grant authorizing an agreement with MPHI and the MDHHS in an amount not to exceed \$400,000 effective July 11, 2022 through May 31, 2023. This amendment will change the funding period to August 1, 2022 through September 30, 2022 and reduce the total dollar award for the fiscal year 2022 funding period to \$33,675. An additional contract is anticipated for FY 2023 effective October 1, 2022 through May 31, 2023 which will award ICHHD a total of \$366,325 in grant funds. This anticipated FY23 grant amount of \$366,325 will award ICHHD the remaining funding from the total \$400,000 Backbone Organizational Grant.

**ALTERNATIVES**

The alternative to accepting this amendment is to decline the grant funds.

**FINANCIAL IMPACT**

There is no overall financial impact with the division of the project into two separate contracts and two separate fiscal years. The total remains \$400,000.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #22-322 with MPHI and MDHHS in an amount not to exceed \$33,675, effective August 1, 2022 through September 30, 2022.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #22-322 FOR THE COVID-19  
REGIONAL HEALTH EQUITY COUNCIL BACKBONE ORGANIZATION GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #22-322 with Michigan Public Health Institute (MPHI) and the Michigan Department of Health and Human Services (MDHHS) to reduce the funding amount to \$33,675 and to change the funding period to August 1, 2022 through September 30, 2022; and

WHEREAS, through Resolution #22-322, ICHD accepted a COVID-19 Regional Health Equity Council Backbone Organization Grant authorizing an agreement with MPHI and the MDHHS in an amount not to exceed \$400,000 effective July 11, 2022 through May 31, 2023; and

WHEREAS, this amendment will change the funding period to August 1, 2022 through September 30, 2022 and reduce the total dollar award for the fiscal year 2022 funding period to \$33,675; and

WHEREAS, an additional contract is anticipated for fiscal year 2023 effective October 1, 2022 through May 31, 2023 which will award ICHD a total of \$366,325 in grant funds; and

WHEREAS, this anticipated fiscal year 2023 grant amount of \$366,325 will award ICHD the remaining funding from the total \$400,000 Backbone Organizational Grant; and

WHEREAS, there is no overall financial impact with the division of the project into two separate contracts and two separate fiscal years, and the project total remains \$400,000; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes amending Resolution #22-322 with MPHI and the MDHHS by reducing the funding amount to \$33,675 and changing the funding period to August 1, 2022 through September 30, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #22-322 to reduce the funding amount to \$33,675 and changing the funding period to August 1, 2022 through September 30, 2022.

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

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

**TO:** Human Services and Finance Committees  
**FROM:** Linda S. Vail, Health Officer  
**DATE:** July 15, 2022  
**SUBJECT:** FY 23 State of Michigan Emerging Threats Comprehensive Agreement -  
For the meeting agendas of August 15, 2022 and August 17, 2022

---

### **BACKGROUND**

The Ingham County Health Department (ICHHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The agreement serves as a vehicle for accepting slightly more than \$2.88 million in state and federal grant and formula funding to support Emerging Threats in Ingham County. The services to be delivered under this agreement are detailed below under Financial Impact.

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

The financial impact of this agreement will increase the FY '23 County budget by slightly more than \$2.88 million. This resolution makes the following specific changes to the budget:

COVID Workforce Development; increase of \$179,751 from \$0.00 to \$179,751  
COVID Immunization: increase of \$1,380,613 from \$0.00 to \$1,380,613  
COVID-19 Mobile Testing: increase of \$310,000 from \$0.00 to \$310,000  
ELC Contact Tracing, Investigation, Testing Coordination & Infection Prevention:  
increase of \$980,142 from \$0.00 to \$980,142  
American Rescue Plan: increase of \$37,854 from \$0.00 to \$37,854

### **STRATEGIC PLANNING IMPACT**

This resolution supports the long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

### **OTHER CONSIDERATIONS**

There are no other considerations

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support this Emerging Threats agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2022 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2022-2023 EMERGING THREATS MASTER AGREEMENT  
WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE  
DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT**

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

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

WHEREAS, the MDHHS and Ingham County has proposed a 2022 – 2023 Emerging Threats Agreement for the delivery of emerging threats service under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relations; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2022 – 2023 Emerging Threats Agreement with the Michigan Department of Health and Human Services for the delivery of emerging threats services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of agreement shall be October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include Emerging Threats in Ingham County.

BE IT FURTHER RESOLVED, that an amount not to exceed \$2,888,360 of state/federal funds will be made available to Ingham County through the Emerging Threats Comprehensive Agreement.

