



Commissioner Chris Trubac  
Barbara Andersen  
Nichole Biber  
Fred Cowles  
Sarah Mullkoff  
Claire Nowicki  
Matthew Lincoln  
Brenda Gray

THE ENVIRONMENTAL AFFAIRS COMMISSION WILL MEET ON AUGUST 23, 2023 AT 5:30 PM IN CONFERENCE ROOM D AND E OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

## Agenda

Call to Order

Approval of Draft Minutes

Additions to the Agenda

Limited Public Comment

1. Electric Vehicle Charging and Fueling (*Discussion*)
  - a. Ingham County Justice Complex
  - b. Usage and Operations Policy
2. Energy Audit (*Update*)
3. Commission Bylaws

Announcements

Public Comment

Adjournment

ENVIRONMENTAL AFFAIRS COMMISSION

May 24, 2023

Draft Minutes

Members Present: Andersen, Biber, Cowles, Mulkoff, Lincoln, Trubac

Members Absent: Gray, Nowicki,

Others Present: Morgan Feldpausch, Paige Swen

The meeting was called to order by Chair Trubac at 5:32 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing Michigan.

Approval of Draft Minutes

The minutes were approved.

Additions to the Agenda

Item 5 added, New Invasive Plant in Ingham County discussion

Limited Public Comment

None.

1. Ingham County EAC By-Laws, Articles I-VI (Discussion)

Morgan Feldpausch gave an explanation of these articles. [more info.?)

Fred Cowles asked for clarification on commission members communicating with Morgan Feldpausch. (p.5, Section III of Article III). Commissioner Trubec clarified that staff reports to the Controllars Office, not the Commission. But it does not bar any commission member from talking with Morgan, but formal directives need to be voted on. Discussion is encouraged but ultimately Morgan reports to Jared, the Controllars Office, not Commissioner Trubec of any commission member.

Nichole Biber asked about Article III, Section II – “biodiversity crisis” should be added.

Also, same section, Sarah Mulkoff mentioned the sentence at the top of p.5, include environmental justice: “preserving a just transition” or similar. Trubec said we need to recognize labor so workers are not left behind. Water quality, Biber mentioned. Trubec suggested “environmental health” or “environmental quality.”

Trubec: Comment Sarah M. made re. section IV of article III (p.5). Sarah said the language needs to say we speak with one voice.

Trubec, p.10: typo ..... and p.8, Section III, take out item 7 but leave no. 4.

Trubec: we can put this draft on the agenda for our next mtg. and we will vote on it.

Mulkoff: p.5, communications with the Sustainability Mgr. Morgan F. will check with Jared re. the wording – maybe it’s a legal requirement.

2. Sustainability Action Plan (Discussion)

Morgan gave an update on the Sustainability Action Plan (SAP). She summarized the purpose and how it leverages with state plans. Draft RFP. Lincoln: add in Summary paragraph: “implantation” before “measuring progress.” Morgan: Washtenaw Co. has a really good SAP – we can build on what they’ve already done. Otherwise, in MI, not many county-wide examples. Some contract out their SAPs. Lincoln: Steps to development section - include when updates will be done. Cowles warned against no buy-in if consultant does a SAP. The RFP – Biber said stakeholder/public engagement be included enough? Include who the SAP will impact: Dept. of Health, etc. Trubac: We can require regular updates. From a consultant. Timeline to develop the SAP: about 2 yrs – Morgan said that was what Washtenaw County’s took. Lincoln & Trubac: It could dovetail with our already done Energy Audit. Lincoln said his workplace (Delta Township) is going solar. Timely now, Lincoln and Trubac said federal dollars available. We can look to them as an example.

Timeline for RFP: sometime in August, Morgan says after talking w/Jared.

Cost for getting RFP: Morgan says it’s hard to predict since it will be only the 2<sup>nd</sup> county SAP in MI. Mulkoff: we need a ballpark estimate. The dollars will not need to be in hand until 2024. Trubac: do we need to make a presentation to Human Services. Morgan will talk to Jared about this.

