

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE

ROBERT PEÑA, CHAIR
VICTOR CELENTINO
MARK GREBNER
RYAN SEBOLT
SIMAR PAWAR
KARLA RUEST
MONICA SCHAFER

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JANUARY 16, 2024 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [December 5, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. [Ingham Conservation District](#) – Resolution to Authorize an Agreement with the Ingham [Conservation District](#)
2. [Sheriff's Office](#) – Authorization to Start an [Employee Above Step 2](#)
3. [Treasurer's Office](#)
 - a. Resolution to Provide Funding for [Low Income Tax Preparation](#)
 - b. Resolution to Adopt an Ingham County [Citizen Participation Plan](#) for Michigan Community Development Block Grant Funding
 - c. Resolution to Approve the [Policies And Procedures](#) for Affordable Housing Development Gap Subsidy Grants for New Construction and Rehab Projects Utilizing Housing Trust Fund Dollars
4. [Drain Commissioner](#) – Resolution [Reaffirming Resolution #22-204](#) and Adopting a Revised Memorandum of Agreement Governing the Greater Lansing Regional Committee for Stormwater Management Dated September 11, 2023
5. [Health Department](#)
 - a. Resolution to Authorize the Creation of a [Community Health Worker](#) - Pathways to Housing Position
 - b. Resolution to Authorize the Creation of an Advance Peace [Resource Navigation Program Specialist](#)
6. [Parks Department](#) – Notice of Emergency Purchase for [asbestos abatement](#) at Lake Lansing Park South Restroom

7. Road Department
 - a. Resolution to Authorize Purchase Orders for [34CS Slag](#), CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates
 - b. Resolution to Authorize Purchase Orders for Processed [Road Gravels](#), Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand

8. Human Resources Department
 - a. Resolution to Approve UAW TOPS and ICEA Court Professional [Reclassification](#) Requests
 - b. Resolution to Authorize the Transfer of the Human Resources Department Budget Line Item for [Employee Service Awards](#) to the Diversity, Equity, and Inclusion Office
 - c. Resolution to Approve [Reclassification](#) of the UAW TOPS Public Defender's Office Clerk Levels II & III

9. Board of Commissioners Office
 - a. Resolution Recognizing [Black History/Cultural Diversity Month](#) in Ingham County
 - b. Resolution Re-Establishing a [Roadways Subcommittee](#)

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.

COUNTY SERVICES COMMITTEE
December 5, 2023
Draft Minutes

Members Present: Sebolt, Peña, Celentino, Grebner, Lawrence, Ruest, and Maiville.

Members Absent: None.

Others Present: Becky Bennett, Gregg Todd, Sue Graham, John Clore, Madison Hughes, Courtney Johnson, and others.

The meeting was called to order by Chairperson Celentino 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/87805478336>.

Approval of the November 21, 2023 Minutes

CHAIRPERSON CELENTINO STATED, WITHOUT OBJECTION, THE MINUTES OF THE NOVEMBER 21, 2023 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED.

Additions to the Agenda

8. Road Department
 - b. Authorization to Start a Managerial/Confidential Employee Above Step 2

Substitutes –

4. Health Department – Resolution to Create ~~Permanent~~ 1.0 FTE Project Specialist Community Action
9. Human Resources Department – Resolution to Approve UAW TOPS, ICEA Court Professional, Teamsters Local 243 Zoo, and Managerial & Confidential Reclassification Requests

Limited Public Comment

None.

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

2. Treasurer's Office – Resolution to Set Policy for Certain Delinquent Tax Payments

3. Drain Commissioner
 - a. Resolution Pledging Full Faith and Credit to 2024 Drainage District Notes
 - b. Resolution Approving Relinquishment of Jurisdiction and Control Over a Portion of the Bolter Drain to the City of Lansing
4. Health Department – Resolution to Create a 1.0 FTE Project Specialist Community Action Network Coordinator
5. Potter Park Zoo – Notice of Emergency Purchase Order for Water Main Repair
6. Innovation & Technology Department
 - a. Resolution to Approve the Purchase of Additional Multibrige Licenses from Core Technology
 - b. Resolution to Approve the Acceptance of the State and Local Cybersecurity Grant Program
 - c. Resolution to Approve Fiber Engineering and Construction from Western Tel-Com
7. Facilities Department
 - a. Resolution to Authorize an Agreement with Hedrick Associates for the Maintenance of the Uninterrupted Power Supply at the 9-1-1 Center
 - b. Resolution to Authorize an Agreement with Boling Janitorial Services, Inc., for the Janitorial Services at Multiple County Locations
8. Road Department
 - a. Resolution to Extend an Agreement with Michigan Pavement Markings, LLC for the 2024 Countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program
 - b. Authorization to Start a Managerial/Confidential Employee Above Step 2
10. Controller’s Office
 - a. Resolution Authorizing Adjustments to the 2023 Ingham County Budget
 - b. Resolution Approving Various Contracts for the 2024 Budget Year
11. Board of Commissioners Office
 - a. Resolution to Amend the Board Rules to Reschedule a Meeting of the Ingham County Board of Commissioners
 - b. Resolution Granting the Village of Webberville’s Petition for Detachment (Deannexation) of Lands from the Village of Webberville to Leroy Township
 - c. Resolution Honoring Dr. Martin Luther King, Jr.

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. Equal Opportunity Committee – Interviews

John Clore interviewed for the Equal Opportunity Committee

Chairperson Celentino stated a decision would be made at the Board of Commissioners meeting on December 12, 2023.

9. Human Resources Department – Resolution to Approve UAW TOPS, ICEA Court Professional, Teamsters Local 243 Zoo, and Managerial & Confidential Reclassification Requests

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Commissioner Sebolt disclosed that the UAW TOPS was a local Union that was affiliated with an International Union that was affiliated with their employer, the Michigan American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Maiville thanked Chairperson Celentino for their leadership this year. Commissioner Maiville further stated that they were going to miss serving on the County Services Committee in 2024 because they liked the Committee and the issues that came up.

Commissioner Maiville thanked those present for a good year.

Chairperson Celentino thanked Commissioner Maiville.

Commissioner Sebolt thanked Chairperson Celentino for their leadership this year on the County Services Committee. Commissioner Sebolt further stated that the meetings were not nearly as long as what they would have been if Commissioner Sebolt was the Chairperson.

Chairperson Celentino thanked Commissioner Sebolt. Chairperson Celentino further stated that they enjoyed guiding the Committee this year as their Chair.

Chairperson Celentino thanked the Recording Secretaries, Sue Graham, Human Resources Director, Becky Bennett, Board of Commissioners Director, and Gregg Todd, Controller, for their support and assistance as they went through the year. Chairperson Celentino further thanked the Commissioners present for their contributions.

Chairperson Celentino further stated that they and Commissioner Peña were trading places in 2024, Chairperson Celentino would still be a member of the Committee. Chairperson Celentino further stated that they would miss those Commissioners that would not be returning to County Services in 2024, but they would still see the issues on the Board of Commissioners floor.

Discussion ensued regarding Commissioners' committee memberships for 2024.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:10 p.m.

**JANUARY 16, 2024 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. Ingham Conservation District – Resolution Authorizing an Agreement with the Ingham Conservation District

This resolution authorizes the 2024 agreement with the Ingham Conservation District in the amount of \$10K for operational funding in support of education and outreach, conservation-oriented events, vehicle and property maintenance, and office support. Funding was included in the 2024 County budget.

See memo for details.

2. Sheriff's Office – Authorization to Start an Employee Above Step 2

This authorizes starting a Sheriff's Office deputy at Step 5 after the completion of field training. Human Resources approves of this request.

See memo for details.

3a. Treasurer's Office – Resolution to Provide Funding for Low Income Tax Preparation

This resolution approves funding through the Delinquent Tax Fund in the amount of \$20,000 in 2024 for the Capital Area United Way Volunteer Tax Assistance (VITA) income tax program.

3b. Treasurer's Office – Resolution to an Adopt Ingham County Citizen Participation Plan for Community Development Block Grant (CDBG) Funding

This resolution adopts a County Citizen Participation Plan for a MSHDA CDBG Housing Improving Local Livability Program grant, which has been reserved with the County for up to \$500K. The Citizen Participation Plan will:

- encourage citizen participation, particularly low-and-moderate income persons in the proposed areas funds are to be used;
- ensure residents will be given reasonable notice and timely access to local meetings including a minimum of two public hearings for the purpose of gathering public input on proposals/projects supported by CDBG funds;
- furnish citizens with relevant information on the proposed use of CDBG funding; and
- identify a process for complaints and grievances.

See memo for details.

3c. Treasurer's Office – Resolution to Approve the Policies and Procedures for Affordable Housing Development Gap Subsidy Grants for New Construction and Rehab Projects Utilizing Housing Trust Fund Dollars

This resolution approves policies and procedures, which were also approved by the Housing Trust Fund, for affordable housing grant recipients through the Housing Trust Fund Grant program. These policies and procedures will ensure that recipients follow the federal ARPA guidelines.

See memo for details.

4. Drain Commissioner – Resolution Reaffirming Resolution #22-204 and Adopting Revised Memorandum of Agreement Governing the Greater Lansing Regional Committee for Stormwater Management Dated September 11, 2023

This resolution reaffirms the commitment and adopts a revised agreement with the Greater Lansing Regional Committee for Stormwater Management.

See memo for details.

5a. Health Department – Resolution to Authorize the Creation of a Community Health Worker - Pathways to Housing Position

This resolution authorizes creating a *Community Health Worker – Pathways to Housing* full-time position, a United Auto Workers (UAW) - Grade E (2024 Salary Range \$40,195.44 to \$47,911.34), effective January 24, 2024 through September 30, 2024, to support clients with housing needs. This is a grant-funded position.

See memo for details.

5b. Health Department – Resolution to Authorize the Creation of an Advance Peace Resource Navigation Program Specialist

This resolution authorizes creating an Advance Peace Resource Navigation Program Specialist full-time position, a United Auto Workers (UAW) - Grade F (2024 Salary Range \$42,469.01 to \$50,645.23), effective January 24, 2024 through February 28, 2025, to assist the Neighborhood Change Agents (NCAs) and support the program's fellows by connecting them to specific health programs and community resources designed to meet the needs connected to SDOH. This is a grant-funded position.

See memo for details.

6. Parks Department – Notice of Emergency Purchase for asbestos abatement at Lake Lansing Park South Restroom

This Emergency PO to Laux Construction is for an asbestos abatement at the restroom at Lake Lansing Park South. Cost of project is \$14,990.

See memo for details.

7a. Road Department – Resolution to Authorize Purchase Orders for 34CS Slag, CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates

This resolution authorizes purchase orders to the following firms for various Road Department aggregates including:

- Yellow Rose Transport - 34CS Slag, CS-T Trap Rock, 34CS Trap Rock, and H1 Limestone
- Stoneco of Michigan - 29A Crushed Limestone and Ohio #9 Aggregate

Funding is available in the 2024 Road Department budget.

See memo for details.

7b. Road Department – Resolution to Authorize Purchase Orders for Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand

This resolution approves purchase orders with the following firms on an as-needed basis for processed road gravels, various crushed aggregates, Class 2 sand, and winter maintenance sand:

- Sunrise Aggregates located at 2100 Swan Rd, Dansville, Michigan 48819
- Stoneco of Michigan located at 3700 Patterson Rd, Middleville, Michigan 49333
- Crandell Bros Trucking located at 800 Island Hwy, Charlotte, Michigan 48813

Funding is available in the 2024 Road Fund budget.

See memo for details.

8a. Human Resources – Resolution to Approve UAW TOPS and ICEA Court Professional Reclassification Requests

This resolution approves various UAW TOPS, ICEA Court Professional reclasses.

See memo for details.

8b. Human Resources – Resolution to Authorize the Transfer of the Human Resources Department Budget Line Item for Employee Service Awards to the Diversity, Equity, and Inclusion Office

This resolution approves the transfer of the employee service awards budget from HR to DEI, with the service awards being presented at the annual DEI luncheon, which will be in June of 2024.

See memo for details.

8c. Human Resources – Resolution to Approve Reclassification of the UAW TOPS Public Defender's Office Clerk Levels II & III

This resolution approves the reclassification of UAW TOPS Public Defender's Office levels II and III from UAW E to G for Clerk II and UAW F to H for Clerk III.

See memo for details.

9a. Board of Commissioners Office – Resolution Recognizing Black History/Cultural Diversity Month in Ingham County

This resolution recognizes February as Black History/Cultural Diversity month.

9b. Board of Commissioners Office – Resolution Re-Establishing a Roadways Subcommittee

The resolution re-establishes a Roadways Subcommittee to closely review road projects, funding, and potential road issues or concerns within the Road Department service area.

Agenda Item 1

TO: Board of Commissioners County Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: December 28, 2023
SUBJECT: Resolution Authorizing an Agreement with the Ingham Conservation District
For the meeting agendas of January 16 and January 17

BACKGROUND

This resolution authorizes a 2024 agreement with the Ingham Conservation District.

ALTERNATIVES

None.

FINANCIAL IMPACT

This agreement will be for an amount not to exceed \$10,000. Funds for this agreement are included in the 2024 budget. Funds will be allocated as follows:

Staff Support - \$7,400
Education and Outreach - \$900
Vehicle and Property Maintenance - \$800
Office Support - \$900

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a 2024 agreement with the Ingham Conservation District.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
THE INGHAM CONSERVATION DISTRICT**

WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support; and

WHEREAS, the 2024 Ingham County budget includes \$10,000 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, staff support, vehicle and property maintenance, and office support.

BE IT FURTHER RESOLVED, that this agreement shall be for the period of January 1, 2024 through December 31, 2024 in an amount not to exceed \$10,000.

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.

Agenda Item 2

TO: County Services Committee of the Ingham County Board of Commissioners
FROM: Darin J. Southworth, Chief Deputy, Sheriff's Office
DATE: December 29, 2023
SUBJECT: Authorization to Start an Employee Above Step 2
For the meeting agenda of January 16, 2024

BACKGROUND

The Sheriff's Office, like other law enforcement agencies, struggles to find qualified and interested applicants. We have an interested applicant from the Chelsea Police Department, who also worked 27 years with Ann Arbor Police, and mutually agreed to a start date of January 29, 2024. The Sheriff seeks to solidify this prospect's commitment of accepting a full-time job by offering a starting pay of Step 2 through completion of Field Training, and then elevating to Step 5, within the CCLP-LE Collective Bargaining Agreement. This move would also be commensurate with the applicant's work experience, years of prior service, and performance.

ALTERNATIVES

If this heightened starting pay is not extended the applicant may still accept the position but may also be inclined to seek or accept employment elsewhere, missing out on this staffing opportunity.

FINANCIAL IMPACT

The position being filled has been open, is fully funded at top pay and benefits. The Sheriff is not requesting any additional funding to fulfill this request.

STRATEGIC PLANNING IMPACT

We believe this is both favorable for this and future applicants of comparable employment/experience history and necessary for the Sheriff to remain competitive in these continued challenging times.

OTHER CONSIDERATIONS

We will maintain our high employment standards but must capitalize on opportunities like those presented by this prospect. The applicant we are recruiting, comes with numerous years of police experience and the training/professional development that comes with them.

We have sought and received support of this move by the CCLP LE Unit and Sue Graham, Director of Human Resources.

RECOMMENDATION

Based on the information presented, I respectfully recommend this committee approve the Sheriff's request to move forward with a Step 5 pay level, \$69,524.43, upon this applicant's successful completion of Field Training.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION

WHEREAS, the Capital Area United Way (CAUW) coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens; and

WHEREAS, the VITA effort has successfully assisted thousands of low and moderate income taxpayers and helped achieve annual refunds of almost \$4 million dollars, including substantial amounts from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a coordinator position hosted and administered by the United Way; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton, and Ingham; and

WHEREAS, these efforts assist the economic condition of low and moderate income citizens and income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes funding for the CAUW's VITA coordination efforts in 2024 of \$20,000 from the Delinquent Tax Administration fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low and moderate income tax preparation assistance and asset building.

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

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to all local taxing authorities in Ingham County.

Agenda Item 3b

TO: County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Committee Chair

DATE: January 5, 2024

SUBJECT: Board of Commissioners Resolution to adopt revised Ingham County Citizen Participation Plan for implementation of Community Development Block Grant (CDBG) Housing Improving Local Livability Program funds

BACKGROUND

The Michigan State Housing Development Authority (MSHDA) has issued a reservation of funding for Ingham County for the amount of \$500,000 in Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program funds to support project activities described in the County's application for funds, authorized by Resolution #23-492.

All local units of government applying for CDBG funds must adopt a Citizen Participation Plan that meets requirements under 24 CFR Part 570.486(a). Before receiving CDBG funds, local units of government must adopt local plans that, at minimum, ensure residents will be given reasonable and timely access to local meetings, furnish citizens with information and records on proposed/actual uses of Program funds, provide reasonable notice for and hold a minimum of two public hearings, and provide a process for complaints and grievances.

To meet this requirement upon application, Ingham County adopted MSHDA's Citizen Participation Plan by Resolution #23-493. Before entering into an Agreement with MSHDA, Ingham County must adopt its own Citizen Participation plan. The enclosed Ingham County Citizen Participation plan has been developed to meet the requirements of the CDBG Housing Improving Local Livability (CHILL) Program.

FINANCIAL IMPACT

None Immediately. CHILL Program funds up to the amount of \$500,000 have been reserved for Ingham County in support of project activities described in the application.

RECOMMENDATION

The recommendation is that the Ingham County Board of Commissioners authorize adoption of the Ingham County Citizen Participation Plan compatible with Michigan CDBG CHILL Program requirements. This resolution will replace Resolution #23-493 to Adopt the Michigan Housing Development Authority Citizen Participation Plan in Order to Apply for Michigan Community Development Block Grant Funding.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT AN INGHAM COUNTY CITIZEN PARTICIPATION PLAN FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

WHEREAS, the Ingham County Board of Commissioners authorized through Resolution #23-492 submission of an application to the Michigan State Housing Development Authority (MSHDA) for the Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program, resulting in a reservation of up to \$500,000 of program funds requested; and

WHEREAS, the Ingham County Board of Commissioners adopted MSHDA's Citizen Participation Plan through Resolution #23-493 upon application for CHILL Program funds; and

WHEREAS, prior to receiving program funds, Ingham County must develop and adopt a Citizen Participation plan to meet the citizen participation requirements under 24 CFR Part 570.486 (a); and

WHEREAS, at minimum, this citizen participation plan must include provisions that:

- encourage citizen participation, particularly low-and-moderate income persons in the proposed areas funds are to be used;
- ensure residents will be given reasonable notice and timely access to local meetings including a minimum of two public hearings for the purpose of gathering public input on proposals/projects supported by CDBG funds;
- furnish citizens with relevant information on the proposed use of CDBG funding; and
- identify a process for complaints and grievances.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby adopt the attached Ingham County Citizen Participation Plan.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is also authorized to sign any documents necessary to meet the requirements of citizen participation after approval as to form by the County Attorney if deemed necessary.

