

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE  
CHRIS TRUBAC, CHAIR  
EMILY STIVERS  
TODD TENNIS  
CAROL KOENIG  
THOMAS MORGAN  
DERRELL SLAUGHTER  
ROBIN NAEYAERT

## INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, JANUARY 27, 2020 AT 6:30 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [December 2, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Fair Office
  - a. Resolution Authorizing [Off-Season Fees](#) for the Ingham County Fair
  - b. Resolution Amending Resolution 19-210 to [Adjust Rental Fees](#) for the Ingham County Fairgrounds
2. Facilities Department – Resolution to Authorize an Agreement with Straub, Pettitt & Yaste Architects for Architectural and Engineering Services for Community Mental Health [Renovations](#) at the Human Services Building
3. Parks Department
  - a. Resolution to Authorize the Acceptance of the Project Agreement for a Land and Water [Conservation Fund Grant](#)
  - b. Resolution to Authorize Contracts for Trails and Parks [Millage Applications](#)
  - c. Resolution to Authorize a [Visitor Incentive](#) Program for the Hawk Island Snow Tubing Hill
4. Health Department
  - a. Resolution to Authorize the Acceptance of Grant Funds from Michigan Department of Health and Human Services and State of Michigan Local [Community Stabilization Authority](#)
  - b. Resolution to Authorize a Collaborative Services and Referral Agreement with [Community Mental Health](#) of Clinton, Eaton, and Ingham Counties
  - c. Resolution to Authorize an Agreement with the Michigan Department of [Environment, Great Lakes, and Energy](#) for F Y 2019-2020
  - d. Resolution to Address and Reduce Implicit Bias in All County Decision-Making by Developing and Integrating an [Equity Review Process](#) and Health in All Policies Approach
  - e. Resolution to [Amend Resolution #19-410](#) with Intelligent Medical Objects, Inc.
  - f. Resolution to Authorize an Agreement with [Hospital Network Healthcare Services](#)

- g. Resolution an Authorize an Agreement with [Possibilities for Change](#)
  - h. Resolution to Authorize an Agreement with [Rapid Shred](#)
  - i. Resolution to Amend Resolution #18-312 Agreement with [Reglantern™](#)
  - j. Resolution to Convert [Position # 601307](#) from a Health Analyst/Systems Analyst to an Accountant – CHC (Community Health Center)
  - k. Resolution to Authorize an Agreement with [Uptodate, Inc.](#)
  - l. Resolution Honoring [Sam Inglot](#) for Service as a Community Health Center Board Officer Member
  - m. Resolution Honoring [Mike Allen](#)
5. Board Referral – Letter from the Ingham County Department of Veterans Affairs Regarding the Refund of the FY2019 County [Veterans Service Fund Grant](#)

Announcements  
Public Comment  
Adjournment

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

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

HUMAN SERVICES COMMITTEE  
December 2, 2019  
Draft Minutes

Members Present: Tennis, Trubac, Morgan, Naeyaert, Sebolt (arrived at 6:38 p.m.), Slaughter, and Stivers

Members Absent: None

Others Present: Mark Stevens, Lori Noyer, Candace Filonczuk, Jared Cypher, Michelle Wright, and others

The meeting was called to order by Chairperson Tennis at 6:30 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the November 18, 2019 Minutes

CHAIRPERSON TENNIS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE NOVEMBER 18, 2019 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Sebolt

Additions to the Agenda

1. a. Medical Care Facility Discussion
7. Fair Board - Resolution authorizing a fee structure for Fairground off Season events

Limited Public Comment

None.

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

2. Health Services Millage
  - a. Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)
  - b. Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) for Health Services Millage Eligible Services
3. Parks Department – Resolution Honoring Jessie Gregg
4. Health Department
  - a. Resolution to Authorize the Acceptance of Grant Funds from Blue Cross Blue Shield of Michigan and Authorize an Agreement with Sparrow Hospital

- b. Resolution to Approve the Health Department’s Plan of Organization
  - c. Resolution to Authorize Month to Month Lease Extension for 306 W. Willow Street
  - d. Resolution to Increase Position #601053 Community Health Rep II from .75 FTE to 1.0 FTE
  - e. Resolution to Authorize Agreements with Wayne Children’s Healthcare Access Program to Act as the Fiduciary/Payee for Agency Funding
  - f. Resolution to Authorize an Agreement with CaptureRX
  - g. Resolution Amending Resolution #16-309 with NEC Networks, LLC DBA CaptureRX, for 340B Prescription Third Party Administrator and Resolution #19-247 to Rite Aid Corporation for 340B Prescription Drug Services to Include McKesson Corporation as 340B Drug Wholesaler
5. Controller’s Office
- a. Resolution Approving Various Contracts for the 2020 Budget Year
  - b. Resolution Authorizing Adjustments to the 2019 Ingham County Budget
6. Human Services Committee
- a. Resolution Congratulating the Capital Area District Library

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt

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

- 1. b. Fair Board – Interviews

Candace Filonczuk interviewed for the position on the Fair Board.

Commissioner Sebolt arrived at 6:38 p.m.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. SLAUGHTER, TO APPOINT CANDACE FILONCZUK TO THE FAIR BOARD.

THE MOTION CARRIED UNANIMOUSLY.

- 1. a. Medical Care Facility Discussion

Mark Stevens, Medical Care Administrator, stated that the Medical Care Facility was about to open a 48-bed addition and would have an open house the upcoming Thursday from 10:00 a.m. to 6:00 p.m. He invited the Commissioners to stop by.

Mr. Stevens stated that the Medical Care Facility had a foundation that raised funds for the facility. He further stated that the foundation had a number of people that had approached them to contribute funds to have their names placed on one of the rooms in the facility.

Mr. Stevens stated that the foundation had put their plans together and he had brought it to the Department of Health and Human Services Board, which was responsible for the Medical Care Facility's daily operations. He further stated that they had supported and approved of the plan, contingent on the Human Services Committee's feedback and guidance.

Mr. Stevens stated that there had been an interest of donating up to \$150,000 for a name to be placed on a bistro they were building. He further stated that all funds raised would go back into the care of the patients.

Mr. Stevens stated that when he had brought this to the Department of Health and Human Services Board, the issue had been raised concerning vetting the names of those that had contributed the funds. He further asked if the Human Services Committee could provide their thoughts on vetting the names of donors before a room was named for them.

Mr. Stevens asked if the Human Services Committee would feel comfortable if the Medical Care Facility and the Department of Health and Human Services Board went through and vetted names. He further stated that those interested in contributing those funds were families that had connections with the Medical Care Facility over the years.

Mr. Stevens stated that the Medical Care Facility had been in existence for over 175 years and had taken care of almost every type of person in the community. He asked if someone contributed a significant amount of money, the County would be in support for the processing of names being vetted or if there were other suggestions the Committee had for fundraising.

Commissioner Sebolt stated that he thought the Fair had wanted to do something similar with bricks for a walkway and it had been brought to legal counsel. He further stated that he thought the vetting of names should be brought to the attention of legal counsel as well, so it did not impede on any First Amendment issues.

Commissioner Morgan stated that \$150,000 would be good vetting on its own. He further stated that beyond that, he did not know if the Board of Commissioners or the Department of Health and Human Services Board should get involved to have names vetted since they were both public entities.

Chairperson Tennis stated that going through legal counsel was always a good option. He further stated that he had been a part of a fraternity where a donor had a wing of their house named after them, and later, the donor had been indicted and the fraternity had taken the name off the wing of the house.

Chairperson Tennis stated that no matter what vetting the foundation did, there should be a caveat for removing names without refund of money for a number of different issues including any kind of criminality or shame.

Chairperson Tennis stated that Mr. Stevens should work with Jared Cypher, Deputy Controller, to talk over with legal counsel to see if there were obvious issues that they would need to do in

the vetting process. He further stated that it was important to have some capability to have a name removed if something came up.

Discussion.

Commissioner Naeyaert stated that her mother had been at the Dobie Road facility a number of times and everything had always been fantastic.

6. Human Services Committee
  - b. Resolution Consenting to Continued Resettlement of Refugees in Ingham County

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE RESOLUTION.

Commissioner Sebolt stated he was thoroughly disgusted the Board of Commissioners even had to sign a resolution to send to the President in order to say the County would want refugees to continue. He further stated these circumstances were appalling.

Commissioner Sebolt stated that a different resolution might be required to have legal counsel be asked when, or if, a legal change came up on this Executive Order, if the Board of Commissioners would sign on to an amicus brief in support. He further stated that he had not thought that it should require multiple layers of consent in order for refugee resettlement to be continued, as this was the entire reason why this country even existed.

Commissioner Sebolt asked if all the wording had been required to meet the Executive Order or not. He further stated that he had a few suggestions for the resolution to be a little better.

Chairperson Tennis asked Mr. Cypher how much of the wording had been boiler plate and how much was necessary.

Jared Cypher, Deputy Controller, stated that virtually all of the resolution had been boiler plate and had been forwarded on by Commissioner Crenshaw. He further stated that the Controller's Office made minor edits to make sure it fit Ingham County and that was all he had known about it.

Commissioner Sebolt stated that he had not wanted to change the intent of the resolution, but had thought a couple of things could be changed.

Chairperson Tennis asked that Commissioner Sebolt explain what he had wanted to have changed in the resolution.

Commissioner Sebolt stated that in the seventh "Whereas" clause, he thought it could be expanded to include community organizations and individuals.

Commissioner Sebolt stated that the following “Whereas” clause seemed exploitative to him. He further stated that he had thought it read as if they needed refugees as a source of potential cheap labor in the County.

Commissioner Sebolt thought that if that clause said, “WHEREAS, refugees are a welcome addition to the local economy,” it would have made the same point. He further stated that those would be his suggested edits to the resolution if they were able to edit the wording.

Commissioner Morgan stated he would support those edits to the resolution.

Chairperson Tennis stated that he liked all the changes Commissioner Sebolt had proposed.

Commissioner Naeyaert asked if the word “families” could be left in the resolution because some families had welcomed refugees.

Discussion.

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

WHEREAS, churches, **community organizations**, ~~and~~ families, **and individuals** have supported the arrival and integration of refugee families for several years; and

WHEREAS ~~several local businesses depend on refugees to meet labor demands~~ **refugees are a welcome addition to the local economy.**

This was considered a friendly amendment.

Commissioner Sebolt stated that he would like a second resolution, to challenge the Executive Order.

Chairperson Tennis stated that a second resolution should be made solely for that issue.

Commissioner Sebolt stated that he would work on the second resolution to bring to the Committee in January.

Commissioner Naeyaert asked if the Board of Commissioners had ever had to do a resolution before to allow the refugee population to reside in Ingham County. She stated that there had been a lot of refugee housing provided.

Chairperson Tennis stated that they had not needed to do a resolution similar to the current in the past. He further stated that the Executive Order had essentially required every local unit to reaffirm they wanted refugees to resettle in their communities.

Discussion.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

Commissioner Announcements

Commissioner Stivers thanked the Committee for passing the resolution honoring Jessie Gregg.

Chairperson Tennis asked if Ms. Gregg was going to be at the Board of Commissioners meeting.

Commissioner Stivers stated that she was a friend and colleague and was not sure if there was a conflict with her schedule that would not allow Ms. Gregg to be in attendance at the board meeting.

Chairperson Tennis stated that if she would be there, Commissioner Stivers could present the plaque to Ms. Gregg.

Chairperson Tennis stated that he would not be in attendance at the Board of Commissioners meeting. He further announced that he had a wonderful time chairing the Human Services Committee and dealing with all of the new voices that had added an amazing perspective to the discussions.

Chairperson Tennis thanked each and every one of the Commissioners for their participation and work. He further stated that he looked forward to serving on the Human Services Committee under Commissioner Trubac.

Commissioner Slaughter stated that Chairperson Tennis had done a great job as Chairperson. He further stated that Chairperson Tennis provided great context and history behind some of the items.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:56 p.m.