### 3. New Invasive Plant in Ingham County (*discussion*)

#### Announcements

Cowles handed out an article “County board arranges solar energy presentation” (5/22/23, Escanaba Daily Press). + info. on M. Charles Gould, MSU Extension. Protecting agriculture and reducing GHGs – we need to do both. Public education is needed, maybe hold a public forum with allied groups for a county-wide discussion. Maybe hold it at Mason High School, invite someone like Gould to present on solar’s impact on agriculture. GLRA (Great Lakes Renewable Energy Assoc.) – Mulkoff suggests as a group to partner with. Morgan – make sure we contact groups such as Farmland Preservation Board. Educational not promotional.

Biber: Line 5, the tunnel; June 9 there is a Lansing mtg. All the indigenous groups are against the tunnel. She hopes people consider going to the June 9 mtg.

#### Public Comment

None

#### Adjournment

The meeting was adjourned by Chair Trubac at 6:43 pm.

**Bureau Veritas Ingham County Ashrae Level II + Net Zero Energy Audit  
Recommendation Implementation Plan  
Phase 1**

Building - Project Number	Implementation Level (%)	Managing Entity	Work Order Number	Status	Project Description	Projected Initial Investment (\$)	Estimated Annual Savings			Total GHG Savings (MtCO2/Yr)	Estimated Annual Cost Savings (\$)
							Natural Gas (Therms)	Electricity (kWh)	Water (kGal)		
BP - WSB - 1	100%	Parks	N/a		External Air Leakage Control	\$347	192	300	0	1	\$210
CH & HILL - 5	100%	Facilities	59266 / 57105	Pending / Complete	Low Flow Faucet Aerators	\$3,441	211	0	21	1.12	\$327
CH & HILL - 7	100%	Facilities	59323	Pending	Chilled Water Reset Control	\$830	0	23866	0	16.61	\$3,270
CH & HILL - 8	100%	Facilities	57109	Complete	Low Flow Shower Heads	\$148	44	0	4	0.23	\$64
DO - 1	100%	Facilities	57110	Complete	Low Flow Faucet Aerators	\$90	0	710	5	0	\$185
DO - 2	60%	Facilities	59376	New	Upgrade Lighting to LED and Install Controls	\$10,250	0	20877	0	12.6	\$3,720
DO - 3	80%	Facilities	59318	Pending	Retrofit Toilets to Dual-Flush	\$638	0	0	9	0	\$140
ICFC - 1	100%	Facilities	57114	Pending	Low Flow Shower Heads	\$420	270	0	18	1	\$350
ICFC - 4	100%	Facilities	59320	Complete	Retrofit Toilets to Dual-Flush	\$766	0	0	15	0	\$106
ICFC - 5	90%	Facilities	57115	Complete	Low Flow Faucet Aerators	\$2,119	71.1	0	9	0	\$119
FCHC - 3	100%	Facilities	57116	Complete	Low Flow Faucet Aerators	\$808	99	0	12	1	\$302
FCHC - 4	100%	Facilities	57117	Complete	External Air Leakage Control	\$1,707	390	748	0	3	\$355
FG - MA - 2	100%	Fairgrounds	N/a		Low Flow Faucet Aerators	\$90	166	1	1	0	\$48
HSB - 1	100%	Facilities	59324	New	Exhaust Fan Timers	\$324	3536	60438	0	55	\$10,307
HSB - 2	100%	Facilities	57120	Complete	Low Flow Shower Heads	\$148	1	0	7	0	\$110
HSB - 3	100%	Facilities	57119	Pending	Low Flow Faucet Aerators	\$1,675	337	0	61	2	\$1,172
HSB - 4	100%	Facilities	59321	New	External Air Leakage Control	\$5,450	3058	5520	0	20	\$2,647
LLP - SMB - 1	50%	Parks	N/a		Low Flow Faucet Aerators	\$15	55.5	0	3	0.295	\$174
LLP - SMB - 3	75%	Parks	N/a		External Air Leakage Control	\$652	169.5	0	0	0.9	\$134
LLP - BS - 1	75%	Parks	N/a		Upgrade Lighting to LED	\$95	0	282	0	0	\$177
VMGP - 4	100%	Facilities	59325	New	Low Flow Faucet Aerators	\$538	0	0	19	0	\$175
VMGP - 5	100%	Facilities	59326	New	Exhaust Fan Timers	\$324	0	4713	0	5	\$1,158
YC - 1	100%	Facilities	57125	Complete	Low Flow Shower Heads	\$148	168	0	26	1	\$385
YC - 2	100%	Facilities	57126	Complete	Low Flow Faucet Aerators	\$150	46	0	8	0	\$119
<b>Total</b>						<b>\$31,173</b>	<b>8814.1</b>	<b>117455</b>	<b>218</b>	<b>120.755</b>	<b>\$25,753</b>