INGHAM COUNTY CITIZEN PARTICIPATION PLAN
CDBG Housing Improving Local Livability Program
JANUARY 2024

1. Ingham County will provide citizens with reasonable notice and opportunity to comment on the CDBG Housing Improving Local Livability (CHILL) Program grant application and any substantial amendments. Reasonable and timely notice [at least 5 days] will be given through a public notice in a newspaper(s) with general circulation. The notice will clearly provide the name and address of the person responsible for receiving these comments. Reasonable notice will be given to the public for non-substantial amendments by a direct mailing to current program participants and by request to other interested parties. A minimum of two public hearings will be held for the purpose of obtaining resident's views and responses to the program.
2. Citizens will be encouraged to participate, and the following information will be furnished:
 - a. The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
 - b. The range of activities that may be undertaken with the CDBG funds;
 - c. The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and
 - d. The proposed CDBG activities likely to result in displacement, if any, and the County's anti-displacement and relocation plans.
3. Ingham County will consider any comments or views of citizens received in writing, if any, in preparing any substantial amendment to the CDBG CHILL Program. A summary of these comments shall be attached to the substantial amendment to the Program.
4. Residents will be given reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements in accordance with Section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8, and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable, as well as information and records relating to the unit of local government's proposed and actual use of CDBG funds.
5. All public meetings will be publicized and conducted according to the requirements of the Michigan Open Meetings Act, Public Act 267 of 1976, MCL 15.261 – 15.275.

Performance Reports

1. Citizens shall be provided with a reasonable notice and opportunity to comment on program performance as required by the CDBG CHILL Program. Reasonable notice shall be given in the form of an announcement in one or more newspapers of general public circulation.
2. Ingham County shall consider any comments received in writing or orally when preparing the performance report. A summary of these comments shall be attached to the performance report.

Availability to the Public

The CDBG CHILL Program grant proposal, as authorized by the Ingham County Board of Commissioners, and any substantial amendments and performance reports shall be available to the public, including the availability of materials in a form accessible to persons with disabilities, upon request. These documents shall be available upon request to members of the general public through the Treasurer's Office, 341 S. Jefferson, P.O. Box 215, Mason, MI 48854 or by email: treasurer@ingham.org.

Access to Records

The County shall provide citizens, public agencies, and other interested parties with reasonable and timely access to the County's use of assistance under the program. All program records will be available to the public through the procedures of the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231 – 15.246.

Complaints

Ingham County shall provide a timely, written response to every citizen complaint or grievance, within 15 working days where practicable, to complaints received from citizens on the CDBG CHILL Program. Complaints can be address to The Treasurer's Office, 341 S. Jefferson, P.O. Box 215, Mason, Michigan, 48854; or by phone to (517) 676-7220; or by email at treasurer@ingham.org. Hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Use of the Citizen Participation Plan

Ingham County assures that it will follow this Citizen Participation Plan.

TO: County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Committee Chair

DATE: January 5, 2024

SUBJECT: Approval of Policy and Procedures for Affordable Housing Development Gap Subsidy Grants using Housing Trust Funds

BACKGROUND

The Ingham County Board of Commissioners (the Board) created Housing Trust Fund (HTF) by allocating \$9 million of American Rescue Plan (ARP) funds to promote construction and rehabilitation of affordable housing in Ingham County. The Board has, by recommendation of the HTF, allocated funds to specific projects for construction of owner-occupied housing and rehab of owner-occupied and rental housing.

ARP regulations allow for assistance or subsidy to go the development of housing that will be affordable for those with incomes at or below 80% of Area Median Income (AMI).

By offsetting the development costs, Ingham County can encourage the development of homeowner and rental housing opportunities for low-to-moderate income residents. Ingham County recognizes that affordable housing development requires detailed policies to adequately protect beneficiaries (tenants and homebuyers), as well as the county’s investment. These policies and procedures will inform County efforts to support emerging developers, who despite extensive housing development experience, may be less familiar with local, state, and federal housing standards & requirements.

FINANCIAL IMPACT

None. The policies will be used to guide affordable housing new development and rehab projects utilizing HTF ARP dollars. Funds for housing development gap subsidy grants have been committed through existing board Resolutions #23-276 and #23-390.

RECOMMENDATION

The HTF has identified policies and procedures that establish the necessary safeguards for affordable housing development gap subsidies to nonprofit and for-profit developers selected through the competitive grant process to create housing for residents at or below 80% of AMI. These policies allow for developers to layer County funds with resources from other sources in order to construct high quality, affordable housing in Ingham County.

Multiple HTF-supported projects are ready or nearly ready to begin work and are committed to completing work within the ARP time limits. It is important to approve the policy and procedure immediately to ensure that funds expended goes to the purposes intended and that the county’s interests and federal requirements are both met.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE POLICIES AND PROCEDURES FOR AFFORDABLE HOUSING DEVELOPMENT GAP SUBSIDY GRANTS FOR NEW CONSTRUCTION AND REHAB PROJECTS UTILIZING HOUSING TRUST FUND DOLLARS

WHEREAS, the Ingham County Board of Commissioners (the Board), through Resolution #22-211, has allocated \$9 million of the second tranche of American Rescue Plan (ARP) funds received by Ingham County to encourage construction, improvement, and maintenance of affordable, accessible, and sustainable housing through the Housing Trust Fund (HTF); and

WHEREAS, the Board, in Resolution #23-276, authorized \$2,000,000 through agreements with six (6) local developers, contractors, or nonprofit organizations for high density housing development projects selected for funding through the HTF Competitive Grant process; and

WHEREAS, the Board, in Resolution #23-390, authorized an additional \$520,000 through agreements with five (5) local developers, contractors, or nonprofit organizations for the rehabilitation and/or new construction of seven (7) single family homes on parcels previously owned by the Ingham County Land Bank; and

WHEREAS, each project will be required to meet specific standards and specifications consistent with American Rescue Plan and other federal requirements, to ensure housing constructed or rehabilitated using these funds are initially and remain accessible and affordable to income qualified residents.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the attached policies and procedures for affordable housing development gap subsidy grants prepared for and approved by the Housing Trust Fund Committee.

BE IT FURTHER RESOLVED, that the Treasurer's Office and Controller's Office will work with program administrators to implement the policy and ensure HTF-funded projects meet American Rescue Plan and other state and federal requirements as described.

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 hereby authorized to sign any necessary agreement documents consistent with this resolution, on behalf of the County, after approval as to form by the County Attorney.

INGHAM COUNTY AFFORDABLE HOUSING DEVELOPMENT GAP SUBSIDY GRANTS POLICIES AND PROCEDURES

[LAST APPROVAL/REVISION DATE]

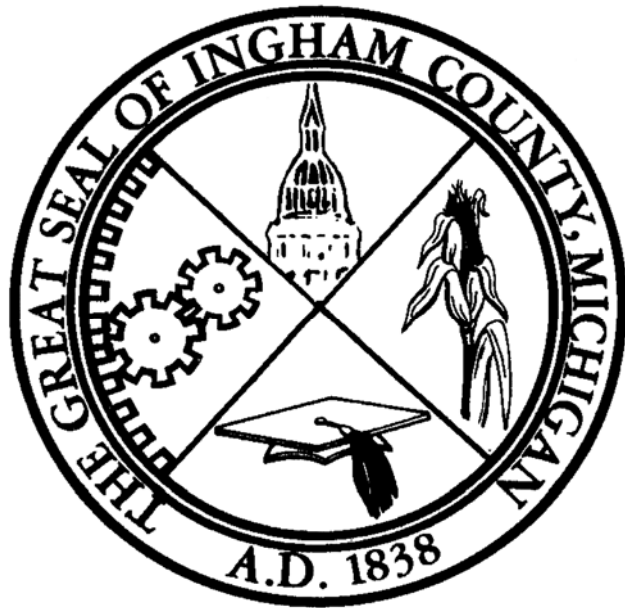


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POLICY & PROCEDURES MANUAL PURPOSE

This manual serves as Ingham County's administrative policies and procedures for Affordable Housing Development Gap Subsidy Grants and projects funded by the County, specifically.

UPDATES

Information may change as issued by the US Department of Treasury or Ingham County for a variety of reasons, including changes to federal regulations, County requirements, and the interpretation or clarification of a federal regulation.

Ingham County, hereinafter referred to as the "County", will endeavor to provide Development Gap Subsidy funds to provide incentives to develop and support affordable rental housing and homebuyer projects. The County will use federal American Rescue Plan Act funding to offer Development Gap Subsidy Grants and funding to assist developers of affordable housing. ARPA funds are required to be expended by December 31, 2026. Alternative funding sources could become available after this date.

All housing policies shall be guided by accepted monetary policies, Ingham County and Local Housing Code, the Fair Housing Act, consumer protection laws, and all other applicable local and federal regulations concerning County Affordable Housing Development Gap Subsidy Grants.

DEFINITIONS

ACQUISITION COST: The selling price of a property as agreed upon by Buyer and Seller in the purchase agreement.

AFFORDABLE HOUSING: Affordable housing is generally defined as housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities.

AFFORDABILITY PERIOD: The affordability period for County funded projects is seven (7) years for existing housing, and twenty (20) years for new construction.

AMI: The area median income (AMI) is the household income for the median – or middle – household in a region. AMI as defined by HUD for Ingham County (Lansing-East Lansing Metro FMR Area).

ANNUAL INCOME: The County adopts Part 5 definition of income (Part 5 Annual Income). When determining the annual income of an individual or family, the recipient must use the standard for calculating annual income under 24 CFR 5.609.

BENEFICIARY: An income-eligible person residing in housing, also referred to as a homebuyer, homeowner, renter, or resident.

BIPOC ORGANIZATION: A nonprofit or nongovernmental organization that primarily serves Black, Indigenous, People of Color communities and has demonstrated experience and expertise providing culturally appropriate services in the community. The dominant organizational culture of a BIPOC organization, including staff, programs, operations, activities, and materials, reflect the culture and value of a specific community. A BIPOC organization includes leadership (executive director and/or board of directors) and staff that is reflective of the BIPOC community it serves.

CERTIFIED MINORITY OWNED BUSINESS ENTERPRISE: Commonly referred to as MBE, refers to a business at least 51% minority-owned, actively operated, and controlled. For the purpose of certification, a minority group member is an individual who is at least 25% Asian Indian, Asian Pacific, Black, Hispanic, or Native American.

CERTIFIED WOMEN OWNED BUSINESS ENTERPRISE: Commonly referred to as WOE, refers to a company that is at least fifty-one percent (51%) owned and controlled by one or more women who are U.S. citizens or permanent legal residents.

COUNTY: The County of Ingham

DEVELOPMENT GAP SUBSIDY: The direct gap subsidy provided by the County to an Owner/Developer/Organization to acquire and/or construct new or make improvements on a property pursuant to the County Grant Agreement.

DEVELOPMENT PROJECT: Any construction, development, or infrastructure project, including without limitation greenfield projects and brownfield projects, in which the Owner/Developer/Organization or any of its Subsidiaries participates or holds, directly or indirectly, an interest, or the bidding on any such project. All eligible projects must obtain approval from the Ingham County Board of Commissioners and approval of contracts by the Board of Commissioners.

DISPROPORTIONATELY IMPACTED COMMUNITIES: Communities that experienced a disproportionate, or meaningfully more severe, impact from the COVID 19 pandemic, including communities within Qualified Census Tracts, underserved populations, and low-to-moderate income households with an income under 120% AMI.

EMERGING DEVELOPER: An entity that has developed, owned, or operated at least one (1) but not more than three (3) affordable housing developments that are equivalent to the proposed affordable housing development in size, scale, amenity, and target population, as determined by the County. An entity with more experience with similar projects but limited experience applying for and managing public funding may also be considered as an emerging developer. The County may evaluate the experience of the entity as a whole or the experience of senior staff/leadership.

GRANT: Any funding award made from the county to an Owner/Developer/Organization or any of its Subsidiaries without expectation of repayment if all conditions of funding are met. All Requests for Proposals and Grant Agreements must obtain approval from the Ingham County Board of Commissioners.

HOMEBUYER OR BUYER: A person meeting the criteria set forth in this manual that is in the process of obtaining financing for a principal residence.

HOUSEHOLD: A single person or two or more persons living together not contrary to the law (e.g., traditional families, two unmarried persons, a single parent and child, etc.)

LENDER: An organization which has been approved to provide financing for the acquisition of single-family residences in accordance with the provisions of this manual.

LOW AND MODERATE INCOME: Income limits as defined per 24 CFR Part 5 of the Code Federal Regulations.

MINORITY AND WOMEN OWNED BUSINESS AND SECTION 3 BUSINESSES: Contractors participating in County-funded projects must take affirmative steps to solicit minority and women owned business enterprise firms as well as Section 3 registered businesses and eligible individuals as subcontracts to complete contract work once awarded. Affirmative steps include:

1. Soliciting qualified minority and women owned business subcontractors to include placing them on solicitation lists when subcontractors are being solicited.

2. Affirming that minority and woman owned business subcontractors are solicited whenever they are potential sources.
3. Dividing all obligations, when economically feasible, into small tasks or quantities to permit maximum participation by minority and women-owned subcontractors.
4. Establish delivery schedules, where the requirement permits, which encourage participation by minority and women-owned business contractors.

RECIPIENT: A Non-Federal entity that receives Federal awards directly from a Federal agency, U.S. Department of Treasury, to carry out an activity under a Federal program, ARPA.

SECTION 3 REGISTERED BUSINESS: A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last 6-month period:

1. It is at least 51% owned and controlled by low- or very low-income persons.
2. Over 75% of the labor hours performed by the business are performed by low or very low-income persons; or
3. It is a business at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

SECTION 3 WORKER: Any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:

1. The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
2. The worker is employed by a Section 3 business concern.
3. The worker is a Youth Build participant.

SINGLE-FAMILY RESIDENCE: A housing unit intended for occupancy by a single household.

SUBRECIPIENT: An applicant that receives subaward from Ingham County (the federal grant recipient) is a subrecipient of the federal award upon signing the Grant Agreement.

UNDERSERVED OR MARGINALIZED POPULATIONS: populations who face barriers in accessing and obtaining affordable housing. Underserved populations may include individuals from communities who face barriers due to race, income, geographic location, religion, sexual orientation, or gender identity. Underserved populations include racial and ethnic populations with historically limited access to affordable housing, or populations with special needs such as language barriers, disabilities, or current legal citizenship/alienage status.

VISITABILITY: For the purpose of this application, a unit of housing will be considered "visit able" by the definition provided by the National Council on Independent Living (<https://visitability.org>) which defines a house as visitable when it includes at minimum: One zero-step entrance; doors with 32 inches of clear passage space; one bathroom on a main floor/single story that is accessible for an individual using a walker or wheelchair.

ZERO-INTEREST LOAN: An interest free loan that will be 100% forgiven after the affordability period expires provided Program requirements are met. The loan become immediately due and payable in full when the Property ceases to be the Homebuyer's principal place of residence before the end of the affordability period. No pre-payment of this loan is allowed.

GENERAL ELIGIBILITY GUIDELINES

ELIGIBLE ACTIVITIES

Gap Financing grants/funds may be used to provide incentives to develop and support affordable rental housing and homebuyer projects.

Ingham County Housing Trust Fund may provide funding through a number of eligible forms, including grants, loans, advances, equity investments, interest subsidies and other forms of investment including assistance to single family, multifamily, new construction, reconstruction, rehabilitation of non-luxury housing with suitable amenities, real property acquisitions (as part of a housing development project), site improvements, conversion, demolition and other expenses, including financing costs, relocation expenses of any displaced persons, families, businesses, or organizations; to provide payment of reasonable administrative and planning costs.

AFFORDABLE HOUSING DEVELOPMENT PROJECTS

All Ingham County Housing Trust Fund funded activity shall be for the purpose of producing affordable housing units. Therefore, any activity funded with program funds that does not result in affordable housing units shall be deemed in noncompliance. All housing supported with County funds must be permanent, transitional, or emergency housing.

County funds may be used to develop and support affordable housing availability (rental and homeownership) through the following activities:

- Acquisition (including assistance to homebuyers)
- Pre-development costs
- New Construction (including adding additional units to an existing structure)
- Reconstruction, or rehabilitation of non-luxury housing with suitable amenities including related costs such as real property acquisition, site improvements, demolition, and other eligible expenses including financing costs, relocation expenses of displaced persons, families, businesses, or organizations.
- General and Administrative (Soft Costs)

County funds may not be used for:

- Costs associated with creating market rate housing and/or commercial spaces.
- General operating costs
- Reimbursement for past expenses

Note, if a County-assisted project is terminated before completion, voluntarily or otherwise, this constitutes an ineligible activity and County funds will be subject to recapture.

ELIGIBLE PROJECT ACTIVITIES

Some of the basic eligible development activities covered include:

- **Affordable Rental Housing Development Activities** may include acquisition, new-construction, and/or rehabilitation.
- **Other Affordable Housing Development Activities:** Additional activities eligible with providing rental housing development, homebuyer development including new construction or rehabilitation:
 - Demolition
 - Fair Housing Counseling
 - Remediation of Lead Paint
 - Relocation

Eligible Properties include:

- 1 – 4 Single family unit homes
- Multi-unit (5 or more) rental units
- Condominiums/Row Houses
- Cooperative Housing
- Emergency Shelters/Group Homes
- Transitional Housing and Single Room Occupancy Units
- Permanent Supportive Housing
- Eligible properties may include one or more buildings on a single site, but project must be assisted with County funds as a single undertaking.

FUNDING PARAMETERS

- County funds for provided to Developers utilizing a variety of grant and/or loan options.
- Funded projects must begin construction within 12 months of commitment.
- Funded projects must meet County standards at completion, including any established standards for the Down Payment Assistance Program, rehabilitation, or new construction projects.
- Funds may not be used to pay for any cost that is not eligible under the County Request for Proposals, including delinquent taxes, fees, or charges on properties to be assisted.