# JANUARY 27, 2020 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

## ACTION ITEMS:

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

1. Fair Office

a. *Resolution Authorizing Off-Season Fees for the Ingham County Fair*

This resolution authorizes new off-season fees for the Ingham County Fair as follows:

Location of Service	Fee Description	Target Percent	2020 Fee Range
Fair	Main Arena weekday	100%	\$250.00-\$750.00
Fair	Main Arena week night	100%	\$350.00-\$1,500.00
Fair	Hoop House week day	100%	\$50.00-\$250.00
Fair	Hoop House week night	100%	\$251.00-\$499.00

These fees are necessary as the Fair continues to provide additional events for Ingham County residents.

b. *Resolution Amending Resolution 19-210 to Adjust Rental Fees for the Ingham County Fairgrounds*

This resolution corrects fees that were included Resolution #19-210. The Fairgrounds Events Director discovered these errors and is recommending a reduction in the fees to reflect actual costs.

2. Facilities Department – *Resolution to Authorize an Agreement with Straub, Pettitt & Yaste Architects for Architectural and Engineering Services for Community Mental Health Renovations at the Human Services Building*

Community Mental Health would like to renovate the area they currently occupy and expand into the space currently occupied by Human Resources at the Human Services Building. Expanding the space will allow CMH to expand the Families Forward program. This resolution authorizes a contract with Straub, Pettitt & Yaste in an amount not to exceed \$29,200 for the architectural and engineering services for Community Mental Health renovations at the Human Services Building. Funds are available in the CMH building maintenance fund.

3. Parks Department

a. *Resolution to Authorize the Acceptance of the Project Agreement for a Land and Water Conservation Fund Grant*

This resolution accepts a Land and Water Conservation Grant for improvements at Burchfield Park in the amount of \$256,500 and authorizes the necessary budget transfers for the County's match.

b. *Resolution to Authorize Contracts for Trails and Parks Millage Applications*

This resolution allocates over \$5.7 million of funding for 18 trails and parks millage funded projects throughout Ingham County, and authorizes the associated contracts. According to Parks staff estimates, the Trails and Parks Millage is currently over allocated by approximately \$2.1 million.

c. *Resolution to Authorize a Visitor Incentive Program for the Hawk Island Snow Tubing Hill*

This resolution authorizes a visitor incentive program for a snow tubing event at Hawk Island held between Monday-Thursday evenings to allow youth school groups within Ingham County and non-profit organizations to fund raise while also providing increased revenue for the Parks Department. Schools and non-profit organizations would receive back up to 25% of the revenue collected on snow park ticket sales for their schools' designated evening.

4. Health Department

- a. *Resolution to Authorize the Acceptance of Grant Funds from Michigan Department of Health and Human Services and State of Michigan Local Community Stabilization Authority*

This resolution accepts funds in the amount of \$356,809 for the purpose of providing allowable health services as described in MCL 333.2475. In FY 20, Ingham County Health Department (ICHHD) will submit resolution(s) to use these funds to request authorization of new positions, programs, and contracts.

- b. *Resolution to Authorize a Collaborative Services and Referral Agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties*

This resolution authorizes a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) for mental health therapist services in an amount totaling \$859,096 effective February 1, 2020 through January 31, 2021. Funds for this agreement are available in the budget.

- c. *Resolution to Authorize an Agreement with the Michigan Department of Environment, Great Lakes, and Energy for FY 2019-2020*

This resolution authorizes an agreement with EGLE to accept \$34,793 to conduct environmental monitoring and inspections of EGLE Non-Community programs for the period of October 1, 2019 through September 30, 2020.

- d. *Resolution to Address and Reduce Implicit Bias in All County Decision-Making by Developing and Integrating an Equity Review Process and Health in All Policies Approach*

This resolution tasks the Ingham County Controller's Office and the Health Department to work together and with other departments, agencies and elected officials to develop a plan by May 18<sup>th</sup>, 2020 and then support the work to operationalize that plan for the application of an equity lens to guide future policies and decision-making across all County departments, thereby reducing unconscious bias in an effort to more fully align with the County's Vision Statement of being a "welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents."

- e. *Resolution to Amend Resolution #19-410 with Intelligent Medical Objects, Inc.*

This resolution amends Resolution #19-410 with Intelligent Medical Objects, Inc. (IMO) to a one year agreement to provide problem IT terminology services, totaling \$10,000 and effective February 1, 2020 through January 31, 2021. Funds for this agreement are included in the budget.

- f. *Resolution to Authorize an Agreement with Hospital Network Healthcare Services*

This resolution authorizes an agreement with HNHS to provide medical waste disposal at a cost of \$6,700 annually, effective February 1, 2020 through January 31, 2022.

- g. *Resolution to Authorize an Agreement with Possibilities for Change*

This resolution authorizes an agreement with Possibilities for Change (P4C) in the amount of \$8,500 to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school based health centers. Funding is available in the Health Department's budget for this agreement.

- h. *Resolution to Authorize an Agreement with Rapid Shred*

This resolution authorizes an agreement with Rapid Shred for document shredding services in an amount not to exceed \$9,000 annually effective February 1, 2020 through January 31, 2022 and to automatically renew annually. Funding is included in the Health Department's budget for this agreement.

*i. Resolution to Amend Resolution #18-312 Agreement with Reglantern™*

This resolution authorizes an amendment to the agreement with Reglantern in the amount of \$8,000 for a Mock Compliance Review to take place within the designated timeframe. The cost will be covered by the CHC Operational Funding Reserve.

*j. Resolution to Convert Position # 601307 from a Health Analyst/Systems Analyst to an Accountant – CHC (Community Health Center)*

This resolution authorizes the conversion of Position # 601307 from a Health Analyst/System Analyst to an Accountant – CHC for a cost savings of up to \$5,790 and will be effective upon approval.

*k. Resolution to Authorize an Agreement with Uptodate, Inc.*

This resolution authorizes entering into an agreement with UpToDate, Inc. for access to their online database, in an amount not to exceed \$9,350 effective February 1, 2020 through January 31, 2021. Funding is available through the Community Health Center operating fund reserve.

*l. Resolution Honoring Sam Ingot for Service as a Community Health Center Board Officer Member*

This resolution honors Sam Ingot for his years of service as an Ingham Community Health Center Board Officer/member.

*m. Resolution Honoring Mike Allen*

This resolution honors Mike Allen for his outstanding quality of work, his commitment to providing a superior Environmental Health Department for the citizens of Ingham County

## Agenda Item 1a

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Lindsey McKeever, Fairgrounds Events Director  
**DATE:** January 2, 2020  
**SUBJECT:** Resolution authorizing a fee structure for off season fees

### **BACKGROUND**

The Ingham County Fairgrounds plans to host off season rentals to increase the revenue and attendance to the fairgrounds. It is essential to have fees for week day and week night rentals for events taking place at the fairgrounds. There is currently no fee structure for weekday and weeknight rentals of the Main Arena and Hoop House.

### **ALTERNATIVES**

The Ingham County Fairgrounds cannot host events during the week in the main arena with the current fee schedule, as there is not one.

### **FINANCIAL IMPACT**

Rentals of the Main Arena and grounds are vital to the operation of the Fairgrounds. Allowing a fee schedule that can be determined on an individual basis will allow for week day and week night rentals and will increase revenue to the grounds as we are currently turning rental opportunities away.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the long term objective of providing recreational opportunities.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for special events.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING OFF-SEASON FEES FOR THE INGHAM COUNTY FAIR**

WHEREAS, the Ingham County Fairgrounds plans to host off-season rentals; and

WHEREAS, the current fee schedule does not include week day or week night rentals; and

WHEREAS, it is necessary to establish fees for week day and week night rentals; and

WHEREAS, that the Ingham County Fair wishes to impose a fee that is unique to each event based on various factors including but not limited to the time of year, the number of hours of the event, the type of event and location on the grounds being utilized.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Fairgrounds to impose fees on an individual basis for week day and weeknight events of the rental of the Main Arena and Hoop House as follows:

Location of Service	Fee Description	Target Percent	2020 Fee Range
Fair	Main Arena weekday	100%	\$250.00-\$750.00
Fair	Main Arena week night	100%	\$350.00-\$1,500.00
Fair	Hoop House week day	100%	\$50.00-\$250.00
Fair	Hoop House week night	100%	\$251.00-499.00

BE IT FURTHER RESOLVED, these event fees will be effective for events held from January 28, 2020 through December 31, 2020.

## Agenda Item 1b

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Lindsey McKeever, Fairgrounds Events Director  
**DATE:** January 2, 2020  
**SUBJECT:** Resolution Amending Resolution 19-210 to Adjust Rental Fees for the Ingham County Fairgrounds

### **BACKGROUND**

Resolution #19-210 updates various fees for County services had multiple errors for fairgrounds rental prices. These errors need to be adjusted to reflect the increase based on the actual fee from 2019, not the fee that was imposed based off of an error. The 4H Fee for South End has been \$500.00 since 2012. Since there has not been an increase since then, I recommend the fee raise to \$650.00. Additionally the one day main arena rental on the weekend is \$2,040.00 but the weekend rate is \$4,500.00. Therefore, the one day rental should be increase to \$2,500.00 to encourage the multi-day rental of the facility and discourage two, one day rentals for the same event.

### **ALTERNATIVES**

The Ingham County Fairgrounds will not be affordable to 4H clubs and our youth will have limited practice facilities for their 4H events.

### **FINANCIAL IMPACT**

The Fees will increase but based on their actual cost from 2019.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the long term objective providing recreational opportunities.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for special events.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING RESOLUTION #19-210 TO ADJUST RENTAL FEES FOR THE INGHAM COUNTY FAIRGROUNDS**

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

WHEREAS, the Board of Commissioners approved fees for the fairgrounds in Resolution #19-210; and

WHEREAS, Resolution 19-210 needs to be amended to reflect the 2020 fair rental prices and increase based on the actual price; and

WHEREAS, the rental fees for 4H Clubs dramatically increased based on an incorrect base fee that was provided; and

WHEREAS, the facility fee dramatically increased based on an incorrect base fee that was provided; and

WHEREAS, the concession and blacksmith fee dramatically increased based on an incorrect base fee that was provided; and

WHEREAS, the one day weekend rental of the main arena was inadequate based on expense; and

WHEREAS, the Fairgrounds is vital in the community for 4H clubs and other community members renting the grounds; and

WHEREAS, the fee structure should reflect the increase based on the accurate figures.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to the Resolution #19-210 adjusting the fees for rentals of the fairgrounds as follows:

Location of Service	Fee Description	Target Percentage	2019 Fee	2020 Fee
Fair	Saturday 4H Horse show, South End	100%	\$500.00	\$650.00
Fair	Facility Fee- more than 4 shows per year	100%	\$100	\$105.00
Fair	Concessions/Blacksmiths per day for 2/3 days shows	100%	\$25.00	\$26.00
Fair	Main Arena, Single Day	100%	\$2,000.00	\$2,500.00

BE IT FURTHER RESOLVED, that the fees will be applicable until December 31, 2020.

## Agenda Item 2

**TO:** Board of Commissioners, Human Services, County Services & Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** January 7, 2020

**RE:** Resolution Authorizing an Agreement with Straub, Pettitt & Yaste for the Architectural and Engineering Services for Community Mental Health Renovations at the Human Services Building

For the meeting agendas of: January 21, 22 & 27

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### **BACKGROUND**

Community Mental Health would like to renovate the area they currently occupy and expand into the space currently occupied by Human Resources at the Human Services Building. Expanding the space will allow CMH to expand the Families Forward program. Straub, Pettitt & Yaste submitted the lowest responsive and responsible proposal of \$29,200.00 for the architectural and engineering services for this renovation.

### **ALTERNATIVES**

There are no alternatives for this project.

### **FINANCIAL IMPACT**

Funds are available in the Community Mental Health maintenance revolving fund line item # 631-26500-931000. Community Mental Health will reimburse the costs.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department and Community Mental Health respectfully recommends approval of the attached resolution to support an agreement with Straub, Pettitt & Yaste for the architectural and engineering services for Community Mental Health renovations at the Human Services Building.

**Agenda Item 2**

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: November 15, 2019

RE: Memorandum of Performance for RFP No. 209-19 Architectural and Engineering Services for Renovating a Portion of the Human Services Building

Per your request, on behalf of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMHA-CEI), the Purchasing Department sought proposals from experienced and qualified firms and individuals for the purpose of entering into a contract to provide architectural and engineering services for renovating a portion of the Human Services Building (HSB). Renovating the HSB will allow CMHA-CEI to expand its Families Forward program (which is currently located on the first and second floors of the HSB).