**Existing Annual Consumption Comparison**

	Estimated Annual Consumption			Carbon Footprint (MtCO2/Yr)
	Natural Gas (Therms)	Electricity (kWh)	Water (kGal)	
Baseline Total	167766	7152641	6363	7703
Phase 1 Implementation Total	8814.1	117455	218	120.755
<b>Reduction</b>	<b>5.25%</b>	<b>1.64%</b>	<b>3.43%</b>	<b>1.57%</b>

**Bureau Veritas Ingham County Ashrae Level II + Net Zero Energy Audit  
Recommendation Implementation Plan  
Phase 2**

Building - Project Number	Implementation Level (%)	Managing Entity	Work Order Number	Status	Project Description	Projected Initial Investment (\$)	Estimated Annual Savings			Total GHG Savings (MtCO2/Yr)	Estimated Annual Cost Savings (\$)
							Natural Gas (Therms)	Electricity (kWh)	Water (kGal)		
AS - 2	100% Facilities				Re-Commission Building and Its Control Systems	\$9,214	246	548	0	2	\$253
BP - OL - 1	0% Parks	N/a		*	Upgrade Lighting to LED	\$0	0	0	0	0	\$0
CH & HILL - 1	100% Facilities				Upgrade Insulation	\$4,822	1100	1011	0	6.37	\$740
CH & HILL - 2	100% Facilities				Install Variable Frequency Drives	\$15,059	0	11472	0	36	\$1,572
CH & HILL - 4	100% Facilities				Clean Air Handling Unit Fan Coils	\$17,500	8179	3257	0	45.12	\$4,920
CH & HILL - 6	100% Facilities	59316 /		New /	Retrofit Toilets to Dual-Flush	\$2,682	0	0	33	0	\$333
CH & HILL - 9	100% Facilities				Upgrade Lighting to LED and Install Controls	\$50,213	0	73494	0	38.82	\$12,818
HSB - 5	30% Facilities				Upgrade Lighting to LED and Install Controls	\$25,394.40	0	73445.4	0	43.8	\$11,577.90
HSB - 6	100% Facilities				Install On-demand Ventilation on Air Handlers	\$19,328	9546	1816	0	52	\$6,050
ICFC - 2	60% Facilities	59319		New	Upgrade Lighting to LED and Install Controls	\$12,163	0	32748.6	0	17.4	\$5,738
FCHC - 1	100% Facilities				Retrofit Toilets to Dual-Flush	\$1,532	0	0	27	0	\$534
HIP - OL - 1	0% Parks	N/a		*	Upgrade Lighting to LED	\$0	0	0	0	0	\$0
LLP - BS - 2	0% Parks	N/a		*	Upgrade Lighting to LED	\$0	0	0	0	0	\$0
YC - 5	100% Facilities				Install Low Flow Tankless Restroom Fixtures	\$1,843	0	0	14	0	\$137
<b>Total</b>						<b>\$157,907</b>	<b>19071</b>	<b>197792</b>	<b>74</b>	<b>241.51</b>	<b>\$44,673</b>

	Existing Annual Consumption Comparison			Carbon Footprint (MtCO2/Yr)
	Natural Gas (Therms)	Electricity (kWh)	Water (kGal)	
Baseline Total	167766	7152641	6363	7703
Phase 2 Implementation Total	19071	197792	74	241.51
Reduction	11.37%	2.77%	1.16%	3.14%

Notes:

\* \$80,000 2024 CIP was requested for a lighting feasibility study for all County parks (beyond the scope of the energy audit and projects listed above).