Development of homeownership units where there is not a considerable market study illustrating demand for housing will not be supported by County funds.

MINIMUM COUNTY GAP SUBSIDY GRANT AMOUNT

The minimum amount of County funds that must be invested in a project involving rental housing or homeownership is \$1,000 times the number of County assisted units in the project. Applications must include an investment of \$1,000 in County funds per County assisted unit.

MAXIMUM COUNTY GAP SUBSIDY GRANT AMOUNT

The maximum per unit subsidy amount is \$90,000 for single-family home construction/redevelopment. The maximum per unit subsidy amount is \$50,000 for multi-family unit construction/redevelopment.

COUNTY REQUIREMENTS FOR GAP SUBSIDY GRANT REQUESTS

Specific Requests for Proposals may determine request requirements, but may include:

1. Request Letter for Funding
2. Written and signed agreements or commitment letters, Grant Agreements, or Tax Credit reservation agreement from other confirmed funding sources (if applicable) included in the proforma and may request underwriting of other lenders for review as well.
3. IRS determination letter indicating 501(c)(3) tax-exempt status (Nonprofits only)
4. Articles of Incorporation (if applicable)
5. Most recent annual financial statement (reviewed or independently audited, if available) or Form 990

6. Letters of Support from community organizations with significant experience providing services to low-moderate income populations
7. Deed to property or Purchase Contract demonstrating ownership for project sites.
8. Project site map to demonstrate walkability and access to transportation and amenities.
9. Proforma that clearly states total development costs, separating acquisition, soft costs, and hard costs and requested developer fee. Proforma must clearly show sources and uses of funds, including evidence of available equity funds, if applicable.
10. Budget Worksheet with an Expense Budget tab and a Revenue Budget Tab
11. Market value after development, established by approved methods (pre-rehab or pre-construction appraisal, evaluation of sales of homes with comparable features by a real estate professional, etc.).
12. Information (market analysis) showing demand for unit(s).
13. Architectural plans and/or specifications and site plans for the project
14. Proposed Construction Schedule

COUNTY REVIEW PROCESS

DEBARMENT

The County will verify that a subrecipient is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency by using SAM.GOV.

MARKETING ASSESSMENT

- The County will utilize current data from a variety of appropriate sources to evaluate demographic and economic data and housing conditions. Data assessment must establish demand for the type and number of housing units being developed. The County may conduct the following assessments: Site visits to view neighborhood conditions.
- Market Analysis submitted by developer/owner.
- Waiting lists of approved buyers that establish demand.
- Evaluation of amenities included in proposed units.
- Current information about the Lansing/East Lansing housing market at www.hud.user.gov
- Market information in local publications

Assessments may include analysis of geographic areas buyers are likely to come from and quantifying the pool of eligible buyers for relevant factors including household size, age, income, tenure, and other relevant factors, will evaluate existing and planned housing opportunities with an emphasis on affordable sales opportunities, evaluate the effective demand and capture rate of the proposed development, and estimate the absorption period.

CAPACITY ASSESSMENTS

County may conduct additional evaluations of developer/applicant capacity based on:

Experience

- Past experience of the entity with successfully developing housing units
- Capacity and experience of assigned staff and quality of the development team
- Capacity to market and sell units.

Financial Capacity

- Evidence of financial capacity (audit), certification from CPA, or current financial management systems and practices in place
- Evidence financial resources are in place to carry the project through completion.

DOCUMENTATION REVIEW

County or Designee will review all submitted documentation prior to committing funds to a project to assess likelihood of project success, using the following standards:

Funding Sources:

- Identification of all sources of funding and timing for all phases of development
- All funding sources are compatible with County funding requirements.

Funding Uses/Expenses:

- All proposed uses of funds must be necessary, reasonable, and allowable as determined by the County and/or the funding source.
- Acquisition documentation, cost estimates, preliminary bids, contracts, quotes, and other agreements substantiating key professional costs, and the basis for estimating other soft costs and working capital items, including capitalized reserves.
- Governing reserves capitalized at closing to verify that reserves cannot be withdrawn later as fees or distributions.
- For projects utilizing LIHTC, must request and evaluate syndication costs and close (or rent) to ensure ability of organization to carry costs of construction loans, maintenance costs.
- Costs must be sufficient to produce a quality unit that will meet County standards upon completion and throughout the affordability period.

COST EVALUATION

PROJECTED INCOME

County or designee will evaluate projected income to ensure that rent levels are achievable, that vacancy and loss estimates are realistic and estimates of non-residential sources of income are conservative.

PROJECTED EXPENSES

County or designee will evaluate operating costs to determine that planned expenditures are sufficient and reasonable. These costs may be compared to and evaluated against similar developments in the neighborhood or in the proposed property manager's portfolio.

HOMEBUYER PROJECT SALES PLANS

A sales plan indicating anticipated cash flow and timing is required for homebuyer projects and will be evaluated for timelines and cash flow.

DEVELOPER PROFIT AND RETURNS

The maximum developer fee allowed by the County for a project using Development Gap Subsidy Grant funds is 15%. For rental projects, the County will examine developer fee for reasonableness. County or designee will examine operating proforma to determine if adequate funds from the operating income will be set aside for proper management of the units, and adequate and maintainable replacement reserve and debt service.

For homebuyer projects, County or designee will examine all potential sources of income from the project and ensure they are reasonable, and that owners are not receiving excessive gains or profits.

PROJECT COST/BUDGET ANALYSIS

County or County Designee will:

- Examine sources and uses of funds and determine that costs are reasonable and allowable.
- Assess the current market demand in the area of the proposed development project.
- Assess the experience and financial capacity of the developer/owner.
- Assess the written commitments for funding.

County or County designee will analyze the development budget including the total development costs, soft costs, hard costs, and developer fee. This evaluation will include a determination of whether the project will meet County standards upon completion, including income requirements and property standards required for the project (*Initial Underwriting worksheet*) if funding falls within the per-unit subsidy maximum and any purchase price limits. Additional considerations County staff or designee will evaluate include:

- The debt capacity of the developer by ensuring the lenders financing terms are reasonable and comparable to those from other lenders.
- Equity contributions that provide returns to owners and investors, and the calculations of tax credit basis and market price to determine if the projected amount of tax credit equity is reasonable.
- Verify County funds will be used on program-eligible costs and activities.
- Verify projects will not exceed the maximum per-unit subsidy limit.

County will deny Development Gap Subsidy Grant funding if it is determined additional funding is not required to close a financing gap. The County can request reasonable adjustments in compliance with underwriting guidelines.

COUNTY UNDERWRITING CONSIDERATIONS

County or County Designee will ensure that the operating proforma shows a development can self-fund capital need from a combination of reserve funds and cash flow, and includes:

- Achievable gross and potential rents given location, design, and resident population.
- A projected vacancy rate that reflects the likely long-term average of vacancy, bad debt, and concessions expected.
- Adequate marketing, leasing, and management expenses.
- Reasonable and prudent trending factors for income and expenses
- Sufficient debt service coverage to allow the property to survive income and expense shocks.

FUNDING/GRANT AGREEMENT CONDITIONS

County funding will be defined by a (Grant/Loan) Agreement with Ingham County. The grant period, scope, allowable budget, and reporting requirements will be outlined in the Agreement. All grants awarded funds must be expended no later than September 30, 2026.

Agreement will define the requirements for compliance with relevant Federal, State and Local Laws, Ordinances, Rules, and Regulations. Requirements will include, but not be limited to:

- Prevailing Wage requirements on any construction contract exceeding \$10,000 as determined by using the wage guidelines promulgated by the U.S. Secretary of Labor pursuant to the Davis-Bacon Act.
- Equal Opportunity Employment and Non-Discrimination Policies, in addition to all Federal, State, and local laws prohibiting discrimination, including, but not limited to: The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended; The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended; and the Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat.328 (42 USCA §1201 et seq), as amended.
- Compliance with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations.
- ARPA funds must be expended by September 30, 2026. Only costs incurred within the contract period will be eligible for reimbursement, beginning the date an agreement with County is signed/executed, or by December 2024, per federal ARPA requirements.
- Funds may be combined with other types of grants and funding for combined benefit, but must follow guidelines for all awarded Federal, State and/or local funds.
- Federal guidelines require quarterly reporting of grant expenditures and uses, and a valid [SAM.gov](https://sam.gov) registration for all recipients of ARPA funds.
- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 sets the standards for “subrecipient” receiving “subaward” from Ingham County, which is the “pass-through entity” (also referred to as a “non-Federal entity”).

County or County Designee will document each file to include:

- Date of receipt of required documentation
- Data and actions used to complete the marketing assessment.
- Materials gathered through any Request for Proposals, including budget or Development Proforma (and operating proforma for rental projects) analysis with comments.
- Dated commitments from all funding sources.
- Signed commitment letter or signed denial letter.

COUNTY DISBURSEMENT POLICY

The County will analyze each project to ensure that the County investment is necessary and reasonable to provide quality affordable housing that is financially viable throughout any period of affordability.

1. In no case will the County investment exceed the Award amount listed in the Grant Agreement.
2. For projects involving both County and other governmental funds, the combined County investment shall not exceed \$500,000, or the maximum investment per unit limit, whichever is less.
3. County may not invest the maximum allowable amount to a project unless the County has determined that this funding is needed to make the project feasible and viable.

ELIGIBLE PROJECT COSTS

1. Generally, all costs funded with County Development Gap Subsidy Grant must be eligible according to the County policy.
 - A. All costs must be in direct relation to the assisted unit and supporting documentation of all expenditures is required for all costs being paid with County funds.
 - B. With the exception of acquisition and financing costs, County funds are available as reimbursement for eligible expenses.
 - C. Related soft costs must be necessary for the development of the assisted units, and documentation must be provided for any cost reimbursement.
 - D. Funding will be limited to the amount necessary to facilitate the completion of the project and will not exceed a proportionate share of costs in a project with multiple units. All projects will be underwritten according to the County underwriting guidelines.
 - E. Before funds are released, a grant agreement will be signed between the County and the recipient. The agreement will satisfy Federal requirements and establishes the terms under which the funding is provided. Funds will not be released until a funding grant agreement is executed and all applicable regulations have been met.

2. The following additional limitations may also apply:
 - A. County funds shall not be used for luxury improvements.
 - B. County funds shall not be used to fund an initial operating deficit reserve.
 - C. Acquisition costs shall be supported by an appraisal of the property.
 - D. County funds shall not be used for non-residential accessory structures such as free-standing community/leasing buildings, garages, carports, or maintenance structures. County funds may be used for community space or common laundry facilities included in residential buildings.
 - E. Payments will be disbursed on a reimbursement basis or according to the process described in the Grant Agreement. A draw of funds will not be completed until required documentation is received by staff, which may include a draw request, lien waivers, invoices for work completed, inspection and approval of work by the County or its designee.

COUNTY PAYMENT STRUCTURE

- A. All payments made by the County shall be reimbursement to the Grant/Subsidy Recipient/Sub-Recipient for expenses incurred and paid by the Recipient/Sub-Recipient.
- B. For LIHTC projects, the County may disburse more than fifty percent (50%) of total gap subsidy grant funds on the first payout, and/or the balance in equal portions up to ninety percent (90%). The remaining ten percent (10%) may be disbursed upon successfully completing the project and completing the close-out procedures in the Grant Agreement.
- C. The County will issue payments on a reimbursement basis or as otherwise detailed in a Grant Agreement. Payments for eligible work will be subject to standards and inspections. Material stored on site and not installed is not eligible for reimbursement.
- D. Contractors/Developers/Grantees may need to allow for additional time for County staff to verify completion of work through on-site inspection before the draw requests are processed.

ELIGIBLE ACTIVITIES

County funds may be used to pay the following eligible costs of development:

- Acquisition Costs
- Pre-development Costs
- Development Hard Costs
- Development Soft Costs
- Relocation Costs

ACQUISITION ACTIVITIES

The acquisition of vacant land or demolition are not stand-alone activities, and County funds shall be expended for these activities only in conjunction with a housing development activity. No funds for acquisition or demolition shall be committed until the County has determined that construction will begin within 12 months.

Agreements including demolition activity shall include an Affordability Restrictive Land Use Provision, whose terms shall comply with County guidelines. Grants will be repayable if construction does not start within 12 months of Agreement execution; and a housing development project plan must be submitted with the demolition request, must include architectural drawings, and demonstrate a project critical path schedule initiating project construction within 12 months, and private construction financing as leverage.

ELIGIBLE ACQUISITION COSTS

- Costs of acquiring improved or unimproved real property.
- Acquisition of vacant land or demolition can only be undertaken for particular housing project intended to provide affordable housing, where construction of new affordable housing will begin within 12 months.
- Costs to make utility connections to an adjacent street or to make improvements to the project site, are also eligible in connection with acquisition of standard housing.

ELIGIBLE DEVELOPMENT HARD COSTS

- The actual cost of constructing or rehabilitating housing.
- Cost to acquire the property to be developed.
- Demolition of existing structures.
- Uniform Relocation Costs.
- Creation of utility connections including off-site connections from the property line to the adjacent streets.
- Improvements to the project site that are in keeping with improvements of surrounding, standard projects, including on-site roads, sewer lines and water lines.
- Costs to construct or rehabilitate laundry and/or community facilities in the same building as the housing for the use of project residents (only applicable to multi-unit rental housing).

ELIGIBLE SOFT COSTS

Soft costs include other reasonable and necessary costs incurred by the owner and associated with the financing or development (or both) of new construction, rehabilitation or acquisition of housing assisted with County funds. These costs include but are not limited to:

- Architectural Services
- Engineering Services
- Environmental Review

- Environmental Tests
- Preparation of plans, drawings, specifications, or work write-ups.
- Costs to process and settle the financing for a project.
- Private lender origination fees
- Credit Reports
- Fee for Title Evidence
- Fees for Recordation
- Filing of legal documents
- Building Permits
- Attorney Fees
- Private Appraisal Fees
- Fees for independent cost estimate
- Cost of project audit
- The cost to provide affirmative marketing and fair housing information to prospective homeowners and tenants.
- Staff and overhead costs related to project deliver may be included as soft costs in certain cases as to be determined by County in consultation with the Developer.

All costs must be reasonable and documented thoroughly (including timesheets detailing actual time worked on project activities).

Note that closing costs connected to the sale of the property to eligible low-income homebuyers (real estate commissions and other seller's closing costs) are NOT considered development soft costs for the purpose of this policy. As a result, they are not included in the total project cost, and they may be paid from the proceeds of sale rather than being taken from the developer fee.

ELIGIBLE DEVELOPER FEE

For new construction and rehabilitation projects, the developer fee cannot exceed 15% of total development costs and must be commensurate to the scope of the developer's responsibilities. Developer Fees are used by grantees to pay administrative and overhead costs, are paid as fees for services rendered and do not have to be fully offset by incurred costs.

ELIGIBLE BENEFICIARIES/RESIDENTS

The County is designed to provide affordable housing to low-income households and individuals.

Eligible beneficiaries must meet the following requirements:

- Households purchasing single family homes must be at or below 80% of Area Median Income.
- Households renting County funded units must be at or below 65% of Area Median Income.
- Households must not be an agent, consultant, officer, employee and/or elected official of the County or a recipient of funds; and
- Household must meet all other requirements where applicable.

Additional restrictions apply when County funds are used for rental housing or assisted rental units.

INCOME ELIGIBILITY

The County adopts the Part 5 definition of income (Part 5 Annual Income). When determining the annual income of an individual or family, the recipient must use the standard for calculating annual income under 24 CFR 5.609.

COUNTY FUNDING PARAMETERS

The County funds projects that utilize gap financing wherein projects and program activities are leveraged with other funding resources to the greatest extent possible.

County staff will work with non-profits and sub recipients, providing technical assistance to seek outside funding resources. Entities certified as “Developers” and for-profit Developers must secure construction financing for brick-and-mortar development activity.

RENTAL/SALES PRICE LIMITS

Following US Department of Treasury guidance on using ARPA Coronavirus State and Local Fiscal Recover Funds (SLFRF) funds to invest in affordable housing, Ingham County will refer to existing federal and state housing programs to establish rental and homeowner price limits:

- A. Rental Limits: In the case of rental projects, Ingham County will refer to rental limits established by existing housing development and assistance programs, including the HOME Program and the Low-Income Housing Tax Credit (LIHTC). Under the HOME Program, rental costs cannot exceed the local Fair Market Rents published by HUD or cannot exceed 30% of a family earning 65 percent of the AMI, whichever is less. For the annually updated income and rent limits for LIHTC properties using the Multifamily Tax Subsidy Program (MTSP) to determine income and rent (by bedroom) compliance, refer to these charts available via the MSHDA webpage: MSHDA char il 110 her income limits 041822.pdf (michigan.gov).
- B. Homeownership Sales Limits: The purchase price of a County supported property will be the amount agreed upon by buyers and sellers in purchase agreements. Any County Development Gap Subsidy funds used to fund for-sale housing must benefit new homebuyers whose household income does not exceed 80% of AMI. The County funding will rely on price limits established for the Department of Housing and Urban Development’s (HUD) Home Investment Partnerships Program and the HUD National Housing Trust Fund Program limiting purchase price for new builds and existing home following rehab to no more than 95% of the area median purchase price. This is based on Federal Housing Administration (FHA) single family mortgage program data. The area median purchase price limit for an existing single-family home within Ingham County is \$171,000. For a new construction home, the maximum cost of a single-family home is limited to \$251,000. Price limits for these Federal programs are described here in [Attachment A](#).

GRANT/LOAN AGREEMENTS

County and the Property Owner are required to execute a legally binding written agreement and a Lien and Note (Mortgage) holding the Owner accountable for compliance during the affordability period and additional Ingham County compliance period, if applicable. The agreements typically include a land use restriction. This document, recorded with the Register of Deeds, is a deed restriction that binds all subsequent owners of the property.

When there is more than one financing source imposing land use restrictions on a property there may be restrictions from one program that are more restrictive than similar restrictions in the other program (s). Some projects with more than one source of financing, such as Tax Credits and bonds, may have more than one Regulatory Agreement simultaneously in effect. In these instances, the more restrictive requirement will apply

to the property. An owner may voluntarily make additional commitments in the application process, including occupancy restrictions, demographic targeting requirements, stricter rent and income restrictions or an extended compliance period. Owners must comply with these covenants.

