



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

THE ENVIRONMENTAL AFFAIRS COMMISSION WILL MEET ON MAY 24, 2023 AT 5:30 PM IN CONFERENCE ROOM D&E OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of April 26, 2023 Draft Minutes

Additions to the Agenda

Limited Public Comment

1. Commission Bylaws (*Discussion*)
2. Sustainability Action Plan (*Discussion*)

Announcements

Public Comment

Adjournment

ENVIRONMENTAL AFFAIRS COMMISSION

April 26, 2023

Draft Minutes

Members Present: Andersen, Biber, Cowles, Mulkoff, Nowicki, Gray

Members Absent: Trubac, Lincoln

Others Present: Morgan Feldpausch, Elaine Fischhoff

The meeting was called to order by Vice-Chair Mulkoff at 5:33 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing Michigan.

Approval of Draft Minutes

The minutes were approved.

Additions to the Agenda

Item 5 added, Stormwater Infrastructure Grant

Limited Public Comment

None.

1. Michigan Green Communities Program (Update)

Morgan Feldpausch gave an update on the county application to Michigan Green Communities (MGC). We expect to achieve Silver Level. This is achieved through action items that earn the county points. Further action items would gain more points and raise this status.

2. Energy Audit

- a. Phase 1 Project List
- b. Phase 2 Development Framework

Morgan Feldpausch discussed two documents regarding potential projects discussed in the energy audit. Phase 1 included short term projects. Phase 2 is still under development and details will require more information regarding a correction on the energy audit. Phase one was developed with three facility managing departments and includes projects such as replacing linear fluorescent lamps, controlling external air leakage, and installing low flow aerators.

3. Sustainability Action Plan (Discussion)

Morgan gave an update on the Sustainability Action Plan (SAP). The county has joined ICLEI and is working on joining and connecting with more organizations. Morgan spoke with the City of Lansing and the City of East Lansing regarding sustainability plans as well as Washtenaw County regarding their Climate Action Plan. Conversations regarding expectations and parameters will continue as the SAP is being developed.

The SAP will demonstrate the direction the county is looking at going and assist with applying for grants. It would also show the priorities of the county that may not be included in the plans being worked through the energy audit, and should go beyond county facilities/operations.

Washtenaw counties plan is being used as a template for other groups and projects to reference and discuss/modify. Washtenaw was the first county to make a Climate Action Plan. They began work on the project in 2019 and only finished last year. If we proceed it may fall along a similar timeline.

4. Forager Trail and Park (Update)

An individual reached out to the parks department regarding interest in doing a project on the river trail to restore habitat. An informal legal opinion is a forager trail does not increase liability for the county any more than a usual park/plant project, but that signage should include a disclaimer. There is interest in a letter of support from the county and potentially a letter of support from the commission, but it is recommended more information is gathered first.

5. Stormwater Infrastructure Grant

A stormwater infrastructure project at Potter Park Zoo received grant money through Congresswoman Slotkin's Community Project Funding and is moving forward along with 15 other local projects. It is likely to be funded but still had to go through a federal process and it will not be finalized until 2024.

Announcements

Nichole Biber mentioned that Senator Sue Shink introduced SB 228 which would undo the ban on plastic bag bans.

Public Comment

Elaine Fischhoff –passed out a letter addressed to the BWL with information about how renewable energy has grown cheaper and is cost competitive. She would like to see the commission support a transition away from fossil fuels as quickly as possible. She does not think that the board of commissioners could sign onto something like this due to legal process, but offered that there may be things environmental affairs commission could do to show support. Fred Cowles mentioned that it is appropriate for the commission to press BWL to move towards renewable energy as quickly as possible. But that while a generic push may be appropriate, endorsing more specific studies/efforts may be more challenging.

Adjournment

The meeting was adjourned by Vice-Chair Mulkoff at 6:42 pm.