**Bureau Veritas Ingham County Ashrae Level II + Net Zero Energy Audit  
Recommendation Implementation Plan  
Phase 3**

Building - Project Number	Implementation Level	Managing Entity	CIP Year	Implementation Year	Project Description	Projected Initial Investment (\$)	Estimated Annual Savings			Total GHG Savings (MtCO2/Yr)	Estimated Annual Cost Savings (\$)
							Natural Gas (Therms)	Electricity (kWh)	Water (kGal)		
BP - OL - 1	(%)	Parks			External Air Leakage Control	\$7,250	0	16129	0	8	\$3,642
DO - 2	40%	Facilities	2024	2025	Upgrade Lighting to LED and Install Controls	\$6,834	0	13918	0	8.4	\$2,480
DO - 4	100%	Facilities	2024	2025	Replace Existing Air Conditioners with Energy Star Units	\$3,961	0	2157	0	1	\$338
ICFC - 2	40%	Facilities	2024	2025	Upgrade Lighting to LED and Install Controls	\$8,108	0	21832.4	0	11.6	\$3,825
ICFC - 3	100%	Facilities	2024	2025	Upgrade Electric Heating System to Heat Pumps	\$9,040	0	13288	0	7	\$2,022
FCHC - 2	100%	Facilities	2025	2026	Upgrade Lighting to LED and Install Controls	\$31,005	0	48197	0	29	\$9,104
FCHC - 7	100%	Facilities	2025	2026	Water Heater Replacements	\$50,078	3718	-20060	0	8	(\$813)
HIP - OL - 1		Parks			Upgrade Lighting to LED and Install Controls	\$37,622	0	30821	0	18	\$5,931
LLP - BS - 2		Parks			Upgrade Lighting to LED	\$1,687	0	29	0	0	\$23
VMGP - 1	100%	Facilities	2026	2027	Recommission Building and its Control Systems	\$88,698	0	94567	0	45	\$11,271
VMGP - 2	100%	Facilities	2025	2026	Upgrade Lighting to LED and Install Controls	\$104,433	0	213267	0	100	\$31,025
VMGP - 3	100%	Facilities	2024	2025	External Air Leakage Control	\$6,952	0	17202	0	58	\$12,708
<b>Total</b>						<b>\$355,668</b>	<b>3718</b>	<b>451347.4</b>	<b>0</b>	<b>294</b>	<b>\$81,556</b>

**Existing Annual Consumption Comparison**

	Estimated Annual Consumption			Carbon Footprint (MtCO2/Yr)
	Natural Gas (Therms)	Electricity (kWh)	Water (kGal)	
Baseline Total Phase 3 Implementatio n Total	167766	7152641	6363	7703
Reduction	3718	451347.4	0	294
	2.22%	6.31%	0.00%	3.82%

# Ashrae Level II + Net Zero Energy Audit Recommendation Phased Implementation Plan

This narrative is intended to be supplemental, please refer to the corresponding Phase 1, 2, and 3 Energy Audit Implementation Plan documents for project specific information. A comparison to existing annual energy and water consumption (included in the Net-Zero Audit Roll-Up Report), is included in these documents as well in effort to demonstrate the overall effects of implementation of these phases.

## Phase 1: Narrative

**Timeframe:** 2023

**Average Initial Investment Cost:** \$1,299

**Total Number of Projects:** 24

**Total Number of Facilities Included:** 13

**Estimated Carbon Footprint Reduction:** 1.57%

Projects were selected for this phase from the provided lists of recommended energy conservation measures for individual facilities included in the Ashrae Level II + Net Zero Energy Audit completed in 2022 by Bureau Veritas. Staff worked directly with the three facility managing departments to determine the framework for selection and evaluation of projects. Detailed information about all individual projects (buildings, costs, savings, etc.), can be found in the corresponding Phase 1 Energy Audit Implementation Plan document.

Phase 1 project selection primarily considered the timeline for implementation, the projected initial investment cost, estimated environmental savings, and interdepartmental considerations such as the age of the equipment, on-going/up-coming projects, etc. Projects listed are considered the “low hanging fruit” level projects; being able to be completed within the 2023 calendar year and within the corresponding departments’ existing budget.