BE IT FURTHER RESOLVED, that the increase in funds consists of the following specific change to program budgets:

COVID Workforce Development; increase of \$179,751 from \$0.00 to \$179,751

COVID Immunization: increase of \$1,380,613 from \$0.00 to \$1,380,613

COVID-19 Mobile Testing: increase of \$310,000 from \$0.00 to \$310,000

ELC Contact Tracing, Investigation, Testing Coordination & Infection Prevention: increase of \$980,142 from \$0.00 to \$980,142

American Rescue Plan: increase of \$37,854 from \$0.00 to \$37,854

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2023 Budget in order to implement the resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer, or her designee, is authorized to submit the 2022-2023 Emerging Threats Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign contracts and subcontracts associated with the Comprehensive Agreement after review by the County Attorney.

**TO:** Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** July 5, 2022  
**SUBJECT:** Authorization to Change Position #601541 from Part-time to Full-time at Forest Community Health Center  
For the Meeting Agendas of August 15, August 16, and August 17, 2022.

---

**BACKGROUND**

Ingham County Health Department (ICHD) wishes to increase the status of position #601541 Community Health Worker (CHW) at Forest Community Health Center (FCHC) from a .50 FTE to a 1.0 FTE effective November 1, 2022. CHWs are frontline public health workers who are trusted and have a close understanding of the community they serve. This position will be primarily responsible for care coordination and navigation activities related to HIV and STI prevention. FCHC was awarded HIV Prevention-Forest Community Health Center funds to be made available starting October 1, 2022. Such funds will be included in the FY '23 Michigan Department of Health and Human Services Master Agreement. ICHD would like to use these grant funds to increase this position to a 1.0 FTE to complete rapid testing, navigation services, and health education in the STI Navigation program. The CHW is currently funded as a 0.5 FTE through STD Specialty Services.

**ALTERNATIVES**

ICHD's CHCs could choose not to create this position and fewer families would be served.

**FINANCIAL IMPACT**

The increased cost related to increasing this position from .50 FTE to 1.0 FTE is \$38,846. The additional costs will be covered by the HIV Prevention-Forest Community Health grant included in the FY '23 MDHHS Master Agreement.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes increasing position #601541 from .50 FTE to 1.0 FTE effective November 1, 2022.

Introduced by the Human Services, County Services. and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE STATUS OF POSITION #601541 (CHW– FOREST)  
FROM PART-TIME TO FULL-TIME**

WHEREAS, Ingham County Health Department's (ICHD) wish to change the status of position #601541 Community Health Worker (CHW) at Forest Community Health Center from part-time to full-time, effective November 1, 2022; and

WHEREAS, the current position is part-time at 0.5 FTE; and

WHEREAS, CHWs are frontline public health workers who are trusted and have a close understanding of the community they serve; and

WHEREAS, this position will be primarily responsible for care coordination and navigation activities related to HIV and STI prevention; and

WHEREAS, Forest Community Health Center was awarded HIV Prevention-Forest Community Health Center funds made available starting October 1, 2022; and

WHEREAS, such funds will be included in the 2023 Michigan Department of Health and Human Services Master Agreement; and

WHEREAS, ICHD would like to use these grant funds to increase position #601541 from .50 FTE to 1.0 FTE to complete rapid testing, navigation services, and health education in the STI Navigation program; and

WHEREAS, the CHW is currently funded as a 0.5 FTE through STD Specialty Services; and

WHEREAS, the increased cost related to increasing the FTE to 1.0 is \$38,846 and will be covered by the HIV Prevention-Forest Community Health Grant which is included in the FY '23 Master Agreement; and

WHEREAS, the Ingham County Health Center Board of Directors and the Health Officer recommend that Ingham County Board of Commissioners authorizes amending the status of position #601541 CHW from part-time to full-time for an amount not to exceed \$38,846, effective November 1, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the status of position #601541 CHW from part-time to full-time for an amount not to exceed \$38,846, effective November 1, 2022.

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, 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.

**TO:** Human Services and Finance Committees  
**FROM:** Linda Vail, Health Officer  
**DATE:** August 1, 2022  
**SUBJECT:** Authorization for the FY22-23 AmeriCorps Vista Grant Funding

For the meeting agendas of August 15 and August 17, 2022

---

**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into an agreement with the Corporation for National and Community Services (CNCS) to accept FY22-23 grant funding to support the AmeriCorps VISTA Project, effective September 25, 2022 through July 15, 2023 in an amount not to exceed \$31,000. ICHD was the recipient of grant funds for the AmeriCorps VISTA Program funding cycle in the 2021-2022 FY, which was authorized through Resolution #21-417. CNCS has provided Ingham County a ninth year of funding for the FY 2022-2023 to support up to fifteen (15) AmeriCorps VISTA members who will perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social, and environmental problems.