Services under this contract include, but are not limited to, architectural, engineering (mechanical, fire suppression, and electrical), demolition, construction, and installation of new carpet. The size of the first and second floors of Families Forward is approximately 48,507 square feet. However, not all current space will be affected by this renovation project.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	129	37
Vendors attending pre-bid/proposal meeting	10	1
Vendors responding	5	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Preliminary Design Services Not-to-Exceed Cost	Construction Services Not-to-Exceed Cost	Grand Total	Number of Construction Administration Meetings attending?	Number of Construction Administration Meetings attending?
Straub Pettitt Yaste	No, Clawson MI	\$8,000.00	\$21,200.00	\$29,200.00	10 meetings combined	
Bergmann Architects Engineers & Plann	No, Lansing MI (Eaton)	\$11,200.00	\$31,907.00	\$43,107.00	4	14
Wightman	No, Kalamazoo MI	\$20,500.00	\$35,200.00	\$55,700.00	4	8
Ehresman Architects	No, Troy MI	\$15,150.00	\$44,650.00	\$59,800.00	5	14
DiClemente Siegel Design Inc.	No, Southfield MI	\$27,178.79	\$65,227.50	\$92,406.29	Weekly	Bi-Weekly (+\$1,811.88)

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH STRAUB, PETTITT & YASTE ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR COMMUNITY MENTAL HEALTH RENOVATIONS AT THE HUMAN SERVICES BUILDING**

WHEREAS, Community Mental Health would like to renovate and expand the space they occupy at the Human Services Building; and

WHEREAS, the expansion of the space will allow for the Families Forward Program to expand; and

WHEREAS, it is the recommendation of the Facilities Department and Community Mental Health to enter into an agreement with Straub, Pettitt & Yaste Architects who submitted the lowest responsive and responsible proposal of \$29,200.00 for architectural and engineering services for the renovations at the Human Services Building; and

WHEREAS, funds for this project are available from the Community Mental Health maintenance revolving fund line item # 631-26500-931000 and the costs will be reimbursed by Community Mental Health.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Straub, Pettitt & Yaste Architects, 850 North Crooks, Suite 200, Clawson, Michigan 48017 for the architectural and engineering services for the renovations at the Human Services Building for an amount not to exceed \$29,200.00.

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.

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** January 6, 2020  
**SUBJECT:** Burchfield Park Grant  
For the meeting agenda of 1/22/20 Finance and 1/27/20 Human Services

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**BACKGROUND**

Board of Commissioners Resolution 18-107 authorized the submittal of a Land and Water Conservation Fund Application. The Land and Water Conservation Fund recommended this project for funding. This resolution authorizes the acceptance of the attached project agreement for the grant as Ingham County Parks successfully received this grant. The project at Burchfield Park will provide accessibility improvements throughout the park. These improvements will include paved parking spaces and paved walkways to connect facilities within the park for people of all abilities. The project will also include restroom improvements for accessibility and an accessible canoe/kayak launch along the Grand River. The prime professional provides all planning services necessary for the design and construction of the projects.

**ALTERNATIVES**

This project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. The only alternative is to not accept the grant.

**FINANCIAL IMPACT**

Board of Commissioners Resolution 18-107 authorized the submission of a Land and Water Conservation Fund grant for the Burchfield Park improvements project and approved a financial commitment to the project in the amount of \$266,500 which includes the following: reallocating \$12,000 in capital improvement funds (line item 228-75999-974000-7P06 previously authorized in Resolution 17-106), \$175,700 from the Trails and Parks Millage, \$2,500 from the Parks fund balance, and an additional \$56,300 from the 2020 Trails and Parks Millage. For the 2020 budget request, we requested and were approved for \$20,000 from the Trail and Park Millage fund for Parks CIP projects to complete the local match for the Land and Water Conservation Fund grant for Burchfield Park.

The DNR provided notice the grant will be awarded in the amount of \$256,500. The County's financial commitment is \$266,500. The DNR does not allow the topographical survey (\$10,000) to be included in the grant funding's financial commitment, this has to be done separately with local funds. The total cost of the project including the County's financial commitment is \$523,000.

In addition, the Parks Department also needs funds transferred to the appropriate line item for the prime professional work. Rowe Professional Company is the prime professional for this grant and the grant for Lake Lansing South, as authorized by Board of Commissioners Resolution 19-307. Since the Project Agreement was not released in 2019, the following invoices for Rowe Professional for the portion meant to be billed to Burchfield Park, was billed to Lake Lansing South line item #228-75999-974000-9P10:

<b>Invoice Date</b>	<b>Invoice #</b>	<b>Amount</b>
9/24/19	0091755	\$420.00
10/24/19	0092101	\$3,696.50
11/20/19	0092428	\$11,028.50
12/20/19	0092793	\$9,025.00
	<b>Total</b>	<b>\$24,170.00</b>

This resolution authorizes transferring the funds used for the prime professional work for Burchfield Park into the line item for Lake Lansing South to make up for these invoices.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

N/A.

**RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT  
FOR A LAND AND WATER CONSERVATION FUND GRANT**

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the total amount of \$256,500 for the grant application titled Burchfield Park Improvements #26-01803 to the Michigan Natural Resources Land and Water Conservation Fund for accessibility improvements throughout the park for people of all abilities at Burchfield Park, located in Delhi Township; and

WHEREAS, the Land and Water Conservation Fund Grant in the amount of \$256,500 was awarded for park and accessibility improvements at Burchfield Park; and

WHEREAS, these improvements will include accessibility improvements throughout the park including paved parking spaces and paved walkways to connect facilities within the park for people of all abilities, restroom improvements for accessibility and an accessible canoe/kayak launch along the Grand River; and

WHEREAS, the required matching funds of \$256,500 will come from previously appropriated County funds reserved for this purpose as required by the Project's Grant Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby accept the terms of the Agreement for grant # 26-01803 for accessibility improvements at Burchfield Park as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Ingham County Board of Commissioners does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide two hundred sixty six thousand five hundred (\$266,500) dollars to match the grant authorized by the DEPARTMENT, (of which \$256,500 is required by the Project's Grant Agreement and authorizes an additional \$10,000 for the topographic survey totaling \$266,500).
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

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 Controller/Administrator is authorized to transfer \$24,170.00 from a line to be determined by the budget office for the Burchfield Park Grant from invoices charged to Lake Lansing South, really meant to be billed to the portion of the contract billed to Burchfield Park, for the prime professional contract with Rowe Professional into line item # 228-75999-974000-9P10.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments to load \$175,700 from the Trails and Parks Millage fund (previously authorized by Board of Commissioners Resolution #18-107) into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to carry over/transfer \$12,000 from line item 228-75999-974000-7P06 into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments to load \$56,300 from the 2020 Trails and Parks Millage fund (previously authorized by Board of Commissioners Resolution #18-107) into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$2,500 from the Parks Department 208 fund balance for the project into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$20,000 match for the Land and Water Conservation Fund grant, as authorized in the 2020 CIP budget request, from the Trail and Park Millage fund into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the project amount of \$256,500 from the Michigan Department of Natural Resources be available in a line to be established by the Budget office.

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 Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** 01/06/2020  
**SUBJECT:** Ingham County Trails and Park Millage  
For the meeting agenda of 1/22/20 Finance and 1/27/20 Human Services

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**BACKGROUND**

Board of Commissioners Resolution #19-349 approved a fifth round of applications set at a \$2.5 million dollar cap, with no required match: \$750,000 for small shovel ready projects up to a limit of \$125,000, with the remaining \$1,750,000 be for proposals for any community for future planning. The resolution also authorized the Board of Commissioners to consider all grant applications even if they are not shovel ready or include future planning. Board of Commissioner Resolution #19-435 approved the scoring/ranking criteria for the Trails and Parks Program Application.

Following the directives of the Board of Commissioners, the Park Commission reviewed the 20 applications that were received from Delhi Township (1), City of Lansing (9), Lansing Township (1), Leslie Township (1), Meridian Township (2), City of Williamston (2), Ingham County (3), and the Village of Dansville (1).

The Park Commission scored and ranked these applications for approval for the Board of Commissioners based off of the approved scoring criteria, site visits and consultant viability reports. The viability reports are included in Exhibit A and the Park Commission's scoring is included in Exhibit B.

**ALTERNATIVES**

The Ingham County Trails and Parks Comprehensive Report provided for a detailed inventory and assessment of the County's existing trails, identification of planned trails and regional corridors, public and stakeholder preferences for millage expenditures and regional corridors. These Park Commission recommendations for the new countywide trails and parks millage allocations and funding request through the current application process by each community present priorities in an effort to accomplish these tasks. Without these new construction enhancements and rehabilitation of existing trails, bridges and County Park infrastructure, which had been deferred in the past, with the goal to provide opportunities for people to walk and bike to more places through non-motorized trails linking people to places such as parks, neighborhoods, schools, places of employment and businesses for both recreation and commuting purposes may fall short. Approving this resolution will allow local communities to provide for the Trails & Parks Task Force's recommendation and the Board of Commissioner's directive to address new construction, special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects.

**FINANCIAL IMPACT**

The funds allocated by the Board of Commissioners for 2020 from the Trails and Parks Millage for the fifth round of applications is \$2,500,000.00.

The total amount based of the ranked applications for the round five applications by the Park Commission is \$5,749,734.56 from the Trails and Parks Millage Fund which will be funded in 2020 and not across multiple years.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission reviewed and scored the projects and they support Table A shown in the attached resolution at their December 16, 2019 meeting.

**RECOMMENDATION**

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

Exhibit A

		INGHAM COUNTY TRAILS & PARKS MILLAGE GRANTS		2020 Amount	Recommended	
				-\$3,249,734.56	\$5,749,734.56	
Score	Project Type	Applicant	Project Title	Grant Request	Fund in 2020	Grant Award 2020
46.14	Shovel Ready	Meridian Township	MSU to Lake Lansing Connector, Phase 2b	\$125,000.00	YES	\$125,000.00
45.36	Shovel Ready	City of Williamston	Downtown Water Trailhead & Launch	\$114,969.40	YES	\$114,969.40
42.15	Shovel Ready	Delhi Township	Holt to Mason Trail, Phase 2	\$2,542,890.00	YES	\$2,542,890.00
40.90	Shovel Ready	City of Lansing	Bear Lake Pathway	\$718,889.00	YES	\$718,889.00
	Shovel Ready	City of Lansing	Bridge Rehabilitation (Total: \$1,086,206.15)			\$0.00
38.00	Repair	City of Lansing	CL-26	\$439,371.57	YES	\$439,371.57
38.00	Repair	City of Lansing	CL-25	\$71,465.81	YES	\$71,465.81
38.00	Repair	City of Lansing	CL-24	\$148,669.38	YES	\$148,669.38
38.00	Repair	City of Lansing	CL-12	\$95,681.42	YES	\$95,681.42
38.00	Repair	City of Lansing	CL-11	\$61,348.98	YES	\$61,348.98
38.00	Repair	City of Lansing	CL-28	\$269,669.00	YES	\$269,669.00
35.54	Shovel Ready	Leslie Township	Township Grounds Trail	\$40,000.00	YES	\$65,000.00
33.78	Planning/Eng.	City of Lansing	Rivertrail Extension-Saginaw to Oakland	\$142,200.00	YES	\$142,200.00
29.08	Other	Meridian Township	Meridian-East Lansing NTT Connection	\$375,000.00	YES	\$375,000.00
26.79	Shovel Ready	Ingham Co.	McNamara Landing	\$125,000.00	YES	\$125,000.00
26.67	Shovel Ready	Ingham Co.	Lake Lansing S. Improvements	\$125,000.00	YES	\$125,000.00
24.52	Other	City of Lansing	Red Cedar Water Trail	\$114,580.00	YES	\$114,580.00
23.75	Planning/Eng.	City of Williamston	Memorial Park	\$14,000.00	NO	\$0.00
23.20	Planning/Eng.	Ingham Co.	Hawk Island Park	\$200,000.00	YES	\$200,000.00
18.24	Other	FLRT/City of Lansing	Volunteer Trail Ambassador	\$15,000.00	YES	\$15,000.00
14.28	Other	Lansing Township	Bon Air Park Improvements	\$131,555.00	NO	\$0.00
			Amount Requested	\$5,870,289.56		\$5,749,734.56



**EXHIBIT B****FIFTH ROUND OF TRAILS & PARKS MILLAGE APPLICATION INFORMATION AND VIABILITY REPORTS**

The Ingham County Parks Department accepted the fifth round of trails and parks millage application this past fall with the deadline of October 4, 2019. After receipt of these 20 applications, site visits were performed, and the Park Commission was tasked with scoring and ranking these applications for submission to the Board of Commissioners.