Grant Agreements serves as a concise statement of the relationship between County of Ingham and the subrecipient of ARPA funds (Developer, Owner, Organization, Sponsor), and also set forth the conditions under which the funds are provided and the requirements that must be met.

The Agreement will include the required provisions depending on the role the entity is asked to assume, or the type of project undertaken. It shall at a minimum describe:

- Use of Funds: Includes recipient role description, specific tasks to be performed, the number and type of households to assist and/or units to be produced; a schedule; a budget; matching funds; and the term of agreement.
- Affordability: The agreement will specify the period of affordability, deed restrictions or land covenants, and how repayments are recaptured.
- Eligible and ineligible fees.
- Uniform Administrative Requirements (2 CFR 200 and applicable provisions of 24 CFR Part 85 for government entities and 24 CFR Part 84 for non-profit entities.
- Cross-cutting requirements:
 - a. Affirmative Marketing
 - b. Requests for disbursement of funds
 - c. Records and Reports
 - d. Enforcement of the Agreement
- Required Provisions

GRANT REPORTING & MONITORING

Subrecipients awarded funding will be required to provide project reporting to County to comply with US Treasury requirements. Organizations that fail to report will risk losing funding and be responsible for repaying ARPA funding received from the County. Each funded agency/organization will submit a programmatic report on a regular basis as specified in the Grant Agreement. These reports describe progress towards deliverable outcomes.

The County, the US Department of Treasury or any of their other authorized representatives have the right to access the projects and any books, documents, papers, or other records of an ARPA assisted unit.

Developers/owners will maintain all books and records pertaining to ARPA assisted units with the provisions of 24 CFR §92.508 for a period of not less than five (5) years after the period of affordability ends, and all matters pertaining to the project are resolved under applicable federal or state laws, regulations, or policies.

During the affordability period and until the Lien and Note have been released, ongoing compliance and yearly project monitoring is required.

RENTAL PROJECT PROVISIONS

- A. Before a tenant occupies a unit, tenant income eligibility must be documented with source documentation, such as wage statements, interest statements, and unemployment compensations statements. If needed, income verification forms should be sent to employers or other agencies to verify current income.

- B. Income eligibility is based on anticipated income, which means current income must be projected for the next 12 months. When collecting income verification, property owners/managers must also consider any likely changes in income, which may occur during lease period.
- C. Gross household incomes must meet the requirements of the specific program used. If existing tenants (those that remain in the unit after the initial one-year lease) income increases, but does not go above 65% AMI income level, rent does not have to be increased. However, if their gross income exceeds 65%, tenant(s) must pay 30% of their adjusted income for rent and utilities. If the 30% exceeds the areas market rent, the project owner/manager MAY charge the tenant Fair Market Rent.

At initial occupancy, County assisted unit tenants must be at or below 65% of the area median income.

- D. Rents cannot be increased during the first year of occupancy. After the first year, rents MAY be increased, but must never exceed the fair market rents, which includes utilities. This pertains to tenants at or below 65% of area median income. County will provide subrecipients income limits and fair market rents on an annual basis.
- E. Potential tenants must be made aware of loan program conditions prior to executing a lease. Tenants must allow for property inspections and provide income documentation annually throughout the affordability period.
- F. Leases need to indicate the number of persons residing in the unit and should name each of the adult household members since they will need to provide income documentation. If additional persons move into the unit, their income will need to be included in the household maximum, and the household income will have to be reviewed to verify continued compliance. The total unit income in this case must remain at or below 65% of area median income. If the additional person's income places the unit over income, they should not be allowed to take residency, as the unit will not be in conformance.
- G. **Annual re-certification:** The loan program imposes occupancy restrictions over the length of the affordability period. Property owners/managers must re-certify tenants' income on an annual basis. Income certification forms will be made available from County. Verifications should be obtained when tenants renew their lease. All tenants must be informed of this process prior to lease execution. Tenant verifications are required on an annual basis regardless of the number of units.
- H. **Lease Language:** Leases shall state that 30 days and a written notice specifying the grounds for the action by the owner must precede any termination of tenancy or refusal to renew a lease. The length of leases must be at least one year at initial tenancy. Lease extensions or subsequent leases of existing tenants can be for either a one-year period or a term agreeable to both the tenant and owner/manager.
- I. **On-site inspections:** County, or its agent(s), is responsible for conducting on-site inspections of all rental units within the County limits as part of the compliance process. County, or its agent(s), will also inspect units that participated in the program during the affordability period. The frequency on-site inspections are determined by the number of County assisted units in a project:
 1. Projects containing 1 to 4 assisted units must be monitored once every 3 years.
 2. Projects containing 5 to 25 assisted units must be monitored every 2 years.
 3. Projects containing more than 25 assisted units must be monitored every year.

RENTAL PROJECT OWNER RESPONSIBILITIES

The following affordability conditions must be complied with and will be monitored throughout the affordability period for all assisted units. These requirements are the responsibility of the property owner/manager.

- A. **Termination of Tenancy:** An owner/manager may not terminate the tenancy or refuse to renew the lease of the tenant of rental housing assisted with County funds except for serious or repeated violation of the terms and conditions of the lease; for violation of federal, state, or local law; or for other good cause.
- B. **Maintenance and Replacement:** Owners/Managers of properties that received County funds must maintain the premises in compliance with all local and state housing code standards.
- C. **Tenant Selection:** An owner of rental housing assisted units must adopt written tenant selection policies and criteria that:
1. Are consistent with the purpose of providing housing for very-low income, and low-income families.
 2. Are reasonably related to program eligibility, and the applicant's ability to perform the obligations of the lease.
 3. Consider the housing needs of families that would have a preference under 960.211 (Federal selection preferences for admission to Public Housing) of this title, and provide for:
 - a. Select tenants from a written waiting list in the chronological order of their application, in so far as it is practical.
 - b. Promptly give written notification to any rejected applicant as to why they were rejected.
- D. **Prohibited Lease Terms:** The following provisions are prohibited in rental agreements for program-assisted units:
1. **Waiver of habitability:** Agreement by the tenant to waive a remedy when the premises are not maintained in a condition of fitness and habitability pursuant to State or local codes.
 2. **Security deposit regulations:** Agreement by either tenant or owner to waive their rights established under State regulations pertaining to security deposits.
 3. **Tenant exclusion or discrimination:** Agreement by either tenant or owner to exclude or discriminate against persons in violation of civil rights laws or laws protecting persons with disabilities.
 4. **Agreement to be sued:** Agreement by the tenant to be sued, to admit guilt, or to a judgment in favor of the owner in a lawsuit brought in connection with the lease.
 5. **Treatment of property:** Agreement by the tenant that the owner may take, hold, or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. This prohibition, however, does not apply to an agreement by the tenant concerning disposition of personal property remaining in the housing unit after the tenant has moved out of the unit. The owner may dispose of this personal property in accordance with state law.

6. **Excusing owner from responsibility:** Agreement by the tenant not to hold the owner or the owner's agents legally responsible for any action or failure to act, whether intentional or negligent.
 7. **Waiver of legal proceedings:** Agreement by the tenant that the owner may evict the tenant or household members without instituting a civil court proceeding in which, the tenant has the opportunity to present a defense, or before a court decision on the rights of the parties.
 8. **Waiver of a jury trial:** Agreement by the tenant to waive any right to a trial by jury.
 9. **Waiver of right to appeal court decision:** Agreement by the tenant to waive the tenant's right to appeal, or to otherwise challenge in court, a court decision in connection with the lease.
 10. **Tenant chargeable with cost of legal actions regardless of outcome:** Agreement by the tenant to pay attorneys' fees or other legal costs even if the tenant wins in a court proceeding by the owner against the tenant. The tenant, however, may be obligated to pay costs if the tenant loses.
 11. **Acceleration of rental payments:** Agreement by the tenant that rental payments may be accelerated if the rental agreement is breached by the tenant.
 12. **Mitigation of damages:** Agreement by either tenant or owner that releases either party from a duty to mitigate damages.
 13. **Written consent to changes:** Agreement by the tenant that allows the owner to alter a provision of the rental agreement after its commencement without written consent of the tenant.
 14. **Consumer protections:** Agreement by either tenant or owner that violates the Michigan Consumer Protection Act.
 15. **Power of Attorney:** Agreement by the tenant to give the owner a power of attorney.
- E. **Affirmative Marketing:** The inclusion of the Equal Housing Opportunity slogan or logo in all advertising is required, regardless of units in a project.

Affirmative marketing procedures and requirements for all assisted housing units with five or more units must be met by the property owner/managers. These requirements and procedures must include the following:

1. A method for informing the public and potential tenants about fair housing laws, and the County's policies. For example: use of the Fair Housing logo, or Equal Opportunity language.
2. A description of what you as the owner/manager will do to inform persons not likely to apply for housing without special outreach.
3. Maintenance of records to document actions taken to affirmatively market assisted units, and to assess marketing effectiveness.

4. Description of how efforts will be assessed, and what corrective actions will be taken where requirements are not met.
- F. **Rent Documentation:** The owner/manager of a rental assisted unit(s) must document that the rent charged on the assisted unit(s) are consistent with the initial rent approved by the County, and over time, rent increases are consistent with the maximum rent and income limits published annually by the United States Department of Housing and Urban Development (HUD). The owner must also keep records, on a unit-by-unit, and building-by-building basis, for every year during the period of affordability.
1. The total number of residential rental units in the building (including the number of bedrooms, and the size in square feet of each residential rental unit).
 2. The percentage of residential rental units that are County-assisted units.
 3. The rent charged on each residential unit in the project (including any utility allowances).
 4. The County-assisted unit vacancies and information that shows when, and to whom the available County-assisted units will be rented.
 5. The income certifications of each low and very-low-income resident per County-assisted unit.
 6. Documentation to support each County-assisted unit residents' income certification.
- G. **Annual Certification of the Owner:** The owner/manager of any project that has used County funds for either rehabilitation, new construction or acquisition must certify to County, under penalty of perjury, at least annually, for each year of the compliance period, on the County's Tenant Household Composition & Income Form, that for the proceeding 12-month period:
1. The owner has received an annual certification from each County-assisted unit resident, and documentation to support that certification.
 2. Each County-assisted unit was rent restricted in accordance with the Affordable Rent Restriction guidelines of the County.
 3. Each building and all units in the project with County standards.
 4. If the income of any resident increased above the limit allowed by the County guidelines, the next available unit of comparable or smaller size was or will be rented to residents having a qualifying income.
 5. Tenants must sign a statement indicating their compliance with the provision of income review on an annual basis.
 6. In projects with 5 or more units, the project meets the requirements 20% test (20% of units in a project must be affordable to household who earn 65% or less of the Area Median Income, which is determined by household size, and the remaining units must have rents that are the lesser of:
 - a. Section 8 Fair Market Rents (FMRs) for existing housing minus resident-paid utilities; or

- b. Rents, which are 30% of, adjusted income for households at 65% of the Area Median Income minus resident-paid utilities.

H. **Property Owner/Manager Procedures:** In order to provide the best possible service to resident of Ingham County, financed property owners/managers, and the County staff must work in tandem to ensure residents rent and income compliance, and ensure that the properties remain decent, safe, and sanitary housing. Correcting issues of non-compliance can be time consuming and costly for both property owners and County staff.

1. Property owners must submit a Maximum Income and Unit Rent Computation form on an annual basis to the County.
2. Property owners must remain cognizant of leasing and compliance responsibilities, and keep in mind the following issues:
 - a. Verification of resident's income certification. The following are examples of items that may serve as verification: Employment verification from a resident's employer, Federal Income Tax forms, including all schedules and W-2s, Social Security statements, paycheck stubs, letters confirming the granting and/or receipt of assistance from the Family Independence Agency (FIA), or other public and/or charitable agencies, and records from the Michigan Employment Securities Commission (MESC).
 - b. Annual household income includes all income of all household members over the age of 18. It also includes income received for the support of minor children such as social security, child support, etc.
 - c. Income earned by dependent, full-time students over the age of 18, or income earned by children under the age of 18 does not have to be included.

Proof of full-time student status must be provided in order to have any income earned by this dependent household member deducted from the total annual household income. School verification forms are available from County.

3. Leases used by property owners/managers may not contain any clauses that may deemed unconscionable to a court of law, and the lease may not contain clauses which restrict the use of resident facilities to open market residents.
4. Property owners/managers must pursue Affirmative Marketing by advertising the availability of apartments by making contacts with community groups, housing commissions, and by logging said contacts. It must be communicated that residents will not be chosen in regard to their race, sex, age, religion, national origin, familial status, sexual orientation, or disabilities.
5. Uniform Physical Condition Standards (UPCS) as well as local housing codes must be maintained in County-assisted units, as specified in original rehabilitation specifications, and including the following, but not limited to, and on an annual basis property owner shall inspect for and ensure that:
 - a. There are at least two working electrical outlets, and one working light fixture per room, and that all areas are free from electrical hazards.
 - b. Windows accessible from the outside are lockable, free from severe deterioration, and do not have broken panes. Screens are on all operable windows.

- c. The foundation, roof, gutters, chimney, stairs, rails, porches, ceilings, walls, and floors are sound and free from hazardous defects.
- d. Interior and exterior surfaces are free from cracking, peeling, chalking or cracking paint, and/or adequately treated to prevent the exposure of residents to lead.
- e. Kitchen contains properly functioning refrigerator, sink with hot and cold running water and space to store, and prepare food.
- f. Bathroom has working toilet, fixed basin, tub or shower, and proper ventilation.
- g. Smoke detectors are properly installed and functional.
- h. Heating equipment provides adequate heat, and all units are free from un-vented fuel burning space heaters.
- i. Ventilation (supplied by a cooling system or operable window) is adequate.
- j. Water heater is installed in a safe manner.
- k. Plumbing is free from corrosion or rust, which could contaminate the water supply, and is also free from sewage backup.
- l. There are not rats, vermin or other pests.
- m. Refuse is disposed of properly.
- n. Interior air is free from pollution.
- o. Elevators must have current inspection certificates.
- p. The property and immediate neighborhood are free from conditions that may endanger the health of residents.

GAP SUBSIDY GRANT RECAPTURE PROVISIONS

During the affordability period, the County has adopted provisions that allow for the recapture of County funds.

HOMEOWNERSHIP PROJECT RECAPTURE PROVISIONS

If the subrecipient is undertaking homeownership projects for sale to homebuyers, the subrecipient shall place a Restrictive Covenant on the property to recapture the entire amount of homebuyer assistance if the property is sold prior to the end of the applicable affordability period, except that the development subsidies for costs in excess of fair market sales price are not subject to recapture and should not be included in the recapture amount established in the Restrictive Covenant. Recaptured funds must be repaid to the County or used by the subrecipient to fund additional County projects eligible activities.

FEDERAL AND COUNTY REQUIREMENTS FOR ARPA FUNDING

PREVAILING WAGE REQUIREMENTS

Any contract for the construction of Affordable Housing with 12 or more units will require that all laborers and mechanics who are employed to perform work on any project, or any contractor or construction work which is financed, in whole or in part, with assistance which is received under ARPA from the County, shall be paid wages at rates which are not less than those that prevail in the locality for similar construction and shall receive overtime compensation in accordance with the Contract Work Hours and Safety Standards Act.

The contractor and its subcontractors shall also comply with all applicable Federal laws and regulations, which pertain to labor standards, including the minimum wage law. Recipients of ARPA funds shall:

- Not discriminate against any employee or applicant for employment on the basis of religion and not limit employment or give preference in employment to persons on the basis of religion; and
- Not discriminate against any person applying for such public services on the basis of religion and not limit such services or give preference to persons on the basis of religion; and,
- Provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of such public services.

CONFLICT OF INTEREST

No person who is an employee, agent, consultant, officer, or elected official or appointed official of Ingham County or recipient which are receiving ARPA funds of this section who exercise or have exercised any functions or responsibilities with respect to activities assisted with ARPA funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a ARPA-assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. The conflict-of-interest provisions above apply to any person.

UNIFORM RELOCATION ACT

All owners/developers shall follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601 et seq.), in accordance with the following objectives:

- To ensure that owners of real property to be acquired for Federal and federally assisted projects are treated fairly and consistently, to encourage and expedite acquisition by agreements with such owners, to minimize litigation and relieve congestion in the courts, and to promote public confidence in Federal and federally assisted land acquisition program.
- To ensure that persons displaced as a direct result of Federal or federally assisted projects are treated fairly, consistently, and equitably so that such persons will not suffer disproportionate injuries as a result of projects designed for the benefit of the public as a whole; and
- To ensure that Agencies implement these regulations in a manner that is efficient and cost effective.

ENVIRONMENTAL REVIEW

An environmental review is required for the acquisition of any property using federal funds. Generally, all projects shall comply under §92.352. The environmental effects of each activity carried out with the ARPA funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. 4321) and the related authorities listed in HUD's implementing regulations at 24 CFR parts 50 and 58. The applicability of the provisions of 24 CFR part 50 or part 58 is based on the ARPA funded project (New construction, rehabilitation, acquisition) or activity (tenant-based rental assistance) as a whole, not on the type of the cost paid with ARPA funds. Depending on the type of property, the environmental review may vary in complexity and process. The County shall determine the level of the Environmental Review that is

required for the acquisition of the property. The review must be completed, and the property determined to be cleared for acquisition for this purpose prior to proceeding with the purchase. No funds may be committed to an ARPA funded project or activity before the completion of the environmental review.

SITE/NEIGHBORHOOD STANDARDS

Proposed sites for potential projects must meet the following site and neighborhood standards:

- Meet all local requirements for zoning, site planning, access to utility services and required infrastructure as certified by the appropriate local authorities.
- Be in full compliance with the applicable provisions of the Title VI of the Civil Rights Act of 1964, Title VIII of Civil Rights Act of 1968, E.O. 11063.
- Promote greater choice of housing opportunities.
- Avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
- Be accessible to social, recreational, educational, commercial, and health facilities and services,
- Be accessible to municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
- Be so located to places of employment providing a range of jobs for lower-income workers.
- The neighborhood must not be one which is seriously detrimental to family life or other undesirable conditions predominate unless there is actively in progress a concerted program to remedy the undesirable conditions.