**ALTERNATIVES**

Not accepting this funding would result in a loss of AmeriCorps Vista member involvement for poverty-related human, social, and environmental issues within Ingham County.

**FINANCIAL IMPACT**

The funding, totaling \$31,000, will aid in the operational costs of the AmeriCorps VISTA program.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes entering into an agreement with the CNCS to accept FY22-23 grant funding to support the AmeriCorps VISTA Project, effective September 25, 2022 through July 15, 2023 in an amount not to exceed \$31,000.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICES FOR 2022-2023 AMERICORPS VISTA GRANT FUNDING**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Corporation for National and Community Services (CNCS) to accept 2022-2023 funding to support the AmeriCorps VISTA Project effective September 25, 2022 through July 15, 2023 in an amount not to exceed \$31,000; and

WHEREAS, ICHD was the recipient of grant funds for the AmeriCorps VISTA Program eighth funding cycle in the 2021-2022 FY, which was authorized through Resolution #21-417; and

WHEREAS, CNCS has provided Ingham County a ninth year of funding for the 2022-2023 fiscal year to support up to fifteen (15) AmeriCorps VISTA members who will 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 15 FTE AmeriCorps VISTA members, 14 FTEs will be placed in host sites selected through an RFP process and 1 FTE AmeriCorps VISTA Leader will be placed with the ICHD AmeriCorps VISTA program; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes entering into an agreement with CNCS to accept 2022-2023 grant funding to support the AmeriCorps VISTA Project, effective September 25, 2022 through July 15, 2023 in an amount not to exceed \$31,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with CNCS to accept 2022-2023 grant funding to support the AmeriCorps VISTA Project, effective September 25, 2022 through July 15, 2023 in an amount not to exceed \$31,000.

BE IT FURTHER RESOLVED, that the Health Officer, or their designee, is authorized to submit the 2022-2023 budget electronically through the CNCS E-Grants system, and tentatively electronically approve the Memorandum of Agreement (MOA).

BE IT FURTHER RESOLVED, that after approval as to form by the County Attorney, the MOA is final.

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

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

**TO:** Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** August 2, 2022  
**SUBJECT:** Authorization to Create a Grant Term-Limited Mobile Health Unit Coordinator Position  
For the meeting agendas August 15, August 16, and August 17, 2022

---

**BACKGROUND**

Ingham County Health Department wishes to create a grant-term limited “Mobile Health Unit Coordinator” position. The “Mobile Health Unit Coordinator” will assist in the coordination and operation of the mobile health unit. Funding to support the position is available through a grant from the Michigan Department of Health and Human Services (MDHHS) through at least September 30, 2023.

**ALTERNATIVES**

The health department could continue to carry out these job duties with existing staff, potentially leaving grant funds unspent and staff with high workloads.

**FINANCIAL IMPACT**

The cost of the 1.0 FTE position (UAW Grade E) is \$81,958 - \$92,567 and will be funded with grant funds included in the Emerging Threats Master Agreement with Michigan Department of Health & Human Services.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to create a “Mobile Health Unit Coordinator” position effective immediately until at least September 30, 2023 or the exhaustion of grant funds.

TO: Jessica Yorko, Health Promotion and Prevention Manager

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist  
Joan Clous, Human Resources Generalist – Labor Relations Specialist

DATE: July 1, 2022

RE: Memo of Analysis for New Classification

---

Human Resources can confirm the following information:

Per your request, Human Resources has created a new classification titled Mobile Health Unit Coordinator.

After analysis, the classification has a community of interest with the UAW and is appropriately compensated at an UAW E. The UAW has been notified. They support the classification and salary placement.

I have attached the UAW response. I have also attached the job description.

*Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed re-organization. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.*

*If I can be of further assistance, please email or call me (887-4375).*

**From:** [Teresa Carter](#)  
**To:** [Elisabeth Bliesener](#)  
**Subject:** Re: New JD - Mobile Health Unit Coordinator - Health Department  
**Date:** Thursday, June 30, 2022 11:06:07 PM

---

Elisabeth

I looked over this job description and it looks good, the UAW agrees with the points and grade level.