Project Types	Count of Project Types
Chilled Water Reset Control	1
Exhaust Fan Timers	2
External Air Leakage Control	4
Low Flow Faucet Aerators	9
Low Flow Shower Heads	4
Retrofit Toilets to Dual-Flush	2
Upgrade Lighting to LED	1
Upgrade Lighting to LED and Install Controls	1
<b>Total Count of Projects</b>	<b>24</b>

The vast majority of projects will be implemented 100% as recommended in the corresponding list of recommended energy conservation measures. Projects listed with a less than 100% implementation level (6 total projects) will be completed in part due to individual project concerns (intended equipment usage requirements for example) or as part of pilot test projects in efforts to evaluate practical feasibility of implementation of projects.

## Phase 2: Narrative

**Timeline:** 2024

**Average Initial Investment Cost:** \$14,523

**Total Number of Projects:** 14

**Total Number of Facilities Included:** 9

**Estimated Carbon Footprint Reduction:** 3.14%

Projects were selected for this phase from the provided lists of recommended energy conservation measures for individual facilities included in the Ashrae Level II + Net Zero Energy Audit completed in 2022 by Bureau Veritas. Staff worked directly with the two facility managing departments to determine the framework for selection and evaluation of projects.

Phase 2 project selection again considered the timeline for implementation, the projected initial investment cost, interdepartmental considerations, and environmental savings. In this phase, interdepartmental considerations included heavy focus on planned/up-coming department projects that are already expected to take place within the timeframe (equipment replacement for example). While projects that can be completed within the corresponding departments existing budget were included as resources allowed, heavy emphasis was placed on projects that were able to be incorporated into or added independently as a Capital Improvement Project (CIP) Request for the 2024 year.

Project Types	Count of Project Types
Clean Air Handling Unit Fan Coils	1
Install Low Flow Tankless Restroom Fixtures	1
Install On-demand Ventilation on Air Handlers	1
Install Variable Frequency Drives	1
Re-Commission Building and Its Control Systems	1
Retrofit Toilets to Dual-Flush	2
Upgrade Lighting to LED and Install Controls	3
Upgrade Insulation	1
Upgrade Lighting to LED	3
<b>Total Count of Projects</b>	<b>14</b>

The majority of projects will be implemented 100% as recommended in the corresponding list of recommended energy conservation measures. Projects listed with a less than 100% implementation level (6 total projects) will be completed in part due to individual project concerns (intended equipment usage requirements for example) or as part of pilot test projects in efforts to evaluate practical feasibility of implementation of projects. Three total projects included in this phase are listed with a 0% implementation level, these projects are in a pre-implementation state and are detailed further on the corresponding Phase 2 Energy Audit Implementation Plan document.

Three total CIP's that relate to individual recommendations included with the energy audit were submitted in 2023 for implementation in 2024. Other projects listed within this phase will be completed as part of other projects.



### Phase 3: Narrative

**Timeline:** 2025-2027

**Average Initial Investment Cost:** \$54,718

**Total Number of Projects:** 12

**Total Number of Facilities Included:** 7

**Estimated Carbon Footprint Reduction:** 3.82%

Projects were selected for this phase from the provided lists of recommended energy conservation measures for individual facilities included in the Ashrae Level II + Net Zero Energy Audit completed in 2022 by Bureau Veritas. Staff worked directly with the two facility managing departments to determine the framework for selection and evaluation of projects.

Phase 3 project selection again considered the timeline for implementation, the projected initial investment cost, interdepartmental considerations, and environmental savings. Interdepartmental considerations primarily included consideration for planned/up-coming department projects that are already expected or scheduled to take place within the timeframe (equipment replacement for example) as well as consideration for available resources for implementation of these projects (labor for example). At this time, only projects that are able to be added independently as a CIP Request for the 2024 year. As projects develop and circumstances change throughout county operations, changes to this phase are likely to occur and opportunities will be evaluated as they become available.

Types of individual projects and the associated number of each type of project can be found in the table below.

<b>Project Types</b>	<b>Count of Project Types</b>
External Air Leakage Control	2
Recommission Building and its Control Systems	1
Replace Existing Air Conditioners with Energy Star Units	1
Upgrade Electric Heating System to Heat Pumps	1
Upgrade Lighting to LED	1
Upgrade Lighting to LED and Install Controls	5
Water Heater Replacements	1
<b>Total Count of Projects</b>	<b>12</b>

**INGHAM COUNTY ENVIRONMENTAL AFFAIRS COMMISSION**

**BY-LAWS**

**ARTICLE I**

**NAME, MEMBERS, HOW SELECTED**

**Section I:** Name: The official name of this entity shall be the Ingham County Environmental Affairs Commission (hereinafter referred to as the "Environmental Affairs Commission") as authorized by Resolution #21-195.