The following chart is an overview of the fifth round of applications. After the chart you will find the scoring sheet, followed by the viability reports for each application provided by our consultant at Spicer Group. After the viability reports, the minutes from the December Park Commission meeting outlining the pros and cons for each application are provided. The final scoring/ranking by the Park Commission can be found in the submitted resolution.

<b>Project Type</b>	<b>Applicant</b>	<b>Project Title</b>	<b>Grant Request</b>
Shovel Ready	Meridian Township	MSU to Lake Lansing Connector, Phase 2b	\$125,000.00
Shovel Ready	City of Williamston	Downtown Water Trailhead & Launch	\$114,969.40
Shovel Ready	Delhi Township	Holt to Mason Trail, Phase 2	\$2,542,890.00
Shovel Ready	City of Lansing	Bear Lake Pathway	\$718,889.00
Shovel Ready	City of Lansing	Bridge Rehabilitation ( <i>Total: \$1,086,206.15</i> ):	
Repair	City of Lansing	CL-26	\$439,371.57
Repair	City of Lansing	CL-25	\$71,465.81
Repair	City of Lansing	CL-24	\$148,669.38
Repair	City of Lansing	CL-12	\$95,681.42
Repair	City of Lansing	CL-11	\$61,348.98
Repair	City of Lansing	CL-28	\$269,669.00
Shovel Ready	Leslie Township	Township Grounds Trail	\$40,000.00
Planning/Eng.	City of Lansing	Rivertrail Extension-Saginaw to Oakland	\$142,200.00
Other	Meridian Township	Meridian-East Lansing NTT Connection	\$375,000.00
Shovel Ready	Ingham Co.	McNamara Landing	\$125,000.00
Shovel Ready	Ingham Co.	Lake Lansing S. Improvements	\$125,000.00
Other	City of Lansing	Red Cedar Water Trail	\$114,580.00
Planning/Eng.	City of Williamston	Memorial Park	\$14,000.00
Planning/Eng.	Ingham Co.	Hawk Island Park	\$200,000.00
Other	FLRT/City of Lansing	Volunteer Trail Ambassador	\$15,000.00
Other	Lansing Township	Bon Air Park Improvements	\$131,555.00
		Amount Requested	\$5,870,289.56

## SCORING SUMMARY

### Trails & Parks Millage 2019 Round

Score	Project Type	Applicant	Project Title
46.14	Shovel Ready	Meridian Township	MSU to Lake Lansing Connector, Phase 2b
45.36	Shovel Ready	City of Williamston	Downtown Water Trailhead & Launch
42.15	Shovel Ready	Delhi Township	Holt to Mason Trail, Phase 2
40.90	Shovel Ready	City of Lansing	Bear Lake Pathway
	Shovel Ready	City of Lansing	Bridge Rehabilitation ( <i>Total: \$1,086,206.15</i> ):
38.00	Repair	City of Lansing	CL-26
38.00	Repair	City of Lansing	CL-25
38.00	Repair	City of Lansing	CL-24
38.00	Repair	City of Lansing	CL-12
38.00	Repair	City of Lansing	CL-11
38.00	Repair	City of Lansing	CL-28
35.54	Shovel Ready	Leslie Township	Township Grounds Trail
33.78	Planning/Eng.	City of Lansing	Rivertrail Extension-Saginaw to Oakland
29.08	Other	Meridian Township	Meridian-East Lansing NTT Connection
26.79	Shovel Ready	Ingham Co.	McNamara Landing
26.67	Shovel Ready	Ingham Co.	Lake Lansing S. Improvements
24.52	Other	City of Lansing	Red Cedar Water Trail
23.75	Planning/Eng.	City of Williamston	Memorial Park
23.20	Planning/Eng.	Ingham Co.	Hawk Island Park
18.24	Other	FLRT/City of Lansing	Volunteer Trail Ambassador
14.28	Other	Lansing Township	Bon Air Park Improvements

# VIABILITY REPORTS

## PROJECT EVALUATION AND VIABILITY REPORT TRAILS AND PARKS MILLAGE REVIEW 2019 ROUND (October 2019)

**Project:** HOLT TO MASON TRAIL, PHASE II (to be named Hayhoe Trail)  
**Community:** DELHI CHARTER TOWNSHIP

**Type of Application:** SHOVEL READY

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** October 20, 2019

### Funding Sources

<b>Millage Funds Requested:</b>	\$2,542,890.00	
<b>Millage Funds allocated, 2017:</b>	\$40,000.00	
<b>Millage Funds allocated, 2018:</b>		
<b>Applicant Funds/Match:</b>	<u>\$420,233.00</u>	<b>% Match:</b> 13.99%
<b>Total Project Cost:</b>	\$3,003,123.00	<b>Match Source:</b> Delhi Township
Construction Cost:	\$2,506,100.00	George and Lisa Hayhoe
Design Engineering:	\$40,360.00	
Construction Engineering:	\$60,540.00	
Other Costs:	\$20,223.00	
<b>Contingency Amount:</b>	\$375,900	12.52%

### Project Details:

Project is a re-application from the Holt to Mason Trail from 2018.

<u>Total Trail Dimensions:</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	2.02 miles	10	Asphalt
Bridge Length:	0	0	
Boardwalk:	0	0	

### MDOT / DNR Comments:

*Comments from 10/19/2018 meeting regarding this project:*

*DNR - Currently have and 2017 DNR Trust Fund application to develop Esker Park as a trail head, lake access, restrooms, etc. with construction estimated for summer 2019; plans and specifications have been approved by the DNR. The DNR would anticipate a Trust Fund application for this project. MDOT - Project has good connectivity at the north end; connecting Mason to Holt would be a good regional connection; have a completed feasibility study. Project has poor connectivity/logical termini at the south end; users would have nowhere to go until the next phase it built. MDOT sees little benefit as a stand-alone project with little traffic generators in the proposed route other than a residential neighborhood and very few businesses. The proposed storm sewer 58% of the project cost (or approx. \$1 million more than their average grant); will snow storage be an issue? Costs for mobilization and traffic were too low in the 2018 application. MDOT would encourage a 50% local match.*

**Is the Project Viable?** YES, but is contingent on DEQ approval of enclosing the drain

### Comments / Concerns:

- \$40,000 allocated in 2017 round from IC millage, is included in this application.
- \$1,000,000 allocated from IC millage, not included with this application.
- Trail connecting Holt to Mason is the 2nd highest priority for new trails in Ingham County.
- Estimates have been adjusted from 2018 to remove the drain enclosure work.
- Have wayfinding signs been included? There is no line item in the detailed estimate for them.
- Esker Park recently developed with DNR grant; includes trailhead (parking, restrooms, trail)
- Project provides a regional connection.
- Project has poor connectivity on south end- until the next phase is constructed
- Storm sewer enclosure portion of the project is being worked on with 2018 funding received.
- Pratt - Drain Commission not against enclosing the drain, need to make sure get EGLE permit and that the proposed enclosure is maintainable with the proper capacity
- Township has had preliminary discussions with DC to enclose the Hancock Drain; they will have to complete a hydraulic study

10/31/2019

Q:\Proj2019\126747592019 - Ingham Cnty Parks & Trails Conslt 2019\04\_Cost Estimate Validation\Round\_Oct2019\_Viability



**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2019 ROUND (October 2019)**

**Project:** VOLUNTEER TRAIL AMBASSADOR COORDINATOR  
**Community:** FLRT / CITY OF LANSING

**Type of Application:** OTHER PROJECT

**Reviewed By:** SPICER GROUP, TANYA MOORE  
**Date:** October 20, 2019

**Funding Sources**

<b>Millage Funds Requested:</b>	\$15,000.00	
<b>Applicant Funds/Match:</b>	<u>\$7,500.00</u>	<b>% Match: 33%</b>
<b>Total Project Cost:</b>	\$22,500.00	<b>Match Source: FLRT</b>
Construction Cost:	\$22,500.00	
Design Engineering:	NA	
Construction Engineering:	NA	
Other Costs:	NA	
<b>Contingency Amount:</b>	NA	

**Project Details:**

This request funds the Trails Ambassador position for a 4th year.

**MDOT / DNR Comments:** NA

**Is the Project Viable?** YES

**Comments / Concerns:**

FLRT is working on funding sources to fund this position in the future.

**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2019 ROUND (October 2019)**

**Project:** LAKE LANSING SOUTH PARK (LAKE ACCESS & FENCE)  
**Community:** INGHAM COUNTY

**Type of Application:** SHOVEL READY

**PRIORITY:** 1  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** October 20, 2019

**Funding Sources**

<b>Millage Funds Requested:</b>	\$125,000.00	
<b>Applicant Funds/Match:</b>	<u>\$4,000.00</u>	<b>% Match:</b> 3.1%
<b>Total Project Cost:</b>	\$129,000.00	<b>Match Source:</b>
Construction Cost:	\$94,050.00	
Design Engineering:	\$10,000.00	
Construction Engineering:	\$6,500.00	
Other Costs:	\$0.00	
<b>Contingency Amount:</b>	\$12,450	13.24%

**Project Details:**

Park improvements included in this project are fencing / gates, parking and lake access.

<u>Total Trail Dimensions:</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	NA	NA	
Bridge Length:	NA	NA	
Boardwalk:	NA	NA	

**MDOT/DNR Comments:** NA

**Is the Project Viable?** YES

**Comments / Concerns:**

- Project will require EGLE permitting (formerly DEQ).
- The adjacent rental house will be demolished in spring 2020
- Meridian Township has passed a motion in support of this project and is contributing \$2,000
- Gregg/Stephanie - concern that some sort of fence by the playground remain to protect kids playing; there is a privacy fence planned for this area
- Simar - concern that the fence meet the Township standards - County will work to meet these requirements

**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2019 ROUND (October 2019)**

**Project:** McNAMARA LANDING (PARKING LOT IMPROVEMENTS & BIOSWALE)  
**Community:** INGHAM COUNTY

**Type of Application:** SHOVEL READY **PRIORITY:** 2  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE  
**Date:** October 20, 2019

**Funding Sources**

<b>Millage Funds Requested:</b>	\$125,000.00	
<b>Applicant Funds/Match:</b>	<u>\$0.00</u>	<b>% Match:</b> 0.0%
<b>Total Project Cost:</b>	\$125,000.00	<b>Match Source:</b> DNR Trust Fund DNR LWCF
Construction Cost:	\$105,100.00	
Design Engineering:	\$12,000.00	
Construction Engineering:	\$6,400.00	
Other Costs:	\$1,500.00	
<b>Contingency Amount:</b>	\$0	0.00%

**Project Details:**

Project includes paving the existing parking lot at McNamara Lansing, with bioswale for runoff.

<u>Total Trail Dimensions:</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	NA	NA	
Bridge Length:	NA	NA	
Boardwalk:	NA	NA	

**MDOT/DNR Comments:** NA

**Is the Project Viable?** YES

**Comments / Concerns:**

- Project will provide better organization of parking, therefore increasing capacity.
- County has met with the Drain Commission office on the bio-swale (will be in the center island)
- McNamara allows dogs
- Project has parking for boat trailers

**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2019 ROUND (October 2019)**

**Project:** HAWK ISLAND PARK (DOCK REPLACEMENT)  
**Community:** INGHAM COUNTY

**Type of Application:** PLANNING / ENGINEERING

**PRIORITY:** 3  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** October 20, 2019

**Funding Sources**

<b>Millage Funds Requested:</b>	\$200,000.00	
<b>Applicant Funds/Match:</b>	<u>\$0.00</u>	<b>% Match:</b> 0.0%
<b>Total Project Cost:</b>	\$200,000.00	<b>Match Source:</b>
Construction Cost:	\$0.00	
Design Engineering:	\$200,000.00	
Construction Engineering:	\$0.00	
Other Costs:	\$0.00	
<b>Contingency Amount:</b>	\$0	

**Project Details:**

Project would provide the design engineering to replace the boardwalks along the north and east sides.