The site must not be located in an area of minority concentration, except as permitted below:

- Sufficient, comparable opportunities exist for housing for minority families, in the income range to be served by the proposed project, outside areas of minority concentration; or
- The project is necessary to meet overriding housing needs that cannot be met in that housing market area. Please refer to 24 CFR 983.6 for more details regarding utilization of the exceptions listed above.
- Must meet all local zoning requirements including hard surfaced parking requirements.

Please refer to 24 CFR 983.6 for more details regarding utilization of the exceptions listed above.

PROPERTY STANDARDS

All County funded projects must meet all local physical codes and standards intended to provide quality affordable housing that is durable and energy efficient.

LEAD PAINT HAZARDS

The ARPA assisted funds requires owners/developers take actions to reduce lead-based paint hazards in assisted units. Owners must comply with 24 CFR Part 35, the regulations implementing the Lead-Based Paint Poisoning Prevention Act, along with requirements for dealing with lead-based paint found in the Uniform Physical Condition Standards (UPCS). Current Part 35 requirements stipulate that all occupants receive and acknowledge notice of the possible presence of lead paint.

Level of Assistance in Property	Hazard Reduction Requirements	Summary of Requirements
Assistance of more than \$5,000 per unit, up to \$24,999 per unit	Interim Controls	<p>Interim Controls means a set of measures designed to reduce temporarily human exposure or likely exposure to lead-based paint hazards.</p> <p>Once work is completed, a clearance must be obtained for all interior, exterior and common areas for all assisted units.</p> <p>Interim controls include, but are not limited to, repairs, and painting.</p>
Assistance of more than \$25,000 per unit	Abatement of all lead-based paint hazards	<p>Abatement means any set of measures designed to permanently eliminate lead-based paint or lead-based paint hazards (see definition of “permanent” on the exterior, common spaces, and all assisted units.</p> <p>Once work is completed, a clearance must be obtained for all interior, exterior and common areas for all assisted units.</p> <p>Abatement includes: The removal of lead-based paint and dust lead hazards, the permanent enclosure or encapsulation of lead-based paint, the replacement of components.</p>

FAIR HOUSING AND EQUAL OPPORTUNITY

Recipients of ARPA funds are held to Title VI of the Civil Rights Act of 1964, the Fair Housing Act, E.O. 11063 Title VI of the Civil Rights Act of 1964, P.88-352 and the Regulations of HUD with respect there to, including 24 Parts 1. In general, housing must be provided in a manner that does not discriminate against persons based on race, color, religion, sex, familial status, national origin, age, or disability, and must meet minimum standards established by the following:

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d tense.)

- Provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied benefits of or otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Fair Housing Act (42 U.S.C. 3601-3620)

- Title VIII of the U.S. Civil Rights Act
- Prohibits discrimination in the sale, rental, purchase, lease, financing and/or advertising of the housing based upon race, color, religion, sex, national origin, handicap, and familial status.
- The Fair Housing Act applies to all housing except owner-occupied 1-to-4-unit dwellings and housing for older persons where person 55 and older are concentrated or designated to assisting elderly people.

STATE OF MICHIGAN FAIR HOUSING LAWS

Elliot Larsen Civil Rights Act (Michigan Public Act #453), as amended:

- Prohibits employers consisting of one or more employees, both public and private, employment agencies, labor organizations, from discriminating against an employee or an applicant for employment based on the employee/applicant's race, color, religion, national origin, age, sex (including pregnancy and sexual harassment), height, weight, or marital status. It is further unlawful to discriminate against a person in retaliation for opposing a violation of this Act, making a charge, a complaint, testifying, or participating in an investigation, proceeding, or hearing under this act. The Act covers not only employment discrimination, but also housing, real estate transactions, educational institutions, public accommodation, law enforcement, and public services.

Persons with Disabilities Act (Michigan Public Act #220), as amended:

- Prohibits discrimination based on a person's disability in the areas of employment, housing, real estate and the full equal utilization of public accommodations, public services, and education. A person shall accommodate a person with a disability for purposes of employment, public accommodation, public service, education, or housing unless the person demonstrates that the accommodation would impose due hardship.

Executive Order 11063 (amended by Executive Order 12257), as amended:

- Provides that no person in the United States because of race, color, religion (creed), sex, or national origin, shall be denied equal opportunity in housing and related facilities provided with Federal financial assistance, and that all Federal executive departments and agencies shall take action to promote the abandonment of discriminatory practices with regard to residential property and related facilities provided with Federal financial assistance.

Age Discrimination Act of 1975, as amended (42 U.S.C. 6101), as amended:

- Provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Discrimination is prohibited in the assistance, tenant selection, sale, rental, and financing of dwellings. It is also prohibited in program administration and any enforcement mechanisms.

Affirmative Marketing and Minority Outreach: Each developer/grantee must adopt and follow affirmative marketing procedures and requirements for rental and homebuyer projects containing 5 or more assisted housing units. These procedures and actions will provide information and otherwise attract eligible persons in the program service area to the available housing or assistance without regard to race, color, national origin, sex, religion, familial status, or disability.

Developers/Grantees shall use the Equal Housing Opportunity slogan, logo, or statement in all advertisements, public service announcements, press releases and information mailings. The HUD fair housing poster must be displayed in offices where rental activity takes place for all properties with 5 or more units.

The affirmative marketing requirements and procedures adopted must include:

- Methods for informing the public about Federal fair housing laws and affirmative marketing policy.
- Procedures to inform and solicit applications from person in the housing market area who are not likely to apply for the housing without special outreach (e.g., use of community organizations, places of worship, employment centers, fair housing groups, or housing counseling agencies).
- Records that will be kept describing actions taken to affirmatively market units and records to assess the result of these actions; and
- Developers, to the maximum extent possible, will be inclusive of all minorities, and women, and entities owned by minorities and women, including, without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts entered into by the participating jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the participating jurisdiction to provide affordable housing authorized under this Act, or any other Federal housing law applicable to such jurisdiction.

Violence Against Women Act (VAWA): 42 U.S. Code §14043e-11: Federal Register published August 6, 2013; Violence Against Women Reauthorization Act of 2013.

VAWA provides certain protections in regard to admissions, occupancy, termination, evictions, and leases for victims of domestic violence, dating violence, sexual assault, and stalking. Following is a general description of the VAWA program. Owners and managers of ARPA assisted housing should consult with its legal counsel for a complete description of VAWA and to determine how to apply and meet VAWA requirements for its project.

No applicant for tenant of ARPA-assisted housing may be denied admission to, denied assistance under, terminated from participation in, or evicted from the housing on the basis that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy. Incidents of actual or threatened domestic violence, dating violence, sexual assault, or stalking shall not be construed as a serious or repeated violation of a lease for the ARPA assisted housing by the victim or threatened victim of such incident, or good cause for terminating the assistance, tenancy or occupancy rights to the ARPA assisted housing of the victim of such incident.

No person may deny assistance, tenancy, or occupancy rights to ARPA-assisted housing to an applicant or tenant solely on the basis of criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking that is engaged in by a member of the household of the tenant or an affiliated individual of the tenant is a victim of or threatened victim of such domestic violence, dating violence, sexual assault, or stalking. The owner and/or manager of ARPA-assisted housing may bifurcate a lease for the housing in order to evict, remove, or terminate assistance to any individual who is a tenant or lawful occupant of the housing and who engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking against an affiliated individual or other individual, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such criminal activity who is also a tenant or lawful occupant of the housing. The owner and/or manager must provide remaining tenants with the opportunity to establish eligibility.

Any information submitted to the staff of ARPA-assisted housing, include the fact than an individual is a victim of domestic violence, dating violence, sexual assault, or stalking shall be maintained in confidence and may not

be entered into any shared database or disclosed to any other entity or individual, except to the extent that the disclosure is requested or consented to by the individual in writing, and required for use in an eviction or proceeding against any individual who is a tenant or lawful occupant of the housing and who engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking, otherwise required by law.

Equal Access to Housing Regardless of Sexual Orientation: HUD issued its Final Rule on February 3, 2012, regarding Equal Access to Housing in HUD programs regardless of sexual orientation or gender identity. Owners may not inquire about the sexual orientation or gender identity of an applicant or occupant of HUD assisted housing for the purpose of determining eligibility or continued occupancy. This prohibition on inquiries regarding sexual orientation or gender identity does not prohibit any individual from voluntarily self-identifying sexual orientation or gender identity. Nor does the prohibition bar lawful inquiries of an applicant or occupant's sex where the housing provided or to be provided is temporary, emergency shelter that involves the sharing of sleeping areas or bathrooms.

Section 8 and Housing Choice Voucher Recipients – Discrimination Prohibited. (24 CFR 92.253 (d) (4): Funded rental projects may not “exclude an applicant with a certificate or voucher under the Section 8 Tenant-Based Assistance: Housing Choice Voucher Program (24 CFR Part 982) or an applicant participating in an ARPA-assisted rental based assistance program because of the status of the prospective tenant as a holder of such certificate, voucher, or comparable tenant-based assistance document.”

GAP SUBSIDY GRANT DEVELOPMENT CHECKLIST

1. DEVELOPER/GRANTEE ORIENTATION FOR COUNTY FUNDS

County staff or County Designee will orient Developers/Grantees to design, regulatory and other requirements. Developers/Grantees will meet with County and others as required, regarding:

1. Environmental Review including Section 106 Review for New Construction
2. Davis Bacon and/or Prevailing Wage Requirements
3. Section 3 & MBE/WBE Solicitation and Utilization Plan
4. Section 106 Review
5. Lead-based paint requirements
6. Standards/Design Standards including Energy Audits and Energy Star and Visitability
7. Funding Requirements

2. Design/Budget Review and Revision:

1. Design review and revision, as needed: which may include County review of specifications, drawings, scope of work.
2. Construction budget review and revision, as needed

3. Finalization of Agreement:

1. Developer/Grantee submits final development budget.
2. County/County Designee orders final Grant Agreement
3. County/County Designee coordinates construction closings for project start.
4. Developer/Grantee submits all remaining items necessary for project start.

4. Construction and Marketing:

1. Developer/Grantee keeps County updated on construction schedule.
2. County/County Designee monitors and inspects progress, approving draws and change orders as necessary.
3. Developer/Grantee submits requested documentation.
4. Developer/Grantee begins marketing home(s) for sale.
5. Construction is completed.
6. Rehabilitation project receives final "last nail driven" lead clearance.
7. County/County Designee performs final inspection.

5. Project Closeout:

1. Developer/Grantee submits final project documentation to County/County Designee.
2. Final proforma delivered to County/County Designee and final accounting of project completed, project is closed.
3. Homeownership projects to include the following:
 1. Prospective buyer may apply for Down Payment Assistance once a minimum of eight hours of pre-purchase education classes are completed.
 2. Home sale completed.
 3. Accounting of sales proceeds delivered to County/County Designee.

ATTACHMENT A: HUD ANNUAL HOUSEHOLD INCOME LIMITS

Income limits subject to change.
 Lansing-East Lansing, MI HUD Metro FMR Area
Median income - \$97,800 for a family of 4 persons

Fiscal Year 2023 Income Limit Category	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
<u>Low (80%) Income Limits</u>	\$52,500	\$60,000	\$67,500	\$74,950	\$80,950	\$86,950	\$92,950	\$98,950
<u>(60%) Income Limits</u>	\$39,360	\$45,000	\$50,640	\$56,220	\$60,720	\$65,220	\$69,720	\$74,220
<u>Very Low (50%) Income Limits</u>	\$32,800	\$37,500	\$42,200	\$46,850	\$50,600	\$54,350	\$58,100	\$61,850
<u>Extremely Low (30%) Income Limits</u>	\$19,700	\$22,500	\$25,300	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560

2023 HUD Homeowner Sales Price Limit

Home Sales Price Limit	Existing Homes	New Homes
	\$182,000	\$273,000

TO: County Services and Finance Committees
FROM: Ingham County Drain Commissioner
DATE: January 4, 2024
SUBJECT: Greater Lansing Regional Committee for Stormwater Management

MEMORANDUM OF AGREEMENT – DECEMBER 2, 2021

Original Agreement – MAY 21, 2004
Revised and Adopted – DECEMBER 2, 2021
Revised and Adopted – September 11, 2023

I. PURPOSE

It is the purpose of this Memorandum of Agreement (hereinafter the Agreement) to set forth the composition, duties, and responsibilities of the Greater Lansing Regional Committee for Stormwater Management (hereinafter the “GLRC”) to be formed as more particularly described below. Local public agencies, institutions, and communities believe there are substantial benefits that can be derived under this Agreement through cooperative management of the Grand River, Red Cedar River and Looking Glass River watersheds to protect the Waters of the State; to meet local initiatives for protecting the environment; and in providing mutual assistance in meeting the requirements under the Michigan Department of Environment, Great Lakes, and Energy (EGLE) National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer Systems, (hereinafter the “MS4 Permit”) or similar stormwater discharge permits issued to public entities within the Grand River, Red Cedar River, and Looking Glass River watersheds.

The Agreement will also provide a framework for consideration of new, permanent watershed organizations with potentially broader responsibilities that could provide a more cost-effective and efficient means to meet state and federal requirements, and public expectations for restoration and maintenance of the beneficial uses of the watersheds.

II. HISTORY OF GLRC

On November 15, 1999, Delta Township and the City of Lansing hosted a meeting for several local communities. The meeting notice stated that this was to be “an informal meeting to discuss the Stormwater Phase II program (now referred to as the MS4 program) and how, or if, there may be a way to pool resources on a regional basis”.

Representatives from various communities, counties, and EGLE discussed the federal regulations for Stormwater Phase II and the EGLE’s program allowing a “Voluntary Permit Program.” Originally nine communities and three counties were listed as designated communities by EGLE.

Subsequent meetings were held to continue exploring the feasibility and cost of a cooperative effort. On June 8, 2000, a draft resolution was prepared for the establishment of the “Greater Lansing Area Regional NPDES Phase II Stormwater Regulations Committee” and for each community to name a representative to serve on the Committee.

Throughout the remainder of 2000, the Committee obtained resolutions from each community; elected officers; received proposals and interviewed four consulting firms. Tetra Tech MPS was selected to assist the Committee in determining how to best comply with the Phase II Stormwater Rules. Tri-County Regional Planning Commission (TCRPC) also assisted the Committee in providing contractual, fiduciary, and administrative support.

In May 2001, Tetra Tech MPS completed the “Step 1 – Permit Strategy Development” study which incorporated the Committee’s decision (April 20, 2001) to proceed as a group using the State’s Voluntary General Permit approach. The Committee then agreed to retain Tetra Tech MPS to prepare the Voluntary General Permit Application for each of the nine communities. The cost for each community was based on a formula that included weighted factors for population and land area. Eight of the nine communities then passed a second resolution agreeing to continue as a group with voluntary general permits using the distribution of costs as presented. Williamstown Township elected to proceed with a jurisdictionally based permit.

The eight communities proceeding under the voluntary general permit, also formally agreed to have the watershed management plans developed under the individual drain commissioners.

On January 25, 2002, the Committee agreed to retain Tetra Tech MPS to prepare a watershed management plan for the Grand River, Looking Glass River, and the Red Cedar River. Again, the allocation of cost agreed to by everyone was based on weighted factors involving the percentage of population and land in each watershed. Each community adopted a third resolution committing their appropriate funds for the watershed management plans.

A Public Education Advisory Committee was organized to assist in the educational portion of Voluntary General Permit Applications.

Throughout 2002 and 2003 fourteen additional communities within the three watersheds were invited to join the Committee. Ten communities were required to meet the MS4 Permit requirements based on the 2000 census.

Eight communities ultimately joined and participated in the regional approach and completed the Voluntary General Permit Application utilizing Tetra Tech MPS.

In March 2003, all sixteen communities and the three counties submitted their Voluntary General Permit Applications to EGLE. In November 2003, certificates of coverage were issued to each of the sixteen communities and to each of the three counties.

In 2006 Lansing Public Schools and DeWitt Public Schools joined the GLRC.

In 2007, a lawsuit filed by a Township in Kalamazoo County established that some townships no longer required an MS4 Permit from EGLE. As this case relates to the GLRC, EGLE determined that Alaiedon, Bath, Oneida, Watertown, and Windsor Townships would no longer need an MS4 Permit.

At the December 14, 2007, GLRC meeting, the GLRC membership took formal action to establish an Associate Membership category to encourage any public agency, institution, or community who did not have an MS4 Permit to join the GLRC.

In 2012, the City of DeWitt entered into an agreement nesting DeWitt Public Schools.

In 2012, EGLE changed the process for permit renewal, instead of issuing a general watershed-based permit; individual MS4 permits will be issued. The application process will detail all activities of the GLRC and members through two separate applications. Then, EGLE will review and negotiate, with the end result being EGLE issuing a permit specific for each member.

In 2016, Waverly Community Schools joined the GLRC.

In 2017, members reapplied for permit coverage.

In 2019/2020, members were issued MS4 permits expiring in October 2024.

In 2021, members submitted MS4 Progress Reports to EGLE.

In 2023, members submitted MS4 Progress Reports to EGLE.

III. GREATER LANSING REGIONAL COMMITTEE (GLRC)

A. Term

While the ultimate organization of the GLRC and its responsibilities has evolved over time and after thoughtful review of alternatives, the signatories to this Agreement want to continue to work together under the following terms to assure the continuation of responsibility for essential services. These stormwater management services provide for the legal and financial responsibility to meet state and federal stormwater discharge permit requirements as well as local initiatives to protect the Waters of the State.

This Agreement replaces the current GLRC agreement in its entirety for the period expiring April 4, 2028. As confirmed by EGLE, expiration of the current permit is October 1, 2024; an application will be due to EGLE by **April 4, 2024**. The members may mutually agree to renew and/or extend the term of the GLRC under the provisions contained in this Agreement.

Any member community may withdraw from this Agreement and the GLRC by delivering to the Executive Committee a resolution of withdrawal adopted by its governing body. Any such withdrawal adopted shall be effective 30 days following delivery of withdrawal, provided however, that any withdrawing community shall remain liable for payment of its annual assessment through the end of the current fiscal year.

B. Composition

Membership in the GLRC shall consist of “full members”, “associate members”, and “ex-officio members”.

The full members of the GLRC shall consist of a representative, or designated alternate(s), appointed by the appropriate governing body in each township, city, village, school district, institution, and county that has an EGLE NPDES MS4 Permit and that are signatory to this Agreement. Each full member is allowed to designate up to two alternates. Alternates may vote in place of the absent representative at any Full or Executive Committee meetings.