**Section II:** Membership: The membership of the Environmental Affairs Commission's composition shall be determined by the Board of Commissioners. Pursuant to Resolution #21-195, the Ingham County Board of Commissioners will appoint the individuals in accordance with the procedure set forth in the resolution.

**Section III:** Selection: The Ingham County Board of Commissioners shall select the members to sit on the Environmental Affairs Commission as required by the Board of Commissioners' resolution.

**Section IV:** Automatic Resignation: Members of the Environmental Affairs Commission, other than those members who are also members of the Ingham County Board of Commissioners, will automatically be deemed to have resigned their membership on the Environmental Affairs Commission if their absenteeism constitutes a violation of the County policy regarding attendance for advisory boards and commissions.

## ARTICLE II

### OFFICERS - TERM OF OFFICE, ELECTIONS, & DUTIES

**Section I:** The Officers of the Environmental Affairs Commission shall be the Chair, Vice-Chair, and Secretary.

**Section II:** Term of Office: Pursuant to Resolution #21-371, the term of office for the members shall be for three (3) calendar years expiring December 31.

**Section III:** Elections: Officers shall be elected by majority vote of the full Environmental Affairs Commission at the first regular meeting of each calendar year.

**Section IV:** Duties of the Chair: The Chair shall be responsible for preparing the agenda and presiding at the meetings. Upon approval of the Environmental Affairs Commission, the Chair will speak for the Environmental Affairs Commission and represent the Environmental Affairs Commission at meetings of official and community groups when appropriate to participate. The Chair shall maintain communication with the Board of Commissioners.

**Section V:** Duties of the Vice-Chair: The Vice-Chair shall assume the duties of the Chair in the Chair's absence or by delegation. The Vice-Chair is also responsible for overseeing the implementation of the By-Laws by Environmental Affairs Commission members.

**Section VI:** Duties of the Secretary: The Secretary shall ensure that minutes are prepared for the Environmental Affairs Commission, make sure copies are distributed to the members, and shall place one copy on file in the Controller's Office. The Secretary shall be responsible for ensuring that the Open Meetings Act, 1976 PA 267, as amended, is adhered to. The Secretary shall assume the duties of Vice-Chair in the absence thereof.

**Section VII:** Environmental Sustainability Manager: Appointed by the Controller's Office and supervised by the Deputy Controller/Administrator, the Environmental Sustainability Manager is an employee of Ingham County and shall:

1. Implement the general direction and policies of the Environmental Affairs Commission.
2. Not be a member of the Environmental Affairs Commission.
3. Abide by County Purchasing policies and procedures, and all other applicable County policies.
4. Conduct orientations with Environmental Affairs Commission appointees on County Ethics, Purchasing, Living/Prevailing Wage, Equal Employment Opportunity Plan, Travel, and Open Meetings Act Policies as appropriate, per Ingham County Board of Commissioners' Resolutions #06-115 and #19-255.
5. Perform duties provided in the Environmental Sustainability Manager's job description which may be amended from time to time.

## ARTICLE III

### ORGANIZATION - DUTIES AND RESPONSIBILITIES OF THE ENVIRONMENTAL AFFAIRS COMMISSION

**Section I:** Organizational Duties:

A. The Environmental Affairs Commission shall elect its officers and hold regular meetings as established hereunder.

B. Committees: The Environmental Affairs Commission is authorized and empowered to create standing committees (sub-committees and special committees) as it may determine from time to time to be in the best interests of the community, and to assign and delegate to such committees such duties and responsibilities as may be deemed appropriate. The Chair shall appoint all members to committees, sub-committees, and special committees, and remove any members at the Chair's discretion.