**Teresa Carter**  
Unit Chair Local 2256  
517-676-8374 desk  
517-676-8380 fax

---

**From:** Elisabeth Bliesener <EBliesener@ingham.org>  
**Sent:** Wednesday, June 29, 2022 9:22 AM  
**To:** Teresa Carter <TCarter@ingham.org>  
**Cc:** Joan Clous <JClous@ingham.org>  
**Subject:** New JD - Mobile Health Unit Coordinator - Health Department

Hi Teresa,

The Health Department would like to create a new Job description that would be grant funded – Mobile Health Unit Coordinator. Joan and I factored this position to be a UAW E.

Does the Union approve the new JD and salary placement?

Thanks,

Beth Bliesener  
Ingham County  
Human Resources  
517-887-4375

Transmission is Privileged and Confidential.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

# INGHAM COUNTY JOB DESCRIPTION

## Mobile Health Unit Coordinator

### **General Summary:**

Under the supervision of the Public Health Program Coordinator, assists in the coordination and operation of the mobile health unit. Assists with outreach to identify and plan community events. Supports logistics with community host sites. Assists with ensuring appropriate staffing to provide health services and screenings at outreach events. Trains and oversees all non-clinical concerns and staffing during events. Assists in data collection and grant reporting. Drives mobile unit to and from events, refuels unit and assumes responsibility for maintenance and repair of vehicle and equipment as needed.

### **Essential Functions:**

1. Responsible for working with Public Health Program Coordinator to identify, coordinate, and schedule community outreach events.
2. Assists with Ensuring appropriate staffing support for each event and provides on-site, non-clinical supervision and logistical support during all events.
3. Assists in data collection and grant reporting.
4. Assists in development of policies, procedures, and protocols related to mobile unit outreach events.
5. Supports coordination between the Ingham County Health Department and local businesses and organizations.
6. Assists with scheduling outreach events, committing department resources to community partners.
7. Trains staff and volunteers in their roles and responsibilities supporting the mobile outreach unit. Serves as on-site coordinator.
8. Drives mobile unit to and from events.
9. Maintains preventative maintenance records on vehicle and arranges for routine maintenance, following agency policies and procedures. Inspects equipment and supplies such as tires, lights, brakes, gas, oil and water and reports any problems to the Public Health Program Coordinator.

### **Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

*(The above statements are intended to describe the general nature and level of work being performed by the people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)*

### **Employment Qualifications:**

Education: High School Diploma or its equivalent.

Experience: A minimum of 6 months experience in outreach, health care or transportation-related job is required. EMT/paramedic certification a plus.

Other Requirements: Must possess and maintain an excellent driving record and be comfortable towing a trailer.

**Other Requirements:**

- Knowledge of computer systems, methods, and application of various software packages.
- Skilled in written and oral communication to prepare and present information regarding programs and to represent the organization.
- Events may frequently take place on evenings and weekends.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is exposed to variety of hazards such as traffic, moving vehicles.
3. This position is exposed to communicable diseases, blood, other body fluids, etc.
4. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
5. This position is required to travel for meetings and appointments.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, twisting, bending, stooping, squatting, kneeling, lifting, pushing, pulling and reaching.
- This position's physical requirements require regular stamina in sitting, standing, walking, typing, enduring repetitive movements of the wrists, hands or fingers
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*



Personnel cost analysis -Community  
Health Worker Position #: 601541

	0.5 FTE UAW D Step 1	1.0 FTE UAW D Step 1	Increase in cost from .50 FTE to 1.0 FTE	1.0 FTE UAW D Step 5
SALARY	18,498	36,992	18,495	44,059
UNEMPLYMT	92	185	92	220
FICA/MEDICARE	1,415	2,830	1,415	3,371
DENTAL	936	936	0	936
VISION	135	135	0	135
PHP MED	9,117	21,880	12,763	21,880
MERS 0101H	4,621	9,241	4,620	11,006
RTEE CHG B	3,585	3,585	0	3,585
SEPARATE	370	740	370	881
RET/HLTH/T	832	1,665	832	1,983
DISABILITY	0	48	48	57
LIFE 30K	0	120	120	120
WORKERS' COMP	91	181	91	216
CARES	<u>33</u>	<u>33</u>	<u>0</u>	<u>33</u>
	39,725	78,571	38,846	88,482
Salary	18,498	36,992	18,495	44,059
Fringes	<u>21,227</u>	<u>41,578</u>	<u>20,351</u>	<u>44,423</u>
	39,725	78,571	38,846	88,482