The associate members of the GLRC shall consist of a representative, or designated alternate(s), appointed by the governing body in each township, city, village, school district, institution, and county that does not have an EGLE NPDES MS4 permit and that are signatory to this

Agreement. However, once an associate member obtains an EGLE NPDES MS4 Permit, they must become a full member of the GLRC. Each associate member is allowed to designate up to two alternates. Alternates may vote in place of the absent representative at any Full or Executive Committee meetings.

Members, and designated alternates, shall serve until replaced in writing by the appointing authority.

The GLRC may also include ex-officio representatives from such agencies as Tri-County Regional Planning Commission (TCRPC), EGLE and others as determined by the GLRC.

C. Public Participation

All meetings of the Full and Executive Committees of the GLRC shall be noticed and conducted in accordance with the Michigan Open Meetings Act, MCL 15.261, et seq. The GLRC Full and Executive Committees:

- Determine the rules for public participation.
- Schedule meetings at facilities that are fully accessible to the interested public, and
- Routinely provide notice of meeting times and places at publicly accessible locations

D. Voting

The GLRC shall take all formal actions by a simple majority vote of a quorum. A quorum shall consist of one more than fifty (50%) of the GLRC members, or their designated alternates, eligible to vote. Members eligible to vote are those full members and associate members authorized in writing by an appropriate governing authority that has adopted this Agreement and that has paid its assessment. Ex-officio members shall be non-voting members of the GLRC except when elected to an officer position on the Executive Committee.

E. Election of Officers and Appointment of Executive Committee

The GLRC shall annually elect, from among its members, a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Chair and the Vice-Chair shall be elected or appointed officials, or employees of a voting full member of the GLRC. The Secretary and Treasurer may be representatives of any full, associate, or ex-officio member of the GLRC. There are no limits on the consecutive terms elected officers may serve. The Vice Chair, or the Treasurer in the event the Vice Chair is unavailable, may assume the duties of the Chair if the Chair is unavailable.

The Executive Committee shall have a maximum of ten voting members consisting of:

- (2) the Chair and Vice Chair of the GLRC
- (2) the Treasurer and Secretary of the GLRC
- (3) one representative or alternate from each member county
- (3) the Chairs of the Illicit Discharge Elimination Plan (IDEP)/Post-Construction, Public Education Plan (PEP), and Total Maximum Daily Load (TMDL) Committees

The Chair of the GLRC shall chair the Executive Committee, with the responsibility succeeding to the Vice Chair, then the Chair of the PEP Committee if the Chair of the GLRC is absent. If neither the Vice Chair of the GLRC nor the Chair of the PEP Committee is present at an Executive Committee meeting, the Chair of the IDEP Committee shall serve as Chair for the meeting. The GLRC Officers shall not have an alternate serve on their behalf on the Executive Committee, but their alternate can vote in their absence.

The Executive Committee will seek consensus on all issues brought before it. In the absence of consensus, the Executive Committee will adopt motions only when a majority of its members vote in favor of a motion. Each full and associate member will have one vote.

F. Meetings

The GLRC shall meet at least twice each year at a designated time and location established by the Executive Committee. Agendas for GLRC meetings will be distributed and circulated to all members at least 7 days in advance of all meetings. The Executive Committee will meet at least five times each year at the call of the Chair. All meetings of the GLRC, Executive Committee, standing committees, or special committees established under the GLRC shall operate under the Robert's Rules of Order unless modified by a majority vote of the GLRC members. The meetings of the GLRC may be rotated to locations throughout the three watersheds allowing any member or community agency to host a meeting.

The Full Board of the GLRC and the GLRC Executive Committee shall comply with the Michigan Open Meetings Act. The IDEP/Post-Construction, PEP, and TMDL Committees, and any additional or ad-hoc committee, may transact business at electronic meetings as advisory committees with no defined membership.

G. GLRC Duties

The GLRC shall have the following duties:

1. Budget and Assessments

The fiscal year for the GLRC shall be from October 1 – September 30.

Upon execution of this Agreement, review and approve the annual budget for the GLRC and establish the allocation of annual assessments for each member category. The GLRC shall adopt a budget before September 30 for the calendar year that follows.

2. Standing Committees

Establish and outline a charge for up to three standing committees. The IDEP/Post-Construction, PEP, and TMDL Committees will continue to function. Any member or designated alternate may serve on any standing committee. See Appendix A for a chart of the GLRC structure.

3. Watershed Management

The GLRC is committed to working with watershed partners in the region. This may include but is not limited to: Middle Grand River Watershed Planning Project (319), Red Cedar River Watershed Planning Project (319), Friends of the Looking Glass River, Friends of the Red Cedar River, Middle Grand River Organization of Watersheds (MGROW), Mid-Michigan Environmental Action Council (Mid-MEAC), student groups, etc. The GLRC values the watershed efforts being conducted and will work with these groups to improve water resources in the Tri-County region.

4. Other Duties

- Maintain official written record of meetings that includes attendance, issues discussed, and votes taken.

- Recommend to member communities, institutions, school districts, and counties any subsequent changes needed to this Agreement.
- Take other actions required, including delegation of responsibilities to the Chair or Executive Committee to carry out the purposes and conduct the business of the GLRC including, but not limited to, directing the activities of any committees established under this Agreement or subsequently authorized by the GLRC.
- Encourage and promote public input into decisions and recommendations of the GLRC, and of all committees established by the GLRC.

H. Executive Committee Duties

The Executive Committee shall have the following duties:

1. Budget

With the advice of the standing committees, supervise the expenditure of GLRC monies consistent with the approved annual budget.

2. Supervise Staff and Arrange Support Services

Arrange for the services of staff responsible for facilitating meetings, preparing agendas, and negotiating and advocating on behalf of the GLRC. Supervise and provide direction to staff of the GLRC, make provisions for necessary management support services for operation of the GLRC.

All staff or employees employed by the GLRC shall be and remain at all times solely the agents, servants, or employees of the GLRC and shall not be construed for any purposes to be an agent, servant, or employee of any constituent member of the GLRC.

3. Provide Forum for Discussion

Provide a forum for discussion, and, if appropriate, resolution of issues related to the implementation of this Agreement brought to its attention by any member of the GLRC.

4. Other Duties

- Assist the standing committees and special committees of the GLRC in meeting their respective responsibilities.
- Maintain a brief written record of each Executive Committee meeting including, at a minimum, attendance, list of issues, and a record of decisions.
- Take other actions that are consistent with the provisions of this Agreement and direction provided by the GLRC.

IV. RESOLUTION

The communities, institutions, school districts, and counties entering into this Agreement shall do so by the passage of a formal resolution, or exercising authority that includes the ability to commit to the payment of their appropriate assessments based on their membership category for support of the GLRC. In subsequent years, communities, institutions, school districts, and counties shall indicate their acceptance to continue this Agreement, should it remain unchanged, through the payment of their appropriate annual assessment in support of annual budgets approved by the GLRC.

Modifications to this Agreement as may be recommended by formal action of the GLRC shall be subject to acceptance of the appropriate authority of each community, institution, school district, or county.

Services provided through the GLRC and grant funds if obtained for stormwater management shall be, to the extent practical, limited to members that have signed and met their respective financial obligations under this Agreement.

V. INDEMNIFICATION, INSURANCE AND LEGAL FEES

Each signatory to this agreement, as part of its general liability coverage, shall maintain coverage for any damages, claims, causes of action, or actions of any nature whatsoever arising from this agreement. This agreement is not intended to create a legal entity subject to suit. Nothing in this section shall be construed to give any third party any claim to which said third party would not otherwise be entitled, nor shall it abrogate or diminish the defense of governmental immunity, or any other defense, for any claim against any party.

APPENDIX A

STRUCTURE OF THE
GREATER LANSING REGIONAL COMMITTEE FOR STORMWATER MANAGEMENT



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO COMMIT INGHAM COUNTY TO CONTINUED ACTION AGAINST
NON-POINT SOURCE POLLUTION IN COMPLIANCE WITH PHASE II OF THE
FEDERAL CLEAN WATER ACT**

RESOLUTION #22 – 204

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

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

WHEREAS, participation in the GLRC allows for cooperative stormwater pollution abatement in the three watersheds in which the County is located; and

WHEREAS, the GLRC assists the County and its departments in complying with the regulatory requirements promulgated by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Municipal Separate Storm Sewer System (MS4) stormwater discharge permit; and

WHEREAS, the County now wishes to approve the Memorandum of Agreement (as revised on December 2, 2021) and commit itself and its departments to continued participation in the GLRC; and

WHEREAS, the Ingham County Drain Commissioner has represented County Departments since 2003 in permit compliance so that only one annual report need be filed, only one annual membership fee to the GLRC (currently at \$5,917.65) need be paid and only one annual permit fee (currently at \$3,000) need be paid; and

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

WHEREAS, the Drain Commissioner is willing to continue this representation (called “nesting” by EGLE) if the County Departments partially share the costs of such compliance; and

WHEREAS, the Drain Commissioner and the Controller on behalf of and in consultation with the Department Heads, have agreed to the attached cost-sharing plan, contingent on the agreement of the Board of Commissioners.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves the December 2, 2021 Memorandum of Agreement and authorizes the Chairperson of the Board to sign the Memorandum after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that continued annual membership dues of \$5,917.65 to the GLRC for 2022 through 2027 be paid in accordance with the attached cost-sharing plan.

BE IT FURTHER RESOLVED, that annual EGLE permit fees of \$3,000 for 2022 through 2027 be paid in accordance with the attached cost-sharing plan.

BE IT FURTHER RESOLVED, that the attached cost-sharing plan is approved for use through 2027 and may be joined by the Capital Region International Airport Authority if that body wishes to remain “nested” with the Ingham County Drain Commissioner’s MS4 permit.

COUNTY SERVICES: Yeas: Sebolt, Stivers, Grebner, Celentino, Peña, Maiville, Naeyaert
Nays: None **Absent:** None **Approved 04/19/2022**

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer, Stivers, Peña, Schafer
Nays: None **Absent:** None **Approved 04/20/2022**

COST-SHARING PLAN

County Departments to be “nested” by the Drain Commissioner

Roads	Parks
Zoo	Fair
Facilities	

Costs as listed below will be divided among the 5 County Departments as decided by the County Controller and Board of Commissioners. The Drains will pay one-sixth of the permit and dues items.

Capital Region International Airport Authority has been nested with the Ingham County Drain Commissioner since 2003. If it agrees to this cost-sharing method, it and the Drains will each pay one-seventh of the permit and dues items below, leaving five-sevenths of the items to be paid by the 5 County Departments.

GLRC Dues—The dues (currently \$5,917.65 per year) would be shared, divided among the 5 Departments, the Drains, and the Airport Authority if it wishes to remain nested.

EGLE Permit—The current annual fee of \$3,000 would be shared, divided among the 5 Departments, the Drains, and the Airport Authority if it wishes to remain nested.

NOTE: Occasionally EGLE requires a specific kind of facility to engage in site-specific planning and continuing compliance inspections. For example, all maintenance garages must prepare Storm Water Pollution Prevention Plans (SWPPPs) and conduct quarterly and or semiannual compliance inspections. All 5 Departments and the Drains have garages. Each had to pay a consultant to draft its plan and for ongoing compliance inspections. These situations are coordinated by the Drain Office and billed directly to the affected Department outside of this plan. They have not been a major expense and should not be in the future. Ongoing compliance inspections for the SWPPPs have been overseen by a Drain Office staff person qualified as an “industrial operator.”

Payment Examples

\$5,917.65 = One year of Dues to GLRC. Paid May 6 or May 7 by the 5 Departments; Drains pay January 6 or January 7 depending on Airport participation.

3,000 = One-year EGLE permit fee. Paid May 6 or May 7 by the 5 Departments; Drains pay January 6 or January 7, depending on Airport participation.

**GREATER LANSING REGIONAL COMMITTEE
for Stormwater Management**

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**Original Agreement – MAY 21, 2004 Revised and
Adopted – DECEMBER 2, 2021**

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III. GREATER LANSING REGIONAL COMMITTEE (GLRC)

A. Term

While the ultimate organization of the GLRC and its responsibilities has evolved over time and after thoughtful review of alternatives, the signatories to this Agreement want to continue to work together under the following terms to assure the continuation of responsibility for essential services. These stormwater management services provide for the legal and financial responsibility to meet state and federal stormwater discharge permit requirements as well as local initiatives to protect the Waters of the State.

The current GLRC agreement expires on April 30, 2022. This agreement replaces the current GLRC agreement in its entirety for the period expiring **April 30, 2027**. As confirmed by EGLE, expiration of the current permit is October 30, 2024; an application will be due to EGLE by **April 4, 2024**. The members may mutually agree to renew and/or extend the term of the GLRC under the provisions contained in this Agreement.

Any member community may withdraw from this Agreement and the GLRC by delivering to the Executive Committee a resolution of withdrawal adopted by its governing body. Any such withdrawal adopted shall be effective 30 days following delivery of withdrawal, provided however, that any withdrawing community shall remain liable for payment of its annual assessment through the end of the current fiscal year.

B. Composition

Membership in the GLRC shall consist of “full members”, “associate members”, and “ex-officio members”.

The full members of the GLRC shall consist of a representative, or designated alternate, appointed by the appropriate governing body in each township, city, village, school district, institution, and county that has an EGLE NPDES MS4 Permit and that are signatory to this Agreement.

The associate members of the GLRC shall consist of a representative, or designated alternate, appointed by the governing body in each township, city, village, school district, institution, and county that does not have an EGLE NPDES MS4 permit and that are signatory to this Agreement. However, once an associate member obtains an EGLE NPDES MS4 Permit, they must become a full member of the GLRC.

Members, and designated alternates, shall serve until replaced in writing by the appointing authority.

The GLRC may also include ex-officio representatives from such agencies as Tri-County Regional Planning Commission (TCRPC), EGLE and others as determined by the GLRC.

C. Public Participation

All meetings of the Full Committee of the GLRC shall be noticed and conducted in accordance with the Michigan Open Meetings Act, MCL 15.261, et seq. The Full GLRC:

- Determine the rules for public participation.
- Schedule meetings at facilities that are fully accessible to the interested public, and
- Routinely provide notice of meeting times and places at publicly accessible locations

D. Voting

The GLRC shall take all formal actions by a simple majority vote of a quorum. A quorum shall consist of one more than fifty (50%) of the GLRC members, or their designated alternates, eligible to vote. Members eligible to vote are those full members and associate members authorized in writing by an appropriate governing authority that has adopted this Agreement and that has paid its assessment. Ex-officio members shall be non-voting members of the GLRC.

E. Election of Officers and Appointment of Executive Committee

The GLRC shall annually elect, from among its members, a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Chair and the Vice-Chair shall be elected or appointed officials, or employees of a voting full member of the GLRC. The Secretary and Treasurer may be representatives of any full, associate, or ex-officio member of the GLRC. There are no limits on the consecutive terms elected officers may serve. The Vice Chair, or the Treasurer in the event the Vice-Chair is unavailable, may assume the duties of the Chair if the Chair is unavailable.

The Executive Committee shall have a maximum of eight voting members consisting of:

- (2) the Chair and Vice Chair of the GLRC
- (3) one representative or alternate from each member county
- (3) the Chairs of the Illicit Discharge Elimination Plan (IDEP)/Post-Construction, Public Education Plan (PEP), and Total Maximum Daily Load (TMDL) Committees

The Chair of the GLRC shall chair the Executive Committee, with the responsibility succeeding to the Vice Chair, then the Chair of the PEP Committee if the Chair of the GLRC is absent. If neither the Vice Chair of the GLRC nor the Chair of the PEP Committee is present at an Executive Committee meeting, the Chair of the IDEP Committee shall serve.

as Chair for the meeting. The Board Officers shall not have an alternate serve on their behalf on the Executive Committee.

The Executive Committee will seek consensus on all issues brought before it. In the absence of consensus, the Executive Committee will adopt motions only when a majority of its members vote in favor of a motion. Each full and associate member will have one vote. A County or Committee may designate an alternate to serve and vote on behalf of their appointed representative to the Executive Committee. If notice is provided to the GLRC Coordinator or Chair, an agent, such as a consultant, may represent a member community in place of the appointed municipal representative.

F. Meetings

The GLRC shall meet at least twice each year at a designated time and location established by the Executive Committee. Agendas for GLRC meetings will be distributed and circulated to all members at least 7 days in advance of all meetings. The Executive Committee will meet at least five times each year at the call of the Chair. All meetings of the GLRC, Executive Committee, standing committees or special committees established under the GLRC shall operate under the Robert's Rules of Order unless modified by a majority vote of the GLRC members. The meetings of the GLRC may be rotated to locations throughout the three watersheds allowing any member or community agency to host a meeting.

a. Electronic Meetings

The Full Board of the GLRC shall meet at a physical location for all meetings. An emergency exception to in-person meeting and voting requirements may be applied by decision of the GLRC Chair if the area where the meeting was scheduled to occur, or if

the jurisdiction of members, is located in an area where a federal, state, or local authority has declared a state of emergency or major disaster.

The GLRC Executive Committee, IDEP/Post-Construction, PEP, and TMDL Committees, and any additional or ad-hoc committee, may transact business at electronic meetings. Electronic meetings must feature combination of internet/telephone, that integrate audio (and optionally video), and text. Virtual voting is permitted at GLRC's Committees, and virtual attendance satisfies quorum requirements. Login information must be shared with members and provided to the public at least 7 days in advance of the scheduled meeting. The public will be invited to attend, and a comment period will be provided.

G. GLRC Duties

The GLRC shall have the following duties:

1. Budget and Assessments

The fiscal year for the GLRC shall coincide with the calendar year.

Upon execution of this Agreement, review and approve the annual budget for the GLRC and establish the allocation of annual assessments for each member category. The GLRC shall adopt a budget before each December 31 for the calendar year that follows.

2. Standing Committees

Establish and outline a charge for up to three standing committees. The IDEP/Post-Construction, PEP, and TMDL Committees will continue to function. Any member or designated alternate may serve on any standing committee. See Appendix A for a chart of the GLRC structure.

3. Watershed Management

The GLRC is committed to working with watershed partners in the region. This includes but is not limited to: Middle Grand River Watershed Planning Project (319), Red Cedar River Watershed Planning Project (319), Friends of the Looking Glass River Watershed, Middle Grand River Organization of Watersheds (MGROW), Mid-Michigan Environmental Action Council (Mid-MEAC), student groups, etc. The GLRC values the watershed efforts being conducted and will work with these groups to improve water resources in the Tri-County region.