**Section II:** Duties: Pursuant to Resolution #21-195, the Environmental Affairs Commission shall make recommendations to the Board of Commissioners on the implementation of programming designed to reduce energy usage, to promote sustainability, to protect land, air, and water resources, and to reduce greenhouse gas emissions. The Environmental Affairs Commission shall recommend programs related to the operational reduction of energy usage, sustainability, biodiversity, and reduction of greenhouse gas emissions. The Environmental Affairs Commission shall ensure that related initiatives are guided by the principles of environmental justice, racial justice, equity, and just economic transitions. The voices and needs of those most impacted by climate change, including children, seniors, vulnerable individuals, Black, Indigenous, and People of Color (BIPOC) community members, and working families shall be duly considered and effectively centered. The Environmental Affairs Commission shall

review the impact of carbon neutrality on the existing energy infrastructure and the workers who support it and make recommendations to limit and reduce the negative impact on that workforce. The Environmental Affairs Commission shall inform the community and the Board of Commissioners of environmental and sustainability programs.

**Section III:** The Environmental Sustainability Manager serves as the primary staff liaison to the Environmental Affairs Commission. The Environmental Sustainability Manager advises and assists the Environmental Affairs Commission in its duties defined in Section II or that are consistent with the scope identified in Resolution #21-195. Environmental Affairs Commission members do not supervise or otherwise direct the Environmental Sustainability Manager, but are encouraged to make recommendations regarding environmental and sustainability initiatives. Such recommendations should be communicated to the Environmental Sustainability Manager via motion or resolution of the Environmental Affairs Commission. The Environmental Sustainability Manager will then determine which recommendations are appropriate and how to implement them in accordance with the County's policies and procedures.

**Section IV:** Environmental Affairs Commission Members may pursue recommendations for advocacy efforts that relate to the specific duties assigned to the Environmental Affairs Commission in Section II or that are consistent with the scope identified in Resolution #21-195. Such recommendations should be communicated to the Environmental Sustainability Manager or the Board of Commissioners via motion or resolution of the Environmental Affairs Commission. An individual member may be involved in advocacy efforts independent of Ingham County. The views and opinions expressed by individual members are those of the speakers and do not necessarily reflect the views or positions of Ingham County. Individual members may only

represent Ingham County in an advocacy capacity when formally authorized to do so by the Board of Commissioners.

## ARTICLE IV

### MEETINGS, REGULAR MEETINGS, & SPECIAL MEETINGS,

#### NOTICE AND SCHEDULE OF MEETINGS, QUORUM AND MINUTES

**Section I:** Meetings: The Environmental Affairs Commission shall meet at least once a month unless canceled in advance by the Chair of the Environmental Affairs Commission. The time and place of regularly scheduled meetings shall be determined at the first meeting in January, following the election of officers. A yearly calendar will be presented in February to the Environmental Affairs Commission and the Board of Commissioners.

**Section II:** Special Meetings: The Environmental Affairs Commission may meet in special meetings at the call of the: Environmental Sustainability Manager, Chair, or a majority of the Environmental Affairs Commission members—if they file a written request addressed to the Environmental Sustainability Manager at least twenty-four (24) hours in advance. The Environmental Sustainability Manager shall notify all Environmental Affairs Commission members as soon as possible of the special meeting. Public notice shall be given for all special meetings as required by the Open Meetings Act, 1976 PA 267 by the Environmental Sustainability Manager.

**Section III:** Order of Business: The agenda for Environmental Affairs Commission meetings shall be:

1. Call to Order
2. Approval of Previous Month's Minutes
3. Additions to the Agenda
4. Limited Public Comment (not to exceed three minutes)
5. Agenda and Discussion Items.



6. Announcements
7. Public Comment (not to exceed three minutes)
8. Adjournment

**Section IV:** All meetings of the Environmental Affairs Commission shall be open to the public as required by the Open Meetings Act, 1976 PA 267, excepting that closed sessions may be held for reasons provided for in the Open Meetings Act in accordance therewith.

**Section V:** Quorum: A quorum of the Environmental Affairs Commission shall consist of a majority of the members appointed by the Board of Commissioners. For the final passage of any measure, a majority of all of the appointed members shall be required.

**Section VI:** Minutes: The Environmental Affairs Commission shall cause minutes to be kept of each meeting and such minutes shall be kept on record at the Controller's office as required by the Open Meetings Act.

## ARTICLE V

### RULES AND ORDER OF BUSINESS AT MEETINGS

**Section I:** When not otherwise provided for by these By-Laws, Mason's Manual of Legislative Procedure shall govern the process and procedures of Environmental Affairs Commission meetings.