**Notes:**

Calculation based on FY '23 wages and  
fringe documents PHP Med costs are  
based on a 2 person rate

7/6/2022

CHW PT to FT 70622 et

S:\HA\Financial\POSITION BUDGET\Personnel Cost Analysis Position #601541

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE CREATION OF A GRANT-TERM LIMITED  
MOBILE HEALTH UNIT COORDINATOR POSITION**

WHEREAS, Ingham County Health Department (ICHD) wishes to create a grant-term limited “Mobile Health Unit Coordinator” position; and

WHEREAS, the “Mobile Health Unit Coordinator” will assist in the coordination and operation of the mobile health unit; and

WHEREAS, funding to support the position is available through a grant from the Michigan Department of Health and Human Services (MDHHS) through at least September 30, 2023; and

WHEREAS, the “Mobile Health Unit Coordinator” is part of the Ingham County UAW bargaining unit, Grade E with an annual cost of \$81,958,- \$92,567; and

WHEREAS, the Health Officer recommends the creation of a “Mobile Health Unit Coordinator” position upon Board approval until at least September 30, 2023 or the exhaustion of grant funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a “Mobile Health Unit Coordinator” position effective immediately until September 30, 2023 or the exhaustion of grant funds.

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, 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.

**TO:** Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** July 21, 2022  
**SUBJECT:** Authorization to Extend Agreement with MSU for an Infectious Disease Physician Services  
For the Meeting Agendas of August 15 and August 17, 2022

---

**BACKGROUND**

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to extend the agreement with MSU Health Care Inc. for 0.20 FTE infectious disease physician services effective August 1, 2022 through July 31, 2024. Through Resolution #20-393, Resolution #19-388, and Resolution #17-355, this agreement was in place effective August 1, 2020 through July 31, 2022; August 1, 2019 through July 31, 2020; and August 1, 2017 through July 31, 2019, respectively. The new agreement will include a 2% annual increase for the amounts of \$55,006.58 in 2023 and \$56,106.71 in 2024.

**ALTERNATIVES**

Choosing not to amend this agreement would result in a loss of infectious disease physician services.

**FINANCIAL IMPACT**

The financial impact will be \$55,006.58 (2023) and \$56,106.71 (2024). These physician services will be covered through the HIV Ryan White Part D funding.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes amending the agreement with MSU Health Care Inc. for 0.20 FTE infectious disease physician services, effective August 1, 2022 through July 31, 2024.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND THE AGREEMENT WITH MSU HEALTH CARE INC. FOR  
INFECTIOUS DISEASE PHYSICIAN SERVICES**

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to extend the agreement with MSU Health Care Inc. for 0.20 FTE infectious disease physician services effective August 1, 2022 through July 31, 2024; and

WHEREAS, through Resolution #20-393, Resolution #19-388, and Resolution #17-355, this agreement was in place effective August 1, 2020 through July 31, 2022; August 1, 2019 through July 31, 2020; and August 1, 2017 through July 31, 2019, respectively; and

WHEREAS, the new agreement will include a 2% annual increase for the amount of \$55,006.58 (2023) and \$56,106.71 (2024); and

WHEREAS, these physician services will be covered through the HIV Ryan White Part D funds; and

WHEREAS, the Ingham Community Health Center Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorizes amending the agreement with MSU Health Care Inc. for 0.20 FTE infectious disease physician services effective August 1, 2022 through July 31, 2024.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes amending the agreement with MSU Health Care Inc. for 0.20 FTE infectious disease physician services effective August 1, 2022 through July 31, 2024.

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

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

**TO:** Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** July 27, 2022  
**SUBJECT:** Authorization to create a New 1.0 FTE Workforce Development Coordinator Position  
For the Meeting Agendas of August 15, August 16, and August 17, 2022

---

**BACKGROUND**

Ingham County Health Department (ICHD) wishes to create a 1.0 FTE Workforce Development Coordinator position within the Community Health, Planning, and Partnerships/Administrative Branch effective upon approval through September 30, 2023 for an amount not to exceed \$113,632. The Workforce Development Coordinator will develop, plan, and coordinate a resilient and robust public health workforce amidst the ongoing COVID-19 response across the health department. Funds for this position are included in the FY '22 & FY '23 Emerging Threats Master Agreement. The Workforce Development Coordinator will lead and broaden ICHD's workforce development activities with a special emphasis on pandemic preparedness, response, and recovery. This position will create and implement workforce development initiatives to build, sustain, and retain a viable workforce that can support current and future needs. Additionally, the position will research, develop, and advocate for system-level improvements related to public health workforce development.