<u>Total Trail Dimensions:</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	NA	NA	
Bridge Length:	NA	NA	
Boardwalk:	2,200 LF	12'	Wood

**MDOT/DNR Comments:** NA

**Is the Project Viable?** YES

**Comments / Concerns:**

- No concerns.
- Existing boardwalk is approximately 20 yrs old; maintenance spends about 200 man hours replacing boards each
- Proposed to replace with a floating dock system that will allow fishing
- County removed the docks from the south end of the lake in 2019 due to flood and ice damage
- these docks are starting to show the damage from the ice and flooding

**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2019 ROUND (October 2019)**

**Project:** BEAR LAKE PATHWAY (PHASE 1 OF US-127 PATHWAYS)  
**Community:** CITY OF LANSING

**Type of Application:** SHOVEL READY **PRIORITY:** 2  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE  
**Date:** October 20, 2019

**Funding Sources**

<b>Millage Funds Requested:</b>	\$718,889.00	
<b>Applicant Funds/Match:</b>	<u>\$737,777.00</u>	<b>% Match:</b> 51%
<b>Total Project Cost:</b>	\$1,456,666.00	<b>Match Source:</b>
Construction Cost:	\$872,424.00	
Design Engineering:	\$359,000.00	
Construction Engineering:	\$90,000.00	
Other Costs:	\$3,100.00	
<b>Contingency Amount:</b>	\$132,142	15.15%

**Project Details:**

Shared Use Path along US-127 between Cavanaugh Road and Forest Road.

<u>Total Trail Dimensions:</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	1.59 miles	10'	Asphalt
Bridge Length:	0	10'	
Boardwalk:	0	0	

**MDOT/DNR Comments:** None.

**Is the Project Viable?** YES.

**Comments / Concerns:**

- Connects to South Lansing Pathway and Delhi Township's Sycamore Trail.
- Connects bike lanes on Forest and Cavanaugh Roads.
- Connects to bike lanes on Mt. Hope Rd. and MSU.
- Project was awarded funding from millage and MDOT. MDOT funds are no longer in place. **MDOT finding is still being pursued, but may not be received**
- Project offers a "loop" trail in the Lansing River Trail system
- Similar - is there any private funding through McLaren or MSU? There will be some trails in the McLaren development, and future plans are to extend the trail under US-127 to connect, but not as part of this project
- Have wayfinding signs been included?

**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2019 ROUND (October 2019)**

**Project:** RIVER TRAIL EXTENSION: SAGINAW ST TO OAKLAND AVE  
**Community:** CITY OF LANSING

**Type of Application:** PLANNING & ENGINEERING

**PRIORITY:** 3  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** October 20, 2019

**Funding Sources**

<b>Millage Funds Requested:</b>	\$142,200.00	
<b>Applicant Funds/Match:</b>	<u>\$15,800.00</u>	<b>% Match:</b> 10%
<b>Total Project Cost:</b>	\$158,000.00	<b>Match Source:</b>
Construction Cost:	\$120,000.00	
Design Engineering:	\$16,000.00	
Construction Engineering:	\$8,000.00	
Other Costs:	\$0.00	
<b>Contingency Amount:</b>	\$14,400	12.00%

**Project Details:**

Trail along west side of Grand River beginning north of Saginaw St, northward to Oakland Ave.

<u>Total Trail Dimensions:</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	900 LF	10'	Asphalt/Concrete
Bridge Length:	0	10'	
Boardwalk:	0	0	

**MDOT/DNR Comments:** NA

**Is the Project Viable?** YES

**Comments / Concerns:**

- Provides a pedestrian connection where there is none present, making it safer.
- Provides an improved connection between North Lansing and downtown Lansing.

**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2019 ROUND (October 2019)**

**Project:** BRIDGE REHABILITATION

**Community:** CITY OF LANSING

**Type of Application:** SHOVEL READY

**PRIORITY:** 2

*(If multiple projects) (See below)*

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** October 20, 2019

**Funding Sources** (Below cost is for all 6 bridges---see breakdown between 6 bridges below)

<b>Millage Funds Requested:</b>	\$1,086,206.15	
<b>Applicant Funds/Match:</b>	<u>\$400,000.00</u>	<b>% Match:</b> 27%
<b>Total Project Cost:</b>	\$1,486,206.15	<b>Match Source:</b>
Construction Cost:	\$1,039,305.00	
Design Engineering:	\$171,485.33	
Construction Engineering:	\$171,485.33	
Other Costs:	\$0.00	
<b>Contingency Amount:</b>	\$103,930.50	10.00%

**Project Details:**

Project includes bridge repairs to multiple bridges/boardwalks along the River Trail.

<u>Total Trail Dimensions:</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	NA	NA	
Bridge Length:	varies	varies	
Boardwalk:	varies	varies	

**MDOT/DNR Comments:** NA

**Is the Project Viable?** YES

**Comments / Concerns:**

- CL-11-LTE-RC - along Red Cedar River, East of Scott Park - Deck replacement, stringer repair, slope protection
- CL-12-LTE-RC - along Red Cedar River, E. Elm St. - Replace pile caps, repair pile connections & damaged piles
- CL-24-LT-GR - along the Grand River, by Riverwalk Theatre - Repairs to railing & light pole, riprap under bridge, replace traffic posts at south approach
- CL-25-LT-GR - along the Grand River, south of Lansing Center & East of Michigan Ave. - Pile & Railing repair, beam replacement, approach work.
- CL-26-LT-GR - along the Grand River at the Lansing Center - Clean & coat steel, place scout countermeasures under bridge, replace deck, misc. steel repair, approach work.
- CL-28-LT-GR - along the Grand River at Adado Riverfront Park - Replace deck (north walkway), upgrade railings (south walkway), substructure repair, scour countermeasures, misc. steel repairs.

<b>Priority</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>6</b>
<b>Bridge #</b>	<b>11</b>	<b>12</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>28</b>
	REPAIR	REPAIR	REPAIR	REPAIR	REPAIR	REPAIR
<b>Millage Req:</b>	\$61,226.20	\$97,663.52	\$148,371.89	\$71,322.80	\$438,492.37	\$269,129.39
<b>Local Match:</b>	<u>\$22,546.81</u>	<u>\$35,965.00</u>	<u>\$54,638.57</u>	<u>\$26,264.92</u>	<u>\$161,476.65</u>	<u>\$99,108.03</u>
<b>Total Proj Cost:</b>	<b>\$83,773.01</b>	<b>\$133,628.52</b>	<b>\$203,010.46</b>	<b>\$97,587.72</b>	<b>\$599,969.02</b>	<b>\$368,237.42</b>
Constr. Cost:	\$58,700.00	\$91,550.00	\$142,250.00	\$68,380.00	\$420,400.00	\$258,025.00
Design Eng.:	\$9,601.50	\$16,461.76	\$23,267.73	\$11,184.86	\$68,764.51	\$42,204.96
Constr. Eng.:	\$9,601.51	\$16,461.76	\$23,267.73	\$11,184.86	\$68,764.51	\$42,204.96
Other Costs:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contingency:	\$5,870.00	\$9,155.00	\$14,225.00	\$6,838.00	\$42,040.00	\$25,802.50

**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2019 ROUND (October 2019)**

**Project:** RED CEDAR WATER TRAIL  
**Community:** CITY OF LANSING

**Type of Application:** OTHER PROJECT

**PRIORITY:** 4  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** October 20, 2019

**Funding Sources**

<b>Millage Funds Requested:</b>	\$114,580.00	
<b>Applicant Funds/Match:</b>	<u>\$0.00</u>	<b>% Match:</b> 0%
<b>Total Project Cost:</b>	\$114,580.00	<b>Match Source:</b>
Construction Cost:	\$0.00	
Design Engineering:	\$7,000.00	
Construction Engineering:	\$0.00	
Other Costs:	\$97,800.00	
<b>Contingency Amount:</b>	\$9,780	10.00%

**Project Details:**

Project addresses removal of the accumulation of log jams that inhibit the use of the river.

<u>Total Trail Dimensions:</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	NA	NA	
Bridge Length:	NA	NA	
Boardwalk:	NA	NA	

**MDOT/DNR Comments:** NA

**Is the Project Viable?** YES

**Comments / Concerns:**

- No concerns.
- Bennett - does the Red Cedar River have a dedicated water trail? No, but the City has 2 launches on the RC River, has wayfinding signage on the Grand River, and the project is part of the Mannik/Smith report.
- Cherry - are there any plans for fixing the erosion by the trail tressel (by US-127)? Not in this project.
- Gregg - are there liveries on the river? Yes, Rivertown, City is working with them.
- Gregg - how will this project affect habitats? City is working with groups to minimize the impact

**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2019 ROUND (October 2019)**

**Project:** BON AIR PARK IMPROVEMENTS  
**Community:** LANSING TOWNSHIP

**Type of Application:** OTHER PROJECT

**PRIORITY:** 1  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** October 20, 2019

**Funding Sources**

<b>Millage Funds Requested:</b>	\$131,555.00	
<b>Applicant Funds/Match:</b>	<u>\$5,250.00</u>	<b>% Match:</b> 3.8%
<b>Total Project Cost:</b>	\$136,805.00	<b>Match Source:</b>
Construction Cost:	\$97,350.00	
Design Engineering:	\$9,735.00	
Construction Engineering:	\$9,735.00	
Other Costs:	\$10,500.00	
<b>Contingency Amount:</b>	\$9,735	10.00%

**Project Details:**

Project improvements to Bon Air Park include upgrades to the playground, basketball court & a new pavilion. Project will also include new walkways and amenities such as picnic tables, benches, bike rack, trash bins grills and signage.

<u>Total Trail Dimensions:</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	NA	NA	
Bridge Length:	NA	NA	
Boardwalk:	NA	NA	

**MDOT/DNR Comments:** NA

**Is the Project Viable?** YES

**Comments / Concerns:**

- Future connections from this park to trails in former Waverly Golf Course which will connect to Waverly Road Shared Use Path and the Lansing River Trail.

**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2019 ROUND (October 2019)**

**Project:** LESLIE TOWNSHIP GROUNDS TRAIL  
**Community:** LESLIE TOWNSHIP

**Type of Application:** SHOVEL READY

**PRIORITY:** 1  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** October 20, 2019

**Funding Sources**

<b>Millage Funds Requested:</b>	\$40,000.00	
<b>Applicant Funds/Match:</b>	<u>\$10,000.00</u>	<b>% Match: 20.0%</b>
<b>Total Project Cost:</b>	\$50,000.00	<b>Match Source:</b>
Construction Cost:	\$44,880.00	
Design Engineering:	\$0.00	
Construction Engineering:	\$0.00	
Other Costs:	\$620.00	
<b>Contingency Amount:</b>	\$4,500	10.03%

**Project Details:**

Project includes 8-ft wide asphalt trail at the Leslie Twp Grounds Park.

<u>Total Trail Dimensions:</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	.33 miles	8'	Asphalt
Bridge Length:	NA	NA	
Boardwalk:	NA	NA	

**MDOT/DNR Comments:** NA

**Is the Project Viable?** YES

**Comments / Concerns:**

- Will restripe parking spaces for ADA adjacent to the trail.
- Leslie currently has no walking trails.
- Proposal submitted does not include an aggregate base under the asphalt. The Township has an alternate proposal to include aggregate base under the asphalt, which would increase the life of the pavement, for approximately \$25,000 more.
- **Unsworth - this project is a great for ADA accessibility to the sports fields**

**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2019 ROUND (October 2019)**

**Project:** MSU TO LAKE LANSING CONNECTOR, PHASE IIb  
**Community:** MERIDIAN TOWNSHIP

**Type of Application:** SHOVEL READY

**PRIORITY:** 1  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** October 20, 2019

**Funding Sources**

<b>Millage Funds Requested:</b>	\$125,000.00	
<b>Applicant Funds/Match:</b>	<u>\$100,000.00</u>	<b>% Match: 44%</b>
<b>Total Project Cost:</b>	\$225,000.00	<b>Match Source:</b>
Construction Cost:	\$175,000.00	
Design Engineering:	\$23,000.00	
Construction Engineering:	\$5,000.00	
Other Costs:	\$5,000.00	
<b>Contingency Amount:</b>	\$17,000	9.71%

**Project Details:**

Project would increase the width of the 7-ft wide walk along Okemos Rd to 10-ft wide shared use path from Gaylord C. Smith Ct. to the Inter Urban path.