**Section II:** Environmental Affairs Commission members may abstain from voting with the approval of the Chair.

## ARTICLE VI

### AMENDMENTS TO BY-LAWS; SUSPENSION OF RULES

**Section I:** Amendments to By-Laws: The power to make, alter, amend, change, modify, and/or repeal By-Laws of the Environmental Affairs Commission is vested in 1.) the Environmental Affairs Commission, upon approval of the Ingham County Board of Commissioners and 2.) the Ingham County Board of Commissioners. No amendment by the Environmental Affairs Commission of all or any part of these By-Laws shall be considered or acted upon at any meeting unless the proposed change has been submitted to the entire Environmental Affairs Commission in writing not less than seven (7) days prior to the meeting at which the change is to be considered and acted upon. The affirmative vote of two-thirds (2/3) of the total Environmental Affairs Commission shall be necessary for the Environmental Affairs Commission to change, alter, modify, repeal, or amend all or any of these By-Laws contingent upon approval of the Board of Commissioners.

**Section II:** Suspension of Rules: The rules provided hereunder may be suspended at an Environmental Affairs Commission meeting by a vote of two-thirds (2/3) of the appointed members.

**Section III:** Effective Dates: These By-Laws shall take effect at the next regular meeting after adoption by the Board of Commissioners. Any amendment, change, modification or repeal of these By-Laws shall also take effect at the next regular meeting after such amendment, change, modification, or repeal of the same.

**Section IV:** If there is any conflict between a provision contained in these By-Laws and state law or Board of Commissioners resolution, then the state law or Board of Commissioners resolution shall supersede said provision or provisions.

**Section V:** The Environmental Affairs Commission shall adhere to County Ethics, Purchasing, Living/Prevailing Wage, Equal Employment Opportunity Plan, Travel, and Open Meetings Act Policies as stated in Ingham County Board of Commissioners' Resolutions #06-115 and #19-255.

## Morgan Feldpausch

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**From:** Sarah Mullkoff <sarahmullkoff@gmail.com>  
**Sent:** Tuesday, June 20, 2023 7:25 PM  
**To:** Morgan Feldpausch  
**Subject:** Re: Draft EAC Bylaws - Follow-Up

Hi Morgan,

Thanks for preparing this and for flagging it for me. I think it reads well and makes it more clear. I just made just a couple of small edits:

**Section IV:** Environmental Affairs Commission (EAC) Members may pursue recommendations for advocacy efforts that relate to the specific duties assigned to the Environmental Affairs Commission in Section II or that are consistent with the scope identified in Resolution #21-195. Such recommendations should be communicated to the Environmental Sustainability Manager or the Board of Commissioners via motion or resolution of the Environmental Affairs Commission. An individual member may be involved in advocacy efforts independent of the EAC Ingham County, views and opinions expressed by individual members are those of the speakers and do not necessarily reflect the views or positions of Ingham County. Individual members may only represent Ingham County in an advocacy capacity when formally authorized to do so by the Board of Commissioners.

Thanks

Sarah

On Mon, Jun 12, 2023 at 10:21 AM Morgan Feldpausch <[MFeldpausch@ingham.org](mailto:MFeldpausch@ingham.org)> wrote:

Hi Sarah,

I am working on the draft EAC Bylaws today and am circling back to our discussions during the EAC meeting last month. Did you have any further specific input/recommendations for Section IV regarding the process for advocacy efforts? I have included the section as it is currently drafted below for your reference.

**Section IV:** Environmental Affairs Commission Members may pursue recommendations for advocacy efforts that relate to the specific duties assigned to the Environmental Affairs Commission in Section II or that are consistent with the scope identified in Resolution #21-195. Such recommendations should be communicated to the Environmental Sustainability Manager or the Board of Commissioners via motion or resolution of the Environmental Affairs Commission. An individual member may be involved in advocacy efforts independent of Ingham County, views and opinions expressed by individual members are those of the speakers and do not necessarily reflect the views or

positions of Ingham County. Individual members may only represent Ingham County in an advocacy capacity when formally authorized to do so by the Board of Commissioners.

Please let me know.

Thanks!

Morgan Feldpausch

Environmental Sustainability Manager

Ingham County

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