**ALTERNATIVES**

ICHD could choose not to create this position and have less staff capacity to build and establish workforce development initiatives at ICHD.

**FINANCIAL IMPACT**

The cost of the 1.0 FTE Workforce Development position (ICEA Professional Grade 7) is \$113,632 - \$131,088 and will be covered by funding from the FY22-23 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a new 1.0 FTE Workforce Development Coordinator position (ICEA Professional Grade 7) in the CHPP/Admin Branch to coordinate and build workforce development initiatives for ICHD effective upon approval through September 30, 2023 for an amount not to exceed \$113,632.

TO: Anne Barna, Deputy Health Officer

FROM: Joan Clous, Human Resources Specialist

DATE: July 21, 2022

RE: Support for creation of new position Workforce Development Coordinator

---

Per your request, Human Resources has reviewed the information that was provided by the Health Department to create a new position.

After analysis, the position has a community of interest with the ICEA County Pro and is appropriately compensated at an ICEA salary range of Level 7 (\$58,458.33 to \$70,195.50). The ICEA has been notified. They support the creation and salary placement.

*Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.*

*If I can be of further assistance, please email or call me 887-4374.*

**From:** [Anne Barna](#)  
**To:** [Lisa Malone](#)  
**Subject:** FW: Workforce Development Coord  
**Date:** Monday, August 01, 2022 2:21:22 PM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image008.png](#)

---

To put in board packet

---

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Thursday, July 21, 2022 9:52 AM  
**To:** Anne Barna <[ABarna@ingham.org](mailto:ABarna@ingham.org)>  
**Subject:** FW: Workforce Development Coord

Please use this email in your packet to the board.

---

**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Sent:** Thursday, July 21, 2022 9:43 AM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: Workforce Development Coord

Looks good to me. Thank you.

---

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Thursday, July 21, 2022 9:37 AM  
**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** Workforce Development Coord

Desiree

The Health Dept. has created a new position, I have placed the position at an ICEA County Pro 7 which is a salary of \$58,458.33 to \$70,195.50. Please review and let me know if you approve.

Thanks,  
Joan

**Joan Clous MPA, SHRM-CP**  
Human Resources Specialist – Labor & Employee Relations

## Ingham County

5303 S. Cedar Bldg 2 Suite 2102  
Lansing MI 48911  
517-887-4374 – Office  
517-930-2075 - Cell  
517-887-4396 – Fax

Transmission is Privileged and Confidential.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.



“Success is a project that is always under construction.” ~ Pat Summit



**INGHAM COUNTY  
JOB DESCRIPTION  
WORKFORCE DEVELOPMENT COORDINATOR**

**General Summary:** Under the supervision of the Deputy Health Officer – Administration, the Workforce Development Coordinator leads and develops the Health Department’s workforce development activities with a special emphasis on pandemic preparedness, response, and recovery. Collaborates with others from all branches of the department to create and implement workforce development initiatives to create, sustain, and retain a viable workforce that can support current and future needs. Researches, develops, and advocates for systems-level improvements related to workforce development.

**Essential Functions:**

1. Leads the Department’s internal effort to create, sustain, and retain a viable workforce that can support current and future needs, including COVID-19 response and other pandemic preparedness. Works collaboratively across Department divisions to coordinate and focus multiple department efforts to improve workplace culture.
2. Coordinates, supports, and facilitates the Department’s Workforce Development Committee, with representation across the Health Department, to develop a Workforce Development Plan, with associated goals, objectives, and activities. Monitors implementation of the plan and prepares progress reports.
3. Implements, evaluates, facilitates, and promotes staff training to improve competencies and capabilities, particularly in pandemic and COVID-19 response and recovery. This work is in collaboration with other Community Health Planning and Partnerships Branch staff, such as the Health Educator II and Emergency Preparedness Coordinator.
4. Collaborates with the Health Equity and Social Justice Coordinator to ensure health equity goals and strategies are fully integrated into the Department’s workforce development efforts. Collaborates with the Health Communications Specialist to ensure workforce development efforts are incorporated into the Department’s Communications Plans.
5. Works with Ingham County Human Resources, Finance, and Departmental management to collect, generate and analyze internal data and information for workforce development planning and evaluation.
6. Researches, develops, and writes appropriate grant proposals for funds in support of workforce development efforts.
7. Develops mutually beneficial partnerships within the community to advance the recruitment and retention of health department staff, including with training programs, apprenticeship programs, and educational institutions.
8. Creates and implements marketing and outreach strategies and materials to recruit under-represented persons for employment at the Health Department.
9. Develops and maintains a coordinated system for student placement and internship support in multiple professions (nursing, public health, dietetics, social work, and others) to increase the number of new professionals experienced in public health and clinical practice and encourage student-to-employee pathways.
10. Supports the internal mentorship program within the health department. Assists staff with identifying external mentors as appropriate.
11. Facilitates the Health Department’s Academic Health Department program and activities.
12. Based on departmental priorities, advocates for local, state and national changes in policy, funding, programs and services to strengthen public health workforce capacity.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