<u>Total Trail Dimensions:</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	0.5 miles	10'	Asphalt
Bridge Length:	NA	NA	
Boardwalk:	NA	NA	

**MDOT/DNR Comments:** NA

**Is the Project Viable?** YES

**Comments / Concerns:**

- Project will require coordination with the railroad.
- The MSU to Lake Lansing Trail is the top rated trail in the County for development
- Schedule: Bid Summer 2020; Award/Start Construction Summer 2020; End Construction 11/15/20

**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2019 ROUND (October 2019)**

**Project:** MERIDIAN - EAST LANSING NORTHERN TIER TRAIL CONNECTION  
**Community:** MERIDIAN TOWNSHIP

**Type of Application:** OTHER PROJECT **PRIORITY:** 2  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE  
**Date:** October 20, 2019

**Funding Sources**

<b>Millage Funds Requested:</b>	\$375,000.00		
<b>Applicant Funds/Match:</b>	<u>\$125,000.00</u>	<b>% Match:</b>	25%
<b>Total Project Cost:</b>	\$500,000.00	<b>Match Source:</b>	
Construction Cost:	\$410,000.00		
Design Engineering:	\$15,000.00		
Construction Engineering:	\$9,000.00		
Other Costs:	\$26,000.00		
<b>Contingency Amount:</b>	\$40,000		9.76%

**Project Details:**

Project includes shared use path along Towar Ave. from Lake Lansing Rd. to the north Meridian Twp limits.

<u>Total Trail Dimensions:</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	0.6 miles	10'	Asphalt
Bridge Length:	NA	NA	
Boardwalk:	NA	NA	

**MDOT/DNR Comments:** NA

**Is the Project Viable?** YES

**Comments / Concerns:**

- Connection to Northern Tier Trail
- Township is working on obtaining easements.
- Depending on easements, trail may need to be as little as 7-ft. wide.
- Park Commissioners have concerns about getting easements; Township is confident they will get them
- Pratt - Drain Commission would like to see a bioswale or rain garden between the parking lot and the river
- Stivers - these residents expressed a want for more parks and access; believes the project will be received
- Schedule: Bid 5/1/20; Award/Start Construction 6/15/20; End Construction 11/1/20

**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2019 ROUND (October 2019)**

**Project:** DOWNTOWN WILLIAMSTON WATER TRAILHEAD AND LAUNCH  
**Community:** CITY OF WILLIAMSTON

**Type of Application:** SHOVEL READY

**PRIORITY:** 1  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** October 20, 2019

**Funding Sources**

<b>Millage Funds Requested:</b>	\$114,969.40	
<b>Applicant Funds/Match:</b>	<u>\$15,000.00</u>	<b>% Match:</b> 12%
<b>Total Project Cost:</b>	\$129,969.40	<b>Match Source:</b>
Construction Cost:	\$98,438.00	
Design Engineering:	\$7,382.85	
Construction Engineering:	\$7,382.85	
Other Costs:	\$6,921.90	
<b>Contingency Amount:</b>	\$9,844	7.57%

**Project Details:**

Project includes a paved ramp / launch for kayaks along with a parking lot and accessible walkways. Other site amenities will include signage.

<u>Total Trail Dimensions:</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	NA	NA	
Bridge Length:	NA	NA	
Boardwalk:	NA	NA	

**MDOT / DNR Comments:**

Not applicable.

**Is the Project Viable?** YES.

**Comments / Concerns:**

- Project requires permitting through EGLE (formerly DEQ).
- Trailhead for water trail; will allow for portage around the rapids.
- Supports future walking trail in Williamston.
- **Project is scheduled to start construction in late 2020**
- **Pratt - Drain Commission would like to see a bioswale or rain garden between the parking lot and the river**

**PROJECT EVALUATION AND VIABILITY REPORT  
TRAILS AND PARKS MILLAGE REVIEW  
2019 ROUND (October 2019)**

**Project:** MEMORIAL PARK  
**Community:** CITY OF WILLIAMSTON

**Type of Application:** PLANNING & ENGINEERING

**PRIORITY: 2**  
*(if multiple projects)*

**Reviewed By:** SPICER GROUP, TANYA MOORE

**Date:** October 20, 2019

**Funding Sources**

<b>Millage Funds Requested:</b>	\$14,000.00	
<b>Applicant Funds/Match:</b>	<u>\$1,000.00</u>	<b>% Match: 6.67%</b>
<b>Total Project Cost:</b>	\$15,000.00	<b>Match Source:</b>
Construction Cost:	\$0.00	
Design Engineering:	\$15,000.00	
Construction Engineering:	\$0.00	
Other Costs:	\$0.00	
<b>Contingency Amount:</b>	\$0	0.00%

**Project Details:**

Project includes the Design only of a trail connector from Highland Street eastward through Memorial Park, crossing the Red Cedar River at an existing pedestrian bridge near the Eagles Club / High Street. The project will also provide a trailhead parking area.

<u>Total Trail Dimensions:</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TYPE</u>
Paved Trail Length:	TBD	TBD	
Bridge Length:	195	7'	Existing, over river
Boardwalk:	0	0	

**MDOT / DNR Comments:**

Not applicable.

**Is the Project Viable?** YES.

**Comments / Concerns:**

- Project is only requesting costs for Design Engineering (included topo survey, design & permitting).
- What is the condition of the existing bridge? (WT-01-WT-RC) This bridge will provide access to the proposed trail on the south end.
- Project requires permitting through EGLE (formerly DEQ).
- What is the schedule/plan for bidding, construction, and construction engineering for this project?
- There are two covered bridge/pavilion structures recently installed. The proposed trail will incorporate these structures.
- Do Trail Wayfinding signs need to be included in the project?

10/31/2019

Q:\Proj2019\1267475G2019 - Ingham Cnty Parks & Trails Consit 2019\04\_Cost Estimate Validation\Round\_Oct2019\_Viability



**DRAFT MINUTES OF THE MEETING**  
**INGHAM COUNTY PARKS & RECREATION COMMISSION**  
**121 E. Maple Street, Suite 102, Mason, Michigan 48854**  
**December 16, 2019**

**AGENDA ITEM #6B TRAILS AND PARKS MILLAGE FIFTH ROUND APPLICATION SCORING:**

Ms. Buzzard stated we are recommending funding 2.5 million for this round and asked if funding these applications is contingent on the millage renewing. Commissioners Stivers said we can't make this contingent upon the renewal, legally speaking. Mr. Bennett stated he would like to start at the bottom of the list of applications and work up the list. Mr. Morgan stated park staff would recommend that the Park Commission recommend to the Board of Commissioners, that upon passage of the millage, these will be fully funded, since we are at a deficit. There is 9.5 million in the bank, but 1.7 million is over allocated. Ms. Buzzard clarified it is 2.1 million over allocated. Mr. Morgan stated by the time it goes to the Board of Commissioners, and then to the legal department, contracts won't be ready until March, and this would not slow down the process.

**LANSING TOWNSHIP**

**PROJECT TITLE: BON AIR PARK IMPROVEMENTS**

**TYPE OF PROJECT: OTHER PROJECT**

**AMOUNT REQUESTED: \$131,555**

Ms. Hamrick asked the other commissioners why they thought it didn't fit into the parameters of the millage. Mr. Unsworth stated it is within the park, but there is no connectivity. Mr. Bennett stated when he read the application, he didn't feel like it was in the scope of the millage. Mr. Morgan stated in the last round of applications, Aurelius asked for a shelter and it was funded, but there was a trail – it did not get funded the last round, for this same logic. Ms. Hamrick stated this is her side of town, she likes the project and this could attract voters. It could connect to the trail on Waverly Road in the future. Ms. Buzzard stated they could always reapply if it isn't funded. Ms. Pawar said she agrees with Ms. Hamrick about connectivity, and she thinks this area is underserved. Commissioner Stivers said she remembers the Township saying in their presentation it was shovel ready, and asked why it isn't marked as a shovel ready project. Discussion. Mr. Unsworth stated he looked through the slide show of their presentation and it did not say shovel ready, and Ms. Buzzard confirmed that was their selection in their application.

MOVED BY MR. UNSWORTH, SUPPORTED BY MS. PAWAR

TO RECOMMEND FUNDING LANSING TOWNSHIP'S BON AIR PARK IMPROVEMENTS

**Yes-2** (Simar Pawar and Michael Unsworth); **No-5** (Matt Bennett, Cherry Hamrick, Commissioner Emily Stivers, Chris Swope, and Stephanie Thomas); **Abstain-1** (Paul Pratt). Absent: Commissioner Trubac. **MOTION FAILED.**

**FLRT/CITY OF LANSING**

**PROJECT TITLE: VOLUNTEER TRAIL AMBASSADOR COORDINATOR**

**TYPE OF PROJECT: OTHER PROJECT**

**AMOUNT REQUESTED: \$15,000**

Ms. Hamrick stated FLRT doesn't like coming back each year to ask for additional money to fund this position; but until the wayfinding signs are in the ground they have to. Mr. Bennett asked for a status update on the signage project. Ms. Buzzard stated the signs should be in the ground in 2020. Mr. Bennett asked if there are any sponsors lined up for the signs, and Ms. Ross stated there are a couple.

MOVED BY MS. THOMAS, SUPPORTED BY MR. SWOPE

TO RECOMMEND FUNDING CITY OF LANSING/FLRT'S VOLUNTEER TRAIL AMBASSADOR COORDINATOR

**Yes-7** (Matt Bennett, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Chris Swope, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-1** (Cherry Hamrick). Absent: Commissioner Trubac.  
**MOTION CARRIED.**

### **INGHAM COUNTY PARKS**

**PROJECT TITLE:** HAWK ISLAND PARK (DOCK REPLACEMENT)

**TYPE OF PROJECT:** PLANNING / ENGINEERING

**AMOUNT REQUESTED:** \$200,000

Commissioner Stivers asked why this scored low, and Ms. Buzzard stated there wasn't any match and the County has already been awarded a project. Ms. Hamrick said the ranking was third priority out of the County's applications. Mr. Bennett stated the Park Commission ranked it very high, but it was the overall criteria that lowered the score. Mr. Morgan stated we did not provide a match since it was not required in this round.

MOVED BY MR. SWOPE, SUPPORTED BY MS. THOMAS

TO RECOMMEND FUNDING INGHAM COUNTY PARK'S HAWK ISLAND PARK DOCK REPLACEMENT

**Yes-7** (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Chris Swope, and Stephanie Thomas); **No-0; Abstain-1** (Paul Pratt). Absent: Commissioner Trubac.  
**MOTION CARRIED.**

### **CITY OF LANSING**

**PROJECT TITLE:** RED CEDAR WATER TRAIL

**TYPE OF PROJECT:** OTHER PROJECT

**AMOUNT REQUESTED:** \$114,580

Mr. Pratt stated he is concerned about the dumping of animal sewage into the Red Cedar. Mr. Pratt said the City of Lansing Parks Department may not be aware of this, since that is under the jurisdiction of the Public Service Department. Discussion.

Mr. Swope said he would like to discuss the Meridian Township's Northern Tier Trail Connection application. This is a connector, however it is a sidewalk, not a trail. Mr. Morgan stated a lot of Meridian Township's trails are sidewalks. Mr. Unsworth stated legally these are pathways.

Mr. Bennett stated he wants to return to discuss the log jam removal application, and he doesn't think this fits the criteria, there won't be a launch and it is not a state designated water trail. Ms. Buzzard stated we approved the Williamston application to clear the Red Cedar. Ms. Buzzard stated eventually the City would like it to be a state designated water trail. Mr. Morgan stated Rivertown Adventures uses the Red Cedar, but their volunteers cannot clear this area. Mr. Morgan stated there is an issue with our blueways near the English Inn, and the blockages can cause safety concerns. Mr. Pratt recommend Mr. Morgan inquire with Eaton County drain department about the English Inn logjam.

Mr. Swope left the meeting at 6:36pm.

**LESLIE TOWNSHIP**

**PROJECT TITLE:** LESLIE TOWNSHIP GROUNDS TRAIL

**TYPE OF PROJECT:** OTHER PROJECT

**AMOUNT REQUESTED:** \$40,000

Ms. Thomas said she wants to voice her support for Leslie Township's project. Ms. Thomas stated the alternate amount was an additional \$25,000. Mr. Bennett recommended funding the alternate. Mr. Morgan said it is important to use a base, for example we had issues at Hawk Island in regards to this.