4. Other Duties

- Maintain official written record of meetings that includes attendance, issues discussed, and votes taken.
- Recommend to member communities, institutions, school districts, and counties any subsequent changes needed to this Agreement.
- Take other actions required, including delegation of responsibilities to the Chair or Executive Committee to carry out the purposes and conduct the business of the GLRC including, but not limited to, directing the activities of any committees established under this Agreement or subsequently authorized by the GLRC.
- Encourage and promote public input into decisions and recommendations of the GLRC, and of all committees established by the GLRC.

H. Executive Committee Duties

The Executive Committee shall have the following duties:

1. Budget

With the advice of the standing committees, supervise the expenditure of GLRC monies consistent with the approved annual budget.

2. Supervise Staff and Arrange Support Services

Arrange for the services of staff responsible for facilitating meetings, preparing agendas, and negotiating and advocating on behalf of the GLRC. Supervise and provide direction to staff of the GLRC, make provisions for necessary management support services for operation of the GLRC.

All staff or employees employed by the GLRC shall be and remain at all times solely the agents, servants, or employees of the GLRC and shall not be construed for any purposes to be an agent, servant, or employee of any constituent member of the GLRC.

3. Provide Forum for Discussion

Provide a forum for discussion, and, if appropriate, resolution of issues related to the implementation of this Agreement brought to its attention by any member of the GLRC.

4. Other Duties

- Assist the standing committees and special committees of the GLRC in meeting their respective responsibilities.
- Maintain a brief written record of each Executive Committee meeting including, at a minimum, attendance, list of issues, and a record of decisions.
- Take other actions that are consistent with the provisions of this Agreement and direction provided by the GLRC.

IV. RESOLUTION

The communities, institutions, school districts, and counties entering into this Agreement shall do so by the passage of a formal resolution, or exercising authority that includes the ability to commit to the payment of their appropriate assessments based on their membership category for support of the GLRC. In subsequent years, communities, institutions, school districts, and counties shall indicate their acceptance to continue this Agreement, should it remain unchanged, through the payment of their appropriate annual assessment in support of annual budgets approved by the GLRC.

Modifications to this Agreement as may be recommended by formal action of the GLRC shall be subject to acceptance of the appropriate authority of each community, institution, school district, or county.

Services provided through the GLRC and grant funds if obtained for stormwater management shall be, to the extent practical, limited to members that have signed and met their respective financial obligations under this Agreement.

V. FIDUCIARY SERVICES

The TCRPC has agreed to provide fiduciary services for the collection and expenditure of assessments paid under the terms of this Agreement. It is understood that the assessments paid under the terms of this Agreement will be used only for the services identified in the GLRC Annual Budget as adopted by the GLRC members. It is further understood that the assessments paid may be used to provide the required local match for federal grant dollars used to support the annual GLRC budget.

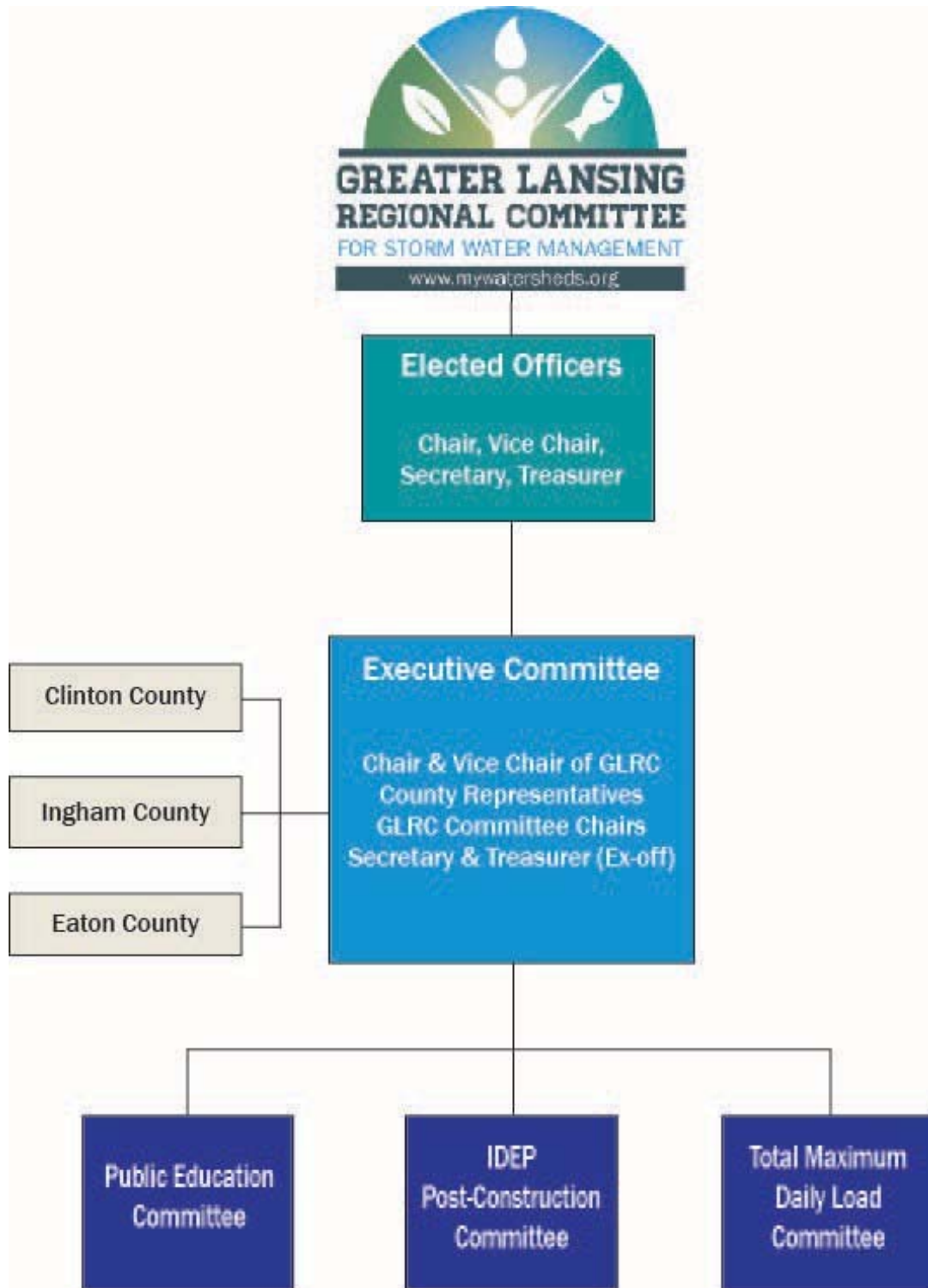
TCRPC has agreed to provide the Executive Committee full and complete access to records concerning the use of the funds collected from the members so that all expenditures of monies collected through assessments to members can be audited through a process determined to be appropriate by the Executive Committee. TCRPC has further agreed to provide a financial accounting of all funds collected and expended to the GLRC within 45 days following the end of each calendar year. Copies of the annual accounting and audit reports shall be made available to all GLRC member communities upon request. TCRPC shall obtain Executive Committee consensus before expenditure of any of the assessments collected.

VI. INDEMNIFICATION, INSURANCE AND LEGAL FEES

Each signatory to this agreement, as part of its general liability coverage, shall maintain coverage for any damages, claims, causes of action, or actions of any nature whatsoever arising from this agreement, and does hereby agree to indemnify and save and hold harmless each other signatory, respectively, its officers, employees, and agents from and against any and all such damages, claims, actions and causes of action, including legal fees, based on this agreement, as may arise from any action taken or permitted by each signatory, respectively.

This agreement is not intended to create a legal entity subject to suit. Nothing in this section shall be construed to give any third party any claim to which said third party would not otherwise be entitled, nor shall it abrogate or diminish the defense of governmental immunity, or any other defense, for any claim against any party.

**APPENDIX A STRUCTURE OF THE
GREATER LANSING REGIONAL COMMITTEE FOR STORMWATER MANAGEMENT**



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION REAFFIRMING RESOLUTION #22-204 AND ADOPTING A REVISED
MEMORANDUM OF AGREEMENT GOVERNING THE GREATER LANSING REGIONAL
COMMITTEE FOR STORMWATER MANAGEMENT DATED SEPTEMBER 11, 2023**

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

WHEREAS, the Board of Commissioners approved the December 2, 2021 version of the Memorandum of Agreement (MOA) unanimously in Resolution #22-204; and

WHEREAS, the resolution included an attached “Cost-Sharing Plan” governing the method by which benefited County Departments would contribute to the GLRC budget and to the costs required by the County’s permit from the Michigan Department of Environment, Great Lakes and Energy (EGLE) for municipal stormwater discharge; and

WHEREAS, the GLRC has seen fit to revise the MOA to extend the termination of the MOA by one year, to April 30, 2028, to clarify the duties of its officers, bring itself into compliance with the state Open Meetings Act, and to eliminate an indemnification clause that Ingham County Counsel had stricken as illegal from Ingham County’s approved version of the MOA; and

WHEREAS, the Drain Commissioner recommends approval of the revised MOA and reaffirmation of Resolution #22-204, including its cost-sharing provisions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the September 11, 2023 Memorandum of Agreement and authorizes the Chairperson of the Board to sign the Memorandum after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that all provisions of Resolution #22-204 are reaffirmed and extended through April 30, 2028.

Agenda Item 5a

TO: Board of Commissioner’s Human Services, County Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: January 3, 2024
SUBJECT: Authorization for the Creation of a Community Health Worker – Pathways to Housing Position
For the Meeting Agendas of January 16, January 17, and January 22, 2024

BACKGROUND

Ingham County Health Department (ICHHD) wishes to create a grant-funded and grant-limited housing-focused full-time Community Health Worker (CHW) position, a United Auto Workers (UAW) - Grade E (2024 Salary Range \$40,195.44 to \$47,911.34), to support clients with housing needs effective January 24, 2024 through September 30, 2024. Funding for the *Community Health Worker – Pathways to Housing* position has been approved through a Good Housing=Good Health grant from the Michigan Department of Health and Human Services (MDHHS) for the 2023-24 program year in an amount up to \$66,852 accepted through Resolution #23-339. Housing is a social determinant of health and a need that many clients struggle to meet and navigate. Housing is one of four priority areas in the region’s Community Health Improvement Plan.

ALTERNATIVES

An alternative use for the funding has not been identified.

FINANCIAL IMPACT

The entirety of salary and fringes will be covered by the grant through September 30, 2024 and was previously approved through Resolution #23-339.

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 creating a full-time *Community Health Worker – Pathways to Housing* position effective January 24, 2024 through September 30, 2024 in an amount not to exceed \$66,852.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CREATION OF A COMMUNITY HEALTH WORKER -
PATHWAYS TO HOUSING POSITION**

WHEREAS, Ingham County Health Department (ICHD) wishes to create a grant-funded and grant-limited full-time *Community Health Worker (CHW) – Pathways to Housing* position, a United Auto Workers (UAW) - Grade E (2024 Salary Range \$40,195.44 to \$47,911.34) to support clients with housing needs effective January 24, 2024 through September 30, 2024; and

WHEREAS, funding for the *Community Health Worker – Pathways to Housing* position has been approved through a Good Housing=Good Health grant from the Michigan Department of Health and Human Services (MDHHS) for the 2023-24 program year in an amount up to \$66,852, accepted through Resolution #23-339; and

WHEREAS, housing is a social determinant of health and a need that many clients struggle to meet and navigate, and housing is one of four priority areas in the region’s Community Health Improvement Plan; and

WHEREAS, the entirety of salary and fringes will be covered by the grant through September 30, 2024 and was previously approved through Resolution #23-339; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize creating a *Community Health Worker – Pathways to Housing* full-time position a United Auto Workers (UAW) - Grade E (2024 Salary Range \$40,195.44 to \$47,911.34), effective January 24, 2024 through September 30, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creating a *Community Health Worker – Pathways to Housing* full-time position, a United Auto Workers (UAW) - Grade E (2024 Salary Range \$40,195.44 to \$47,911.34) effective January 24, 2024 through September 30, 2024.

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.

Agenda Item 5b

TO: Board of Commissioner's Law & Courts, Human Services, County Services, and Finance Committees

FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer

DATE: January 3, 2024

SUBJECT: Authorization to Create an Advance Peace Resource Navigation Program Specialist
For the Meeting Agendas of January 11, January 16, January 17 and January 22, 2024

BACKGROUND

Ingham County Health Department (ICHHD) wishes to create a full-time Advance Peace Resource Navigation Program Specialist position, a United Auto Workers (UAW) Grade F (2024 salary range of \$42,469.01 to \$50,645.23), for a total cost of \$131,939 effective January 24, 2024 through February 28, 2025. Funding for the Advance Peace Resource Navigation Program Specialist has been approved through the United States (US) Department of Justice (DOJ) for the Fiscal Year 2023-2025 Byrne Justice Assistance (BJA) project approved through Resolution #23-411. The Advance Peace Resource Navigation Program Specialist will assist the Advance Peace Neighborhood Change Agents (NCAs) and support the program's fellows by connecting them to specific health programs and community resources designed to meet the needs connected to Social Determinants of Health (SDOH). Funding to support the position is available for an amount of \$131,939, and is effective January 24, 2024 through February 28, 2025 with the possibility of continuation.

ALTERNATIVES

An alternative use for the funding has not been identified. Choosing not to create this position would leave ICHHD without sufficient support to oversee the Advance Peace project.

FINANCIAL IMPACT

The entirety of salary and benefits will be covered by the grant through February 28, 2025.

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 creating a full-time Advance Peace Resource Navigation Program Specialist, a UAW Grade F (2024 salary range of \$42,469.01 to \$50,645.23), for a total cost of \$131,939 effective January 24, 2024 through February 28, 2025 with the possibility of continuation.

Introduced by the Law & Courts, Human Services, County Services and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CREATION OF AN ADVANCE PEACE
RESOURCE NAVIGATION PROGRAM SPECIALIST**

WHEREAS, Ingham County Health Department (IChD) wishes to create a full-time Advance Peace Resource Navigation Program Specialist position, a United Auto Workers (UAW) Grade F (2024 salary range of \$42,469.01 to \$50,645.23), for a total cost of \$131,939 effective January 24, 2024 through February 28, 2025 with the possibility of continuation; and

WHEREAS, funding for the Advance Peace Resource Navigation Program Specialist position has been approved through the United States (US) Department of Justice (DOJ) for the Fiscal Year 2023-2025 Byrne Justice Assistance (BJA) project approved through Resolution #23-411; and

WHEREAS, the entirety of salary and benefits will be covered by the BJA project in an amount totaling \$131,939, effective January 24, 2024 through February 28, 2025 with the possibility of continuation; and

WHEREAS, the Advance Peace Resource Navigation Program Specialist will assist the Neighborhood Change Agents (NCAs) and support the program's fellows by connecting them to specific health programs and community resources designed to meet the needs connected to Social Determinants of Health (SDOH); and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize creating a full-time Advance Peace Resource Navigation Program Specialist, position, a UAW Grade F (2024 salary range of \$42,469.01 to \$50,645.23), for a total cost of \$131,939 effective January 24, 2024 through February 28, 2025 with the possibility of continuation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creating a full-time Advance Peace Resource Navigation Program Specialist position, a UAW Grade F (2024 salary range of \$42,469.01 to \$50,645.23), for a total cost of \$131,939 effective January 24, 2024 through February 28, 2025 with the possibility of continuation.

BE IT FURTHER RESOLVED, that funding for the Advance Peace Resource Navigation Program Specialist position has been approved through the US DOJ for the Fiscal Year 2023-2025 BJA project authorized through Resolution #23-411.

BE IT FURTHER RESOLVED, that the entirety of salary and benefits will be covered by the BJA project in an amount totaling \$131,939, effective January 24, 2024 through February 28, 2025 with the possibility of continuation.

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.

Agenda Item 6

TO: Board of Commissioners County Services Committee
FROM: Tim Morgan, Parks Director
DATE: January 3, 2024
SUBJECT: Emergency Purchase for asbestos abatement at Lake Lansing Park South restroom
For the meeting agenda of January 16, 2024 County Services

This memo is to inform you of an emergency purchase approved by the Controller's Office and Purchasing that was made prior to receiving approval from the County Services Committee.

During the demolition of the old Lake Lansing South restroom building, asbestos was identified. The quote received from Laux Construction for the asbestos abatement was \$14,990.

There are funds available in 228-62800-967000-TR061.

The Controller, Purchasing Director, and I approved this purchase.

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations Road Department

DATE: December 22, 2023

SUBJECT: Proposed Resolution Authorizing Purchase Orders for 34CS Slag, CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Limestone, H1 Limestone & Ohio #9 Aggregates.

For the agendas on January 16 and 17

BACKGROUND

The purpose of this memorandum is to request approval to purchase 34CS Slag, CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Limestone, H1 Limestone, and Ohio #9 aggregates from Yellow Rose Transport and Stoneco of Michigan.

Bids for various stone were solicited and evaluated by the Ingham County Purchasing Department for Invitation for Bid (IFB) #213-23 as shown per the Memorandum of Performance. No bids were received for 29A Crushed Natural Aggregate. Yellow Rose Transport had the lowest bids for 34CS Slag, CS-T Trap Rock, 34CS Trap Rock, and H1 Limestone. Stoneco of Michigan had the lowest bids for 29A Crushed Limestone and Ohio #9 Aggregate. Materials will be purchased on an as-needed, unit-price basis for a one-year period.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The 2024 Road Department budget includes sufficient funds to cover the cost associated with this contract.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

I recommend the Committees approve the attached resolution to authorize purchase orders with Yellow Rose Transport for 34CS Slag, CS-T Trap Rock, 34CS Trap Rock, and H1 Limestone and with Stoneco of Michigan for 29A Crushed Limestone and Ohio #9 Aggregate.

Agenda Item 7a

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: November 14, 2023

RE: Memorandum of Performance for IFB No. 213-23: 34CS Slag, CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone & Ohio #9 Aggregates

Per your request, the Purchasing Department sought bids for the purchase of furnishing and delivering 34CS Slag, CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone & Ohio #9 aggregates to the three (3) garage locations within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	42	4
Vendors responding	2	0

A summary of the vendors' costs is on the following page.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the IFB; 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 or by phone at 676-7309.