A Master's degree and a minimum of 3 years of experience in public health, workforce development, or human resources in a health department or governmental setting.

OR

A Bachelor's degree and a minimum of 5 years of experience in public health, workforce development or human resources in a health department or governmental setting.

**Other Requirements:**

- Must possess excellent writing, analytical and communication skills

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in walking, traversing, lifting, and carrying.
- This position's physical requirements require continuous stamina in sitting, standing, typing, and enduring repetitive movements of the wrists, hands, or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.

- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

July 2022  
ICEA 7

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A NEW 1.0 FTE WORKFORCE DEVELOPMENT  
COORDINATOR POSITION FOR INGHAM COUNTY HEALTH DEPARTMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to create a 1.0 FTE Workforce Development Coordinator position in the Community Health, Planning, and Partnerships/Admin Branch, effective upon approval through September 30, 2023; and

WHEREAS, public health workforce development is the practice of developing and creating efforts to improve recruitment, retention, representation, pandemic recovery, and competency of the public health workforce; and

WHEREAS, funds for Workforce Development are included in the 2022 & 2023 Emerging Threats Master Agreement, under the Michigan Department of Health and Human Services (MDHHS) Comprehensive Agreement; and

WHEREAS, ICHD would like to use these grant funds to create a 1.0 FTE Workforce Development Coordinator position in the Community Health, Planning, and Partnerships/Admin Branch effective upon approval through September 30, 2023; and

WHEREAS, in addition, this position will develop and create critical initiatives to recruit, retain, and assure a high-performing public health workforce as the community recovers from the COVID-19 pandemic; and

WHEREAS, the cost of the ICEA Prof Grade 7 position is \$113,632 – \$131,088 and will be funded using funding included in the 2022 and 2023 MDHHS Comprehensive Agreement; and

WHEREAS, the Health Officer recommends authorizing a new 1.0 FTE Workforce Development Coordinator position effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes utilizing funding included in the 2022 and 2023 MDHHS Comprehensive Agreement, to create a new 1.0 FTE Workforce Development Coordinator position (ICEA Prof Grade 7) to develop and coordinate public health workforce development initiatives effective upon approval.

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

**Agenda Item 7a**

TO: Human Services and Finance Committees

FROM: Jill Bauer, Budget Analyst

DATE: August 2, 2022

SUBJECT: 2023 Update of County Fees for the Potter Park Zoo ONLY

---

On May 24<sup>th</sup>, the Board of Commissioners adopted Resolution #22-266, Updating Various County Fees for the Human Services Committee Departments. The Potter Park Zoo was unintentionally not included as they were previously on County Services before the fees were reviewed every three years instead of every year. The same criteria were used in the calculations of the proposed fees as all the other Departments in Resolution #22-266.

Fee increases recommended by the Controller's Office would generate approximately \$63,800 in additional revenue for the Potter Park Zoo in 2023.

Please do not hesitate to contact me if you have any questions regarding this information.

Attachments

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING RESOLUTION #22-266 TO INCLUDE VARIOUS FEES FOR  
SERVICES PROVIDED AT THE POTTER PARK ZOO**

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

WHEREAS, the Board of Commissioners adopted Resolution #22-266 to set various fees for County services in 2023; and

WHEREAS, fees for Potter Park Zoo were not included in Resolution #22-266; and

WHEREAS, the Controller's Office has worked with Potter Park Zoo to review fees and recommend updates for 2023.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to Resolution #22-266 adopting fees for Potter Park Zoo as attached.

BE IT FURTHER RESOLVED, that all other terms and conditions set forth in Resolution #22-266 remain in effect.