MOVED BY MS. THOMAS, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND FUNDING LESLIE TOWNSHIP GROUNDS TRAIL WITH THE ALTERNATE ADDITIONAL AMOUNT OF \$25,000 FOR A TOTAL AMOUNT OF \$65,000

**Yes-7** (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0**. Absent: Chris Swope and Commissioner Trubac.  
**MOTION CARRIED.**

**CITY OF WILLIAMSTON**

**PROJECT TITLE:** DOWNTOWN WILLIAMSTON WATER TRAILHEAD AND LAUNCH

**TYPE OF PROJECT:** SHOVEL READY

**AMOUNT REQUESTED:** \$114,969.40

Ms. Hamrick stated Williamston is a big river town and it will be a good project. Ms. Thomas asked if Williamston was previously awarded a grant and Ms. Buzzard stated the City had, but not the Township. Ms. Thomas stated her favorite applications were from Williamston and Leslie Township.

**CITY OF WILLIAMSTON**

**PROJECT TITLE:** MEMORIAL PARK

**TYPE OF PROJECT:** PLANNING & ENGINEERING

**AMOUNT REQUESTED:** \$14,000

Ms. Pawar said she would not recommend this application because they need to do more planning, this is just short term and it doesn't have elements like connectivity. Ms. Hamrick agreed. Ms. Thomas said the application is disjointed, and some of it may not be likely such as turning a tennis court into a parking lot. Commissioner Stivers said they could reapply later.

MOVED BY MS. THOMAS, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND NOT FUNDING CITY OF WILLIAMSTON'S MEMORIAL PARK

**Yes-7** (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0**. Absent: Chris Swope and Commissioner Trubac.  
**MOTION CARRIED.**

Mr. Bennett proposed recommending the rest of the applications for funding, unless the Commission wanted to discuss any other projects in more detail. All present agreed.

**DELHI TOWNSHIP**

**PROJECT TITLE:** HOLT TO MASON TRAIL, PHASE II (TO BE NAMED HAYHOE TRAIL)

**TYPE OF PROJECT:** SHOVEL READY

**AMOUNT REQUESTED:** \$2,542,890

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING DELHI TOWNSHIP'S HOLT TO MASON TRAIL, PHASE II (TO BE NAMED HAYHOE TRAIL)

**Yes-7** (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and Commissioner Trubac.  
**MOTION CARRIED.**

**INGHAM COUNTY PARKS**

**PROJECT TITLE:** LAKE LANSING SOUTH PARK (LAKE ACCESS & FENCE)

**TYPE OF PROJECT:** SHOVEL READY

**AMOUNT REQUESTED:** \$125,000

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING INGHAM COUNTY PARK'S LAKE LANSING SOUTH PARK (LAKE ACCESS & FENCE)

**Yes-7** (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and Commissioner Trubac.  
**MOTION CARRIED.**

**INGHAM COUNTY PARKS**

**PROJECT TITLE:** MCNAMARA LANDING (PARKING LOT IMPROVEMENTS & BIOSWALE)

**TYPE OF PROJECT:** SHOVEL READY

**AMOUNT REQUESTED:** \$125,000

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING INGHAM COUNTY PARK'S MCNAMARA LANDING (PARKING LOT IMPROVEMENTS & BIOSWALE)

**Yes-7** (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and Commissioner Trubac.  
**MOTION CARRIED.**

**CITY OF LANSING**

**PROJECT TITLE:** BEAR LAKE PATHWAY (PHASE 1 OF US-127 PATHWAYS)

**TYPE OF PROJECT:** SHOVEL READY

**AMOUNT REQUESTED:** \$718,889

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF LANSING'S BEAR LAKE PATHWAY (PHASE 1 OF US-127 PATHWAYS)

**Yes-7** (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0**. Absent: Chris Swope and Commissioner Trubac.  
**MOTION CARRIED.**

**CITY OF LANSING**

**PROJECT TITLE:** RIVER TRAIL EXTENSION: SAGINAW ST TO OAKLAND AVE

**TYPE OF PROJECT:** PLANNING & ENGINEERING

**AMOUNT REQUESTED:** \$142,200

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF LANSING'S RIVER TRAIL EXTENSION: SAGINAW ST TO OAKLAND AVE

**Yes-7** (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0**. Absent: Chris Swope and Commissioner Trubac.  
**MOTION CARRIED.**

**CITY OF LANSING**

**PROJECT TITLE:** BRIDGE REHABILITATION

**TYPE OF PROJECT:** PLANNING & ENGINEERING

**AMOUNT REQUESTED:** \$1,086,206.15, BREAKDOWN BELOW:

BRIDGE	AMOUNT
26	\$439,371.57
25	\$71,465.81
24	\$148,669.38
12	\$95,681.42
11	\$61,348.98
28	\$269,669.00

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF LANSING'S BRIDGES# 26, 25, 24, 12, 11 & 28

**Yes-7** (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0**. Absent: Chris Swope and Commissioner Trubac.  
**MOTION CARRIED.**

**CITY OF LANSING**

**PROJECT TITLE:** RED CEDAR WATER TRAIL

**TYPE OF PROJECT:** OTHER PROJECT

**AMOUNT REQUESTED:** \$114,580

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF LANSING'S RED CEDAR WATER TRAIL

**Yes-7** (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0**. Absent: Chris Swope and Commissioner Trubac.  
**MOTION CARRIED.**

**MERIDIAN TOWNSHIP**

**PROJECT TITLE:** MSU TO LAKE LANSING CONNECTOR, PHASE IIB

**TYPE OF PROJECT:** SHOVEL READY

**AMOUNT REQUESTED:** \$125,000

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING MERIDIAN TOWNSHIP'S MSU TO LAKE LANSING CONNECTOR, PHASE IIB

**Yes-7** (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0**. Absent: Chris Swope and Commissioner Trubac.  
**MOTION CARRIED.**

**MERIDIAN TOWNSHIP**

**PROJECT TITLE:** MERIDIAN - EAST LANSING NORTHERN TIER TRAIL CONNECTION

**TYPE OF PROJECT:** OTHER PROJECT

**AMOUNT REQUESTED:** \$375,000

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING MERIDIAN TOWNSHIP'S MERIDIAN - EAST LANSING NORTHERN TIER TRAIL CONNECTION

**Yes-7** (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0**. Absent: Chris Swope and Commissioner Trubac.  
**MOTION CARRIED.**

**CITY OF WILLIAMSTON**

**PROJECT TITLE:** DOWNTOWN WILLIAMSTON WATER TRAILHEAD AND LAUNCH

**TYPE OF PROJECT:** SHOVEL READY

**AMOUNT REQUESTED:** \$114,969.40

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF WILLIAMSTON'S DOWNTOWN WILLIAMSTON WATER TRAILHEAD AND LAUNCH

**Yes-7** (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0**. Absent: Chris Swope and Commissioner Trubac.  
**MOTION CARRIED.**

Ms. Pawar asked if there is a master plan for millage projects. Mr. Bennett stated there is the Ingham County Trails & Parks Comprehensive Report developed by Mannik Smith. Discussion.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACTS FOR TRAILS AND PARKS  
MILLAGE APPLICATIONS**

WHEREAS, Board of Commissioners Resolution #19-349 approved a fifth round of applications set at a \$2.5 million dollar cap, with no required match: \$750,000 for small shovel ready projects up to a limit of \$125,000, with the remaining \$1,750,000 be for proposals for any community for future planning; and

WHEREAS, the Board of Commissioners will consider all grant applications, even if they are not shovel ready or include future planning; and

WHEREAS, 20 applications were received from Delhi Township (1), City of Lansing (9), Lansing Township (1), Leslie Township (1), Meridian Township (2), City of Williamston (2), Ingham County (3), and the Village of Dansville (1); and

WHEREAS, after careful review and evaluation of the applications by the Park Commission, the Park Commission submits the following ranking shown in Table A for funding of the below applications.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves entering into contracts with the following entities designated within the below Table A.

**Table A:**

<b>Applicant</b>	<b>Project Title</b>	<b>Grant Request</b>	<b>Fund in 2020</b>	<b>Grant Award 2020</b>
Meridian Township	MSU to Lake Lansing Connector, Phase 2b	\$125,000.00	YES	\$125,000.00
City of Williamston	Downtown Water Trailhead & Launch	\$114,969.40	YES	\$114,969.40
Delhi Township	Holt to Mason Trail, Phase 2	\$2,542,890.00	YES	\$2,542,890.00
City of Lansing	Bear Lake Pathway	\$718,889.00	YES	\$718,889.00
City of Lansing	Bridge Rehabilitation ( <i>Total: \$1,086,206.15</i> ):			\$0.00
City of Lansing	CL-26	\$439,371.57	YES	\$439,371.57
City of Lansing	CL-25	\$71,465.81	YES	\$71,465.81
City of Lansing	CL-24	\$148,669.38	YES	\$148,669.38
City of Lansing	CL-12	\$95,681.42	YES	\$95,681.42
City of Lansing	CL-11	\$61,348.98	YES	\$61,348.98
City of Lansing	CL-28	\$269,669.00	YES	\$269,669.00
Leslie Township	Township Grounds Trail	\$40,000.00	YES	\$65,000.00
City of Lansing	Rivertrail Extension-Saginaw to Oakland	\$142,200.00	YES	\$142,200.00
Meridian Township	Meridian-East Lansing NTT Connection	\$375,000.00	YES	\$375,000.00
Ingham Co.	McNamara Landing	\$125,000.00	YES	\$125,000.00
Ingham Co.	Lake Lansing S. Improvements	\$125,000.00	YES	\$125,000.00
City of Lansing	Red Cedar Water Trail	\$114,580.00	YES	\$114,580.00
<b>City of Williamston</b>	<b>Memorial Park</b>	<b>\$14,000.00</b>	<b>NO</b>	<b>\$0.00</b>
Ingham Co.	Hawk Island Park	\$200,000.00	YES	\$200,000.00
FLRT/City of Lansing	Volunteer Trail Ambassador	\$15,000.00	YES	\$15,000.00
<b>Lansing Township</b>	<b>Bon Air Park Improvements</b>	<b>\$131,555.00</b>	<b>NO</b>	<b>\$0.00</b>
	Amount Requested	\$5,870,289.56		\$5,749,734.56

BE IT FURTHER RESOLVED, that the 70% limitation on allocation of projected future millage revenue imposed by Resolution 17-275 is hereby waived.

BE IT FURTHER RESOLVED, that all work will be completed within two years from the date the contracts are executed.

BE IT FURTHER RESOLVED, that if work is not completed within two years due to delay from awaiting other funding sources that an extension may be requested and negotiated and mutually agreed upon between both parties.

BE IT FURTHER RESOLVED, granting of millage dollars to municipalities may be subject to the acquisition of local or grant match funding awarded when included in the original proposal.

BE IT FURTHER RESOLVED, to require the entity to include signage provided by the Ingham County Parks Department referencing the millage funds during the construction phase, a permanent sign to remain on the site in perpetuity post completion of the project as well as wayfinding signage provided by the County if applicable.

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 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 Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** December 18, 2019  
**SUBJECT:** Visitor Incentive Program at Hawk Island  
For the meeting agenda of 1/22/20 Finance and 1/27/20 Human Services

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**BACKGROUND**

In an effort to continue to increase visitation at the parks, staff developed a visitor incentive program for the Hawk Island snow tubing hill. The incentive will allow Ingham County schools and non-profit organizations to fund raise while also providing increased revenue for the Parks Department for a snow tubing event held on Monday-Thursday evenings. Board of Commissioners Resolution 15-397 authorized the concept of visitor incentive programs, attached in Exhibit A. This resolution authorizes that schools or non-profit organizations would receive back up to 25% of the revenue collected on snow park ticket sales for their schools' or non-profit organization's designated evening.

**ALTERNATIVES**

The alternative is not to offer the incentive.

**FINANCIAL IMPACT**

This visitor incentive program could increase visitation and revenue for the snow tubing hill, and would authorize schools or non-profit organizations to receive back up to 25% of the revenue collected.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their December 16, 2019 meeting.