Vendor Name	Local Preference	Delivery Location	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston
Yellow Rose Transport	No, Nunica MI	Aggregate Description	34CS Slag			CS-T Trap Rock			34CS Trap Rock			29A Crushed Natural Aggregate		
		Price/Ton	\$51.50	\$51.50	\$51.50	\$64.43	\$64.43	\$64.43	\$55.60	\$55.60	\$55.60	No bid	No bid	No bid
		Aggregate Description	29A Crushed Limestone			H1 Limestone			Ohio #9 Aggregate (Limestone)					
		Price/Ton	\$40.70	\$40.70	\$40.70	\$39.13	\$39.13	\$39.13	\$39.13	\$39.13	\$39.13			
Michigan Paving & Materials /Stoneco of Michigan	No, Middleville MI	Aggregate Description	34CS Slag			CS-T Trap Rock			34CS Trap Rock			29A Crushed Natural Aggregate		
		Price/Ton	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid	No bid
		Aggregate Description	29A Crushed Limestone			H1 Limestone			Ohio #9 Aggregate					
		Price/Ton	\$32.00	\$32.00	\$32.00	No bid	No bid	No bid	\$34.50	\$34.50	\$34.50			

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR 34CS SLAG, CS-T TRAP ROCK, 34CS TRAP ROCK, 29A CRUSHED LIMESTONE, H1 LIMESTONE, AND OHIO #9 AGGREGATES

WHEREAS, the Road Department annually purchases approximately 10,000 tons of various aggregates for road maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released Invitation for Bid (IFB) #213-23 and received competitive bid proposals for furnishing and delivering 34CS Slag, CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates on an as-needed, unit-price basis for a period of one (1) year; and

WHEREAS, bids for the various stone were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to authorize purchase orders to the lowest qualified bidders for each material; and

WHEREAS, Yellow Rose Transport was the low bidder for 34CS Slag, CS-T Trap Rock, 34CS Trap Rock, and H1 Limestone; and

WHEREAS, Stoneco of Michigan was the lowest bidder for 29A Crushed Limestone and Ohio #9 Aggregate; and

WHEREAS, the Road Department's 2024 budget includes sufficient funds to cover the cost associated with this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bids and authorizes entering into a contract with Yellow Rose Transport, Inc located at 3531 Busch Dr SW, Grandville, Michigan 49418 for furnishing 34CS Slag, CS-T Trap Rock, 34CS Trap Rock, and H1 Limestone Aggregates and also authorizes entering into a contract with Stoneco of Michigan located at 3700 Patterson Rd, Middleville, Michigan 49333 for furnishing 29A Crushed Limestone and Ohio #9 Aggregates to the Road Department on an as-needed, unit-price basis for a one-year period, at the rates detailed in the proposal responses to IFB #213-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Yellow Rose Transport and Stoneco of Michigan to purchase aggregate as needed and budgeted, on behalf of the Road Department.

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

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations Road Department

DATE: December 22, 2023

SUBJECT: Proposed Resolution Authorizing Purchase Orders for Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand.

For the agendas on January 16 and 17

BACKGROUND

The purpose of this memorandum is to request approval to purchase processed road gravels, various crushed aggregates, Class 2 Sand, and Winter Maintenance Sand from Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking.

Bids for various gravel and sand were solicited and evaluated by the Ingham County Purchasing Department for Invitation to Bid (IFB) #214-23 as shown per the Memorandum of Performance. Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking had the lowest and most complete bids. Materials will be purchased on an as-needed, unit price basis for a period of one-year.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The ICRD budget includes sufficient funds to cover the cost associated with this contract.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize purchase orders with Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking.

Agenda Item 7b

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James C. Hudgins, Jr., Director of Purchasing
DATE: November 14, 2023
RE: Memorandum of Performance for IFB No. 214-23: Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand and Winter Maintenance Sand

The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing processed road gravels, various crushed aggregates, class 2 sand, and winter maintenance sand to the three (3) garage locations within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	43	4
Vendors responding	5	2

A summary of the vendors' costs is on the following page.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the IFB; 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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Delivery Location	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston
Yellow Rose Transport	No, Nunica MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$42.00	\$42.00	\$42.00	No Bid	No Bid	No Bid
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid		
Sunrise Aggregate	Yes, Dansville MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$15.25	\$16.65	\$15.25	\$14.25	\$15.65	\$14.25	No Bid	No Bid	No Bid	\$32.25	\$33.65	\$32.25
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$49.80	\$51.20	\$49.80	\$9.50	\$10.90	\$9.50	\$14.20	\$15.60	\$14.20			
Michigan Paving & Materials /Stoneco	No, Middleville MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$15.95	\$16.30	\$16.20	\$16.30	\$16.10	\$16.55	\$28.00	\$28.00	\$28.00	No Bid	No Bid	No Bid
		Aggregate Description	4"-8" Rip Rap Stone (Natural) Limestone			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$35.50	\$35.50	\$35.50	\$10.00	\$9.10	\$10.90	\$20.40	\$20.75	\$20.65			
Carrick Trucking	Yes, Mason MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$14.55	\$14.70	\$14.95	\$14.55	\$14.70	\$14.95	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	No Bid	No Bid	No Bid	\$14.55	\$14.70	\$14.95	No Bid	No Bid	No Bid			
Crandell Bros. Trucking	No, Charlotte MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$16.00	\$16.00	\$18.00	\$16.00	\$16.00	\$18.00	\$33.00	\$33.00	\$33.00	\$38.00	\$38.00	\$38.00
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$50.00	\$50.00	\$50.00	\$12.00	\$12.00	\$14.00	\$18.00	\$18.00	\$18.00			

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR PROCESSED ROAD GRAVELS, VARIOUS CRUSHED AGGREGATES, CLASS 2 SAND, AND WINTER MAINTENANCE SAND

WHEREAS, the Road Department annually purchases approximately 10,000 tons of various aggregates for road maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released Invitation to Bid (IFB) #214-23 and received competitive bid proposals for furnishing and delivering processed road gravels, various crushed aggregates, Class 2 Sand, and Winter Maintenance Sand on an as-needed, unit-price basis for a period of one year; and

WHEREAS, bids for processed road gravels, various crushed aggregates, Class 2 Sand, and Winter Maintenance Sand were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to award the contract to the three lowest qualified bidders, consisting of Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking; and

WHEREAS, the Road Department's 2024 budget includes sufficient funds to cover the cost associated with this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bids and authorizes entering into a contract with:

Sunrise Aggregates located at 2100 Swan Rd, Dansville, Michigan 48819

Stoneco of Michigan located at 3700 Patterson Rd, Middleville, Michigan 49333

Crandell Bros Trucking located at 800 Island Hwy, Charlotte, Michigan 48813

for furnishing processed road gravels, various crushed aggregates, Class 2 Sand, and Winter Maintenance Sand to the Road Department on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to IFB #214-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking to purchase these above-named materials as needed and budgeted, on behalf of the Road Department.

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: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: January 3, 2024
SUBJECT: Resolution to Approve UAW TOPS and ICEA Court Professional Reclassification Requests
For the meeting agendas of January 16 and January 17

BACKGROUND

The UAW TOPS and ICEA Court Professional collective bargaining agreements are effective January 1, 2022 through December 31, 2024. These agreements each include a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for reclassification requests for employees in these groups. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

The financial impact associated with the proposed reclassifications is as reflected in the attached resolution.

STRATEGIC PLAN CONSIDERATIONS

Compensation reclassification supports the County's goal of attracting and retaining exceptional employees who are committed to the community.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE UAW TOPS AND ICEA COURT PROFESSIONAL RECLASSIFICATION REQUESTS

WHEREAS, the UAW TOPS and ICEA Court Professional collective bargaining agreements are each effective January 1, 2022 through December 31, 2024; and

WHEREAS, these agreements include a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the approved process for reclassification requests for employees in these groups.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
142047	Account Clerk III FOC	Move from UAW E to UAW G
142049	Account Clerk III FOC	Move from UAW E to UAW G
142063	Account Clerk III FOC	Move from UAW E to UAW G
142055	Cashier FOC	Move from UAW C to UAW D
130073	Court Recorder – Circuit Court	Move from UAW G to UAW J
140053	Court Recorder - Probate/Circuit Court	Move from UAW E to UAW J
140054	Court Recorder - Probate/Circuit Court	Move from UAW E to UAW J
142062	Bench Warrant Clerk	Move from UAW F to UAW G
301199	Records Clerk - Sheriff's Office	Move from UAW D to UAW F
301203	Records Clerk - Sheriff's Office	Move from UAW D to UAW F
301204	Records Clerk - Sheriff's Office	Move from UAW D to UAW F
301205	Records Clerk - Sheriff's Office	Move from UAW D to UAW F
301206	Records Clerk - Sheriff's Office	Move from UAW D to UAW F
301209	Records Clerk - Sheriff's Office (PT)	Move from UAW D to UAW F
301223	Account Clerk to Administrative Coordinator – Sheriff's Office	Move from UAW E to UAW I
601335	Administrative Assistant to Administrative Coordinator – Environmental Health	Move from UAW G to UAW I
137010	Probation Officer	Move from ICEA Ct. 7 to ICEA Ct. 9
137011	Probation Officer	Move from ICEA Ct. 7 to ICEA Ct. 9
137012	Probation Officer	Move from ICEA Ct. 7 to ICEA Ct. 9
137028	Probation Officer	Move from ICEA Ct. 7 to ICEA Ct. 9
137029	Probation Officer	Move from ICEA Ct. 7 to ICEA Ct. 9
137032	Probation Officer	Move from ICEA Ct. 7 to ICEA Ct. 9

<u>Position Title</u>	2024	2024	<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Acct. Clerk III FOC	UAW E: 47,911.34	UAW G: 53,582.19	5,670.85
Acct. Clerk III FOC	UAW E: 47,911.34	UAW G: 53,582.19	5,670.85
Acct. Clerk III FOC	UAW E: 47,911.34	UAW G: 53,582.19	5,670.85
Cashier FOC	UAW C: 42,142.03	UAW D: 44,939.94	2,797.91
Court Recorder – Cir. Ct.	UAW G: 53,582.19	UAW J: 63,507.71	9,925.52
Ct. Rec. – Probate/Cir. Ct.	UAW E: 47,911.34	UAW J: 63,507.71	15,596.37
Ct. Rec. – Probate/Cir. Ct.	UAW E: 47,911.34	UAW J: 63,507.71	15,596.37
Bench Warrant Clerk	UAW F: 50,645.24	UAW G: 53,582.19	2,936.95
Records Clerk – SO	UAW D: 44,939.94	UAW F: 50,645.24	5,705.30
Records Clerk – SO	UAW D: 44,939.94	UAW F: 50,645.24	5,705.30
Records Clerk – SO	UAW D: 44,939.94	UAW F: 50,645.24	5,705.30
Records Clerk – SO	UAW D: 44,939.94	UAW F: 50,645.24	5,705.30
Records Clerk – SO	UAW D: 44,939.94	UAW F: 50,645.24	5,705.30
Records Clerk – SO (PT)	UAW D: 44,939.94	UAW F: 50,645.24	5,705.30
Admin. Coordinator – SO	UAW E: 47,911.34	UAW I: 60,013.41	12,102.07
Admin. Coordinator – EH	UAW G: 53,582.19	UAW I: 60,013.41	6,431.22
Probation Officer	ICEA 7: 73,038.20	ICEA 9: 87,128.10	14,089.90
Probation Officer	ICEA 7: 73,038.20	ICEA 9: 87,128.10	14,089.90
Probation Officer	ICEA 7: 73,038.20	ICEA 9: 87,128.10	14,089.90
Probation Officer	ICEA 7: 73,038.20	ICEA 9: 87,128.10	14,089.90
Probation Officer	ICEA 7: 73,038.20	ICEA 9: 87,128.10	14,089.90
Probation Officer	ICEA 7: 73,038.20	ICEA 9: 87,128.10	14,089.90
TOTAL:			201,170.16

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of their submission to the Human Resources Department.

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: December 29, 2023
SUBJECT: Resolution Authorizing the Transfer of the Human Resources Department Budget Line Item for Employee Service Awards to the Diversity, Equity, and Inclusion Office
For the meeting agendas of January 16 and January 17

BACKGROUND

Prior to the pandemic beginning in 2020, an Employee Service Award luncheon was held each spring by Human Resources Department staff to recognize employees who had reached employment tenure milestones as well as those who retired during the past year. Since that time, the establishment of the Diversity, Equity, and Inclusion Office has provided the opportunity to enhance such employee recognition activities. Beginning in 2024, employee recognition will be included within the agenda of an annual Diversity Luncheon which is facilitated by the Diversity, Equity, and Inclusion Office. Accordingly, authorization is requested to transfer the budget line item for employee service awards (line item 10122600 726020), currently in the amount of \$1,300, from the Human Resources Department budget to the budget for the Diversity, Equity, and Inclusion Office.

ALTERNATIVES

The Ingham County Board of Commissioners could decline to authorize the transfer of the budget line item, potentially reducing the available funding for employee recognition during the annual Diversity Luncheon.

FINANCIAL IMPACT

There are no funding implications as no additional funding is being requested.

STRATEGIC PLAN CONSIDERATIONS

Employee recognition activities facilitate the goal of attracting and retaining employees who value public service.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the transfer of the Human Resources Department budget line item for employee service awards to the Diversity, Equity, and Inclusion Office.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE TRANSFER OF THE HUMAN RESOURCES DEPARTMENT
BUDGET LINE ITEM FOR EMPLOYEE SERVICE AWARDS TO THE DIVERSITY, EQUITY,
AND INCLUSION OFFICE**

WHEREAS, prior to the pandemic beginning in 2020, an Employee Service Award luncheon was held each spring by Human Resources Department staff to recognize employees who had reached employment tenure milestones as well as those who retired during the past year; and

WHEREAS, since that time, the establishment of the Diversity, Equity, and Inclusion Office has provided the opportunity to enhance such employee recognition activities; and

WHEREAS, beginning in 2024, employee recognition will be included within the agenda of an annual Diversity Luncheon which is facilitated by the Diversity, Equity, and Inclusion Office; and

WHEREAS, authorization is therefore being requested to transfer the budget line item for employee service awards (line item 10122600 726020), currently in the amount of \$1,300, from the Human Resources Department budget to the budget for the Diversity, Equity, and Inclusion Office.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the transfer of the Human Resources Department budget line item for employee service awards (line item 10122600 726020), currently in the amount of \$1,300, to the budget for the Diversity, Equity, and Inclusion Office.

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: January 3, 2024
SUBJECT: Resolution Approving Reclassification of the UAW TOPS Public Defender's Office Clerk Levels II & III
For the meeting agendas of January 16 and January 17

BACKGROUND

On May 23, 2023, in resolution #23-235, the Ingham County Board of Commissioners approved the reclassification request for the Public Defender's Office Clerk based upon the incumbents' holding the Clerk I position. The Human Resources Department has subsequently conducted a reclassification review of the (unfilled) Clerk II and Clerk III levels for this position in accordance with reclassification procedures established for UAW Technical, Office, and Para-Professional Unit positions (UAW TOPS). The reclassification results are supported by the UAW TOPS and approval by the Ingham County Board of Commissioners of these reclassification results is being sought at this time.

ALTERNATIVES

None.

FINANCIAL IMPACT

The financial impact associated with the proposed reclassifications is dependent upon either the incumbent Clerk I's attaining the experience and qualifications for the Clerk II and Clerk III levels or, in the event of a vacancy, the hire of an individual possessing greater than Clerk I experience and qualifications. The general financial impact of the reclassifications is as reflected in the attached resolution.

STRATEGIC PLAN CONSIDERATIONS

Compensation reclassification supports the County's goal of attracting and retaining exceptional employees who are committed to the community.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE RECLASSIFICATION OF THE UAW TOPS
PUBLIC DEFENDER’S OFFICE CLERK LEVELS II & III**

WHEREAS, on May 23, 2023, in resolution #23-235, the Ingham County Board of Commissioners approved the reclassification requests for the Public Defender’s Office Clerks based upon the incumbents’ holding the Clerk I position; and

WHEREAS, the Human Resources Department has subsequently conducted a reclassification review of the (unfilled) Clerk II and Clerk III levels for this position in accordance with the reclassification procedures established for UAW Technical, Office, and Para-Professional Unit positions (UAW TOPS); and

WHEREAS, the reclassification results are supported by the UAW TOPS and approval by the Ingham County Board of Commissioners of these reclassification results is being sought at this time.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position Title</u>	<u>Action</u>
Clerk II – PDO	Move from UAW E to UAW G
Clerk III – PDO	Move from UAW F to UAW H

<u>Position Title</u>	<u>2024</u> <u>Current Grade, Step 5</u>	<u>2024</u> <u>Proposed Grade, Step 5</u>	<u>Difference</u>
Clerk II – PDO	UAW E: 47,911.34	UAW G: 53,582.19	5,670.85
Clerk III – PDO	UAW F: 50,645.24	UAW H: 56,715.98	6,070.74

TOTAL: 11,741.59

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of their submission to the Human Resources Department.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING BLACK HISTORY/CULTURAL DIVERSITY MONTH
IN INGHAM COUNTY**

WHEREAS, each February “National African American History Month” also known as “Black History Month” is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing for the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglass, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of February, 2024 as “Black History/Cultural Diversity Month” in Ingham County.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RE-ESTABLISHING A ROADWAYS SUBCOMMITTEE

WHEREAS, Resolution #19-078 established a Roadways Subcommittee which was later dissolved per Resolution #20-006; and

WHEREAS, the Ingham County Road Department has an annual budget expenditure of over \$38 million and maintain approximately 1,250 miles of roads and 68 bridges within the County; and

WHEREAS, to better serve the residents of Ingham County, the Board of Commissioners would like to re-establish a permanent Roadways Subcommittee, to closely review road projects, funding and potential road issues or concerns within the Road Department service area; and

WHEREAS, the Roadways Subcommittee, will be a subcommittee of the County Services Committee and shall be appointed on an annual basis; and

WHEREAS, the Roadways Subcommittee will meet as needed and will forward their recommendations to the County Services Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby re-establishes a Roadways Subcommittee consisting of up to ____ members of the County Services Committee.

BE IT FURTHER RESOLVED, that appointments to the Roadways Subcommittee shall be made annually.