**2023 County Fee Analysis  
Human Services Committee**

Location of Service	Fee Description	2022 Fee	Units	Controller Recommended	Additional Revenue
Zoo	<i>Parking Fees ****</i>				
Zoo	<b>Resident Annual</b>	\$33.00	322	\$35.00	\$644
Zoo	<b>Non-Resident Annual</b>	\$43.00	49	\$45.00	\$98
Zoo	<b>Resident Adult (April - October)</b>	\$7.00	26,027	\$8.00	\$26,027
Zoo	<b>Non-Resident Adult (April - October)</b>	\$14.00	20,805	\$15.00	\$20,805
Zoo	<b>Resident Senior/Military (April - October)*</b>	\$5.00	2,539	\$6.00	\$2,539
Zoo	<b>Non-Resident Senior/Military (April - October)</b>	\$12.00	2,882	\$13.00	\$2,882
Zoo	<b>All Adults(November-March): Res, Non-Res, or Senior</b>	\$4.00	7,733	\$5.00	\$7,733
Zoo	<b>Children (age 3-12) (November - March)</b>	\$3.00	2,972	\$4.00	\$2,972
Zoo	<b>Cancellation Fee (for all park reservations)</b>	\$22.00	0	\$23.00	\$0
Zoo	<b>School Groups &amp; Charitable Orgs PENGUIN &amp; EAGLE LAND SHELTERS</b>	\$26.00	0	\$30.00	\$0
Zoo	<b>School Groups &amp; Charitable Orgs TIGER DEN</b>	\$26.00	0	\$75.00	\$0
Zoo	<b>Potter Park - Tiger Den</b>	\$220.00	10	\$230.00	\$100

(5) Added per Reso #14-432

Zoo - Ingham County School Groups - \$1.00/Child (April 1st - October 31st)

Zoo On Non Holiday Mondays from 9AM - 12PM, admission will be free for Ingham County and City of Lansing Residents

Mother's Day - Mothers Free Admission

**Annual Passes October-September**

Father's Day - Fathers Free Admission

College Day (October) - Free Admission with Valid Student ID

Veteran's Day (November) - Veterans & Families Free Admission , Fourth of July - Veterans Free Admission

Be A Tourist In Your Own Town (June) GLCVB - Free Admission and Parking with Tourist Passport

Zoo Days (July) - \$2.00/person with Voucher

Registered Groups 20+ Zoo - \$1.00 off Admission per Person

Zoo Ingham County Residents Free Day (October) - Free Admission

Grandparent's Day - Grandparents Free Admission

Military get same rate as seniors

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Jared Cypher, Deputy Controller  
**DATE:** August 1, 2022  
**SUBJECT:** Agreement with Holy Cross for the New Hope Day Shelter Program  
For the meeting agenda of 6/27/22 Human Services Committee

---

**BACKGROUND**

This resolution authorizes a contract with Holy Cross Services for the New Hope Community Center to support the Emergency Shelter Program.

Program Goals include:

- i. Reduce the number of homeless persons in public places by providing a safe haven for homeless men, women, and children.
- ii. Provide case management and referral services to assist homeless persons to obtain placement in safe housing, in alignment with Housing First approaches and initiatives and in collaboration with the Ingham County Housing Collaborative.
- iii. Address underlying causes of homelessness through collaboration with other human service and government agencies in the community.

**ALTERNATIVES**

The Board of Commissioners could direct this funding to other emergency shelter programs.

**FINANCIAL IMPACT**

This resolution authorizes a contract for \$30,000 with Holy Cross for the New Hope Community Center Emergency Shelter Program for the period of October 1, 2021 through September 30, 2022. Funding for this contract is included in the 2022 budget.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of “meeting basic needs”.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the resolution.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HOLY CROSS SERVICES  
FOR THE NEW HOPE COMMUNITY CENTER EMERGENCY SHELTER PROGRAM**

WHEREAS, Holy Cross Services has operated the New Hope Community Center Emergency Shelter Program to serve low-income, homeless County residents; and

WHEREAS, for many years, the Board of Commissioners has contracted with the New Hope Day Shelter Program for services to homeless Ingham County residents; and

WHEREAS, funding for a continuation of this contract is included in the 2022 Ingham County Budget; and

WHEREAS, the Holy Cross has requested a continuation contract; and

WHEREAS, this request is consistent with the Board of Commissioners' long-term objective of "Meeting Basic Needs."

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract for \$30,000 with Holy Cross for the New Hope Community Center Emergency Shelter Program for the period of October 1, 2021 through September 30, 2022.

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