INGHAM COUNTY ENVIRONMENTAL AFFAIRS COMMISSION

BY-LAWS

ARTICLE I

NAME, MEMBERS, HOW SELECTED

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

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

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

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

ARTICLE II

OFFICERS - TERM OF OFFICE, ELECTIONS, & DUTIES

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

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

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

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

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

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

Section VII: Environmental Sustainability Manager: Appointed by the Board of Commissioners and supervised by the Deputy Controller/Administrator, the Environmental Sustainability Manager is an employee of Ingham County and shall:

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

ARTICLE III

ORGANIZATION - DUTIES AND RESPONSIBILITIES OF THE ENVIRONMENTAL AFFAIRS COMMISSION

Section I: Organizational Duties:

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

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

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

and effectively centered. The Environmental Affairs Commission shall make recommendations to the Board of Commissioners to limit and reduce negative impact on the energy workforce that may be affected during the County's transition to carbon neutrality. The Environmental Affairs Commission shall inform the community and the Board of Commissioners of environmental and sustainability programs.

Section III: Environmental Affairs Commission members do not supervise or otherwise direct the Environmental Sustainability Manager, but are encouraged to make recommendations regarding environmental and sustainability initiatives. Such recommendations should be communicated to the Environmental Sustainability Manager via motion or resolution of the Environmental Affairs Commission. The Environmental Sustainability Manager will then determine which recommendations are appropriate and how to implement them in accordance with the County's policies and procedures. Failure of Environmental Affairs Commission members to follow this policy may result in removal from the Environmental Affairs Commission.

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

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

ARTICLE IV
MEETINGS, REGULAR MEETINGS, & SPECIAL MEETINGS,
NOTICE AND SCHEDULE OF MEETINGS, QUORUM AND MINUTES

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

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

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

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

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

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

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

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

ARTICLE V

RULES AND ORDER OF BUSINESS AT MEETINGS

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

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

ARTICLE VI

AMENDMENTS TO BY-LAWS; SUSPENSION OF RULES

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

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

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

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

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

Ingham County
Environmental Affairs Commission
Sustainability Action Plan Development Recommendation

Summary:

Utilize and build on existing resources to develop a County sustainability action plan. The plan would primarily focus on engaging the County and the local community in identifying goals and objectives related to sustainability, building a specific action-oriented plan to meet them, and identifying a means of measuring progress. The scope should focus on both the operational and community-wide level.

Existing Resources:

Ensure the County's existing goals and priorities are considered and incorporated into the plan. Leverage the work that has already been completed on the State inter laying local governmental levels – terminology that has already be used, plan into goals that have already been adopted, ensure comparable measurement systems, etc.

Related Resolutions:

- Resolution to Declare A Climate Emergency 20-301
- Resolution to Re-Establish and Change the Composition of the Environmental Affairs Commission 21-195 & Resolution to Am
- end Resolution 21-195 Re-Establishing and Changing the Composition of The Environmental Affairs Commission 21-371
- Resolution to Declare A Commitment to Climate Justice 21-210

State and Inter Laying Local Government Related Plans:

- MI Healthy Climate Plan (2022)
- City of East Lansing Climate Sustainability Plan (2012)
- City of Lansing Sustainability Action Plan (2022)
- Meridian Township Climate Sustainability Plan (2017)

Development Process:

Develop and issue a Request for Proposals (RFP) for the development of the plan. This recommendation is based on the anticipated work load, existing available county resources, and recommendations from other municipalities with completed plans.

Steps to development:

1. Further review other municipal samples (initial RFP, final product, etc.) and related organizational resources (ICLEI, USDN, etc.)
 - a. Utilize existing and available resources
 - b. Further evaluate inter laying local municipalities plans and initiate communication
 - c. Solicit further information – lessons learned, recommendations, etc.
2. Assemble an internal operational team
 - a. Leverage management knowledge and relationships
 - b. Start inventory of existing, on-going, and upcoming efforts
 - c. Solicit and incorporate feedback on ideas
3. Develop an initial draft RFP
4. Stakeholder review of the initial draft RFP
 - a. Controller's Office
 - b. EAC
 - c. Internal operational team
5. Finalize and issue RFP