**RECOMMENDATION**

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

**Exhibit A**

**ADOPTED - OCTOBER 27, 2015  
AGENDA ITEM NO. 15**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION GRANTING THE INGHAM COUNTY PARKS AND RECREATION COMMISSION  
THE ABILITY TO APPROVE FUTURE VISITOR INCENTIVE PROGRAMS  
AT THE INGHAM COUNTY PARKS**

**RESOLUTION # 15 – 397**

WHEREAS, increasing visitation and providing positive visitor experiences at the Ingham County Parks are key elements of our Strategic Plan and Mission; and

WHEREAS, park staff wishes to develop occasional visitor incentive programs for promotional and marketing purposes (special rates/discounts) internally and with outside partners to increase visitation at the Ingham County Parks; and

WHEREAS, park staff will develop visitor promotions (special rates/discounts) for facilities and programs offered in the Parks; and

WHEREAS, building strong relationships with sectors of the community is good for the Ingham County Parks, Ingham County, and the State of Michigan; and

WHEREAS, all proposed visitor incentives will be reviewed by the Parks Director and the Ingham County Parks and Recreation Commission.

THEREFORE BE IT RESOLVED, the Board of Commissioners grants the Ingham County Parks & Recreation Commission the ability to approve occasional visitor incentive programs at Ingham County Parks after review by the Park Director and upon the recommendation of the Ingham County Parks & Recreation Commission.

**COUNTY SERVICES: Yeas:** Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 10/20/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, McGrain, Schafer, Case Naeyaert  
**Nays:** None **Absent:** Tennis, Tsernoglou **Approved 10/21/15**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A VISITOR INCENTIVE PROGRAM  
FOR THE HAWK ISLAND SNOW TUBING HILL**

WHEREAS, increasing visitation and providing positive visitor experiences at the Ingham County Parks are key elements of our Strategic Plan and Mission; and

WHEREAS, in order to better promote the winter activity of snow tubing at Hawk Island to youth school groups within Ingham County and non-profit organizations, staff developed a visitor promotion for a snow tubing event held between Monday-Thursday evenings to allow schools and non-profit organizations to fund raise while also providing increased revenue for the Parks Department; and

WHEREAS, schools and non-profit organizations would receive back up to 25% of the revenue collected on snow park ticket sales for their schools' or non-profit organization's designated evening.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the visitor incentive program for a snow tubing event at Hawk Island held between Monday-Thursday evenings to allow youth school groups within Ingham County and non-profit organizations to fund raise while also providing increased revenue for the Parks Department.

BE IT FURTHER RESOLVED, that schools and non-profit organizations would receive back up to 25% of the revenue collected on snow park ticket sales for their schools' designated evening.

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 4a

**TO:** Board of Commissioners Finance and Human Services Committee  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 30th, 2019  
**SUBJECT:** Authorization to Accept Funds from the State of Michigan Local Community Stabilization Authority (LCSA)  
For the meeting agendas of January 22<sup>nd</sup>, and January 27<sup>th</sup>, 2020

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### **BACKGROUND**

Michigan Department of Health & Human Services (MDHHS) and State of Michigan Local Community Stabilization Authority (LCSA) disbursed funds in the amount of \$356,809 for the purpose of providing allowable health services as described in MCL 333.2475. In FY 20, Ingham County Health Department (ICHHD) will submit resolution(s) to use these funds to request authorization of new positions, programs, and contracts.

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

The amount of the grant funds is \$356,809.00.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the acceptance of \$356,809.00 in grant funds which will allow ICHHD to provide allowable health services as described in MCL 333.2475.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF GRANT FUNDS FROM  
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES AND  
STATE OF MICHIGAN LOCAL COMMUNITY STABILIZATION AUTHORITY**

WHEREAS, Ingham County Health Department wishes to accept grant funds from Michigan Department of Health & Human Services (MDHHS) and State of Michigan Local Community Stabilization Authority (LCSA) in the amount of \$356,809.00; and

WHEREAS, the funds will be used for reimbursement of reasonable and allowable costs of required and allowable health services as described in MCL 333.2475; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of these funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of these funds.

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

## Agenda Item 4b

**TO:** Board of Commissioners Finance and Human Services Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 12, 2019  
**SUBJECT:** Authorization to Enter a Collaborative, Services and Referral Agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties

For the meeting agendas of January 21, January 22, and January 27, 2020

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### **BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) for mental health therapist services, effective February 1, 2020 through January 31, 2021. This agreement will include an additional .25 FTE of a Mental Health Therapist (MHT) Supervisor time as well as a 1.00 FTE CMH Coordinator position. ICHHD has maintained a collaborative, services and referral agreement with CMH-CEI for mental health therapist services for behavioral health and substance abuse services referral and care coordination since 2012 with resolution 12-228, followed by resolutions 15-350, 16-147, 16-445, 18-446 and 18-494.

### **ALTERNATIVES**

There are no alternatives, as CMH-CEI is the Community Mental Health Agency for our service area.

### **FINANCIAL IMPACT**

The total cost of the agreement shall not exceed \$859,096 annually. \$720,000 will be covered by the FY20 budget. The .25 FTE increase of \$38,875 (for the MHT bringing that position total to \$155,500) will be covered by Integrated Behavioral Health Grant funds and the 1.00 FTE CMH-CEI coordinator cost of \$100,221 will be funded by the Community Health Center operating fund.

### **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 authorize entering into a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) for mental health therapist services in an amount totaling \$859,096 effective February 1, 2020 through January 31, 2021.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A COLLABORATIVE SERVICES AND REFERRAL AGREEMENT WITH COMMUNITY MENTAL HEALTH OF CLINTON, EATON, AND INGHAM COUNTIES**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) for mental health therapist services, effective February 1, 2020 through January 31, 2021; and

WHEREAS, this agreement will include an additional .25 FTE of a Mental Health Therapist Supervisor time as well as a 1.00 FTE CMH Coordinator position; and

WHEREAS, ICHD has maintained a collaborative, services and referral agreement with CMH-CEI for mental health therapist services for behavioral health and substance abuse services referral and care coordination since 2012 with resolution 12-228, followed by resolutions 15-350, 16-147, 16-445, 18-446 and 18-494; and

WHEREAS, the total cost of the agreement shall not exceed \$859,096 annually; and

WHEREAS, \$720,000 will be covered by the FY20 budget and the .25 FTE increase of \$38,875 (for the MHT bringing that position's total to \$155,500) will be covered by Integrated Behavioral Health Grant funds, and the CMH-CEI Coordinator cost of \$100,221 will be funded by the Community Health Center operating fund; and

WHEREAS, Ingham Community Health Center Board of Directors supports entering into a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) for mental health therapist services in an amount totaling \$859,096, effective February 1, 2020 through January 31, 2021; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) for mental health therapist services in an amount totaling \$859,096, effective February 1, 2020 through January 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) for mental health therapist services in an amount totaling \$859,096, effective February 1, 2020 through January 31, 2021.

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

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

**TO:** Board of Commissioners Finance and Human Services Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 23, 2019  
**SUBJECT:** FY 2020 Agreement with Michigan Department of Environment, Great Lakes, and Energy (EGLE)  
For the meeting agendas of January 22, 2020 and January 27, 2020

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to partner with the Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs for an amount totaling \$34,793.00 and to be effective October 1, 2019 through September 30, 2020. Each year EGLE reimburses ICHHD for expenses related to monitoring and inspection services. This practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environmental Quality, and has since passed to the newly reorganized Department of Environment, Great Lakes, and Energy. The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments. The current agreement expired on September 30, 2019 and the new agreement will be in effect from October 1, 2019 through September 30, 2020. ICHHD is requesting an effective date of October 1, 2019 as the FY 2020 amounts were not received until November 22, 2019.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The proposed agreement for FY 2020 includes the following services and funding totaling up to \$34,793.00, allocated as follows:

**Non-Community Public Water Supply Program – up to \$26,368**

ICHHD will conduct sanitary surveys of non-community public water supplies in Ingham County. ICHHD will also oversee quality monitoring at these water supplies, issue water well permits for new supplies, and ensure that proper public notices are issued should a supply become unsafe for drinking.

**Drinking Water Long-Term Monitoring – up to \$1,100**

ICHHD will collect samples from drinking water supplies and sites of environmental contamination identified by the State.

**Public Swimming Pools – up to \$5,600**

ICHHD will inspect all public swimming pools/spas licensed by the EGLE in Ingham County. In addition, ICHHD will investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

**Campground Requirements – up to \$225**

ICHD will inspect all campgrounds licensed by EGLE located in Ingham County, collect fees, investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

**Capacity Development & Source Water Assessment - Up to \$1,500**

ICHD will conduct source water assessments for non-transient Type II water supplies licensed by EGLE in Ingham County.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with EGLE to conduct environmental monitoring and inspections of EGLE Non-Community programs for the period of October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY FOR FY 2019-2020**

WHEREAS, Ingham County Health Department (ICHHD) wishes to partner with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs effective October 1, 2019 through September 30, 2020; and

WHEREAS, EGLE will reimburse ICHHD for expenses related to monitoring and inspection services; and

WHEREAS, this practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environment, Great Lakes, and Energy; and

WHEREAS, EGLE proposes to clarify the responsibilities for some environmental services and arrange to purchase environmental monitoring and inspection services from the Ingham County Health Department (ICHHD); and

WHEREAS, the Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with EGLE.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with EGLE for Non-Community Programs.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED that EGLE shall reimburse ICHHD up to \$34,793.00 for expenses related to testing and inspection services as follows:

- Non-Community Public Water Supply Program – up to \$26,368
- Drinking Water Long-Term Monitoring – up to \$1,100
- Public Swimming Pools – up to \$5,600
- Campground Requirements – up to \$225
- Capacity Development and Source Water Assessment - up to \$1,500

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

**TO:** Board of Commissioners Human Services and County Services Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 2, 2020  
**SUBJECT:** Resolution to Address and Reduce Implicit Bias in all County Decision-Making by Integrating an Equity Review Process and Health in All Policies Approach.

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**BACKGROUND**

Participating in or perpetuating cultural and systemic discrimination or inequity is contrary to the values of Ingham County, and Ingham County seeks to promote equity and avoid bias and unintentional harmful effects when involved in decision-making or policy development. Members of the Ingham County Board of Commissioners' County Services Committee, the Equal Opportunity Commission, the Ingham Community Health Centers Board of Directors, and the Ingham County Board of Health have encouraged Ingham County to explore and establish best practices to prevent systemic and individual implicit bias in its decision-making and policy.

One strategy to reduce implicit bias and operationalize equity is utilizing a Health in All Policies (HiAP) approach to decision-making. HiAP is an integrated and comprehensive approach to bring health, well-being, and equity impact considerations into the development and implementation of policies, programs and services of traditionally non-health-related government systems or agencies. HiAP is defined as a change in the systems that determine how policy decisions are made and implemented to ensure beneficial or neutral impacts on the determinants of health. The core of a HiAP approach is to intentionally integrate a consideration for how cultural and systemic inequity is unintentionally present in the systems created and decisions made by an institution or organization.

By adopting a HiAP approach, the Ingham County Board of Commissioners recognizes that all departments have a role to play in promoting health and equity by integrating an equity check or "lens" in all decision- and policy- making. Equity is defined as a fair and just distribution of the social opportunities needed to achieve well-being and involves moving beyond equality to ensuring that everyone has what they need by addressing social and systemic barriers to opportunity.

In addition to improving the health and well-being of all county residents and staff, the adoption of HiAP will also allow the county to uncover inefficiencies and opportunities for collaboration.

The Ingham County Health Department has extensive experience in equity training and is continually seeking innovative ways to apply an equity lens to its own systems and decision-making and partner with other organizations seeking to do the same.

The Controller's office, in its role as chief fiscal and administrative officer is best positioned to help design the most effective way of implementing a county-wide policy or process.

The Ingham County Controller's Office and Health Department are willing and able to work together and with other departments, agencies and elected officials to operationalize the application of an equity lens to future policies and decision-making across all County operations, thereby reducing implicit bias in an effort to maximize alignment with the County's Vision Statement of being a "welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents."

### **ALTERNATIVES**

- Ingham County could invest in additional external resources such as trainings and workshops for department heads and others to reduce implicit bias in decision-making.
- Ingham County could adopt a different approach to reducing implicit bias in decision-making.
- Ingham County could also continue with its existing approach to decision-making.

### **FINANCIAL IMPACT**

None.

### **STRATEGIC PLANNING IMPACT**

This resolution supports Ingham County's Vision Statement to be a "welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents" as well as its values of "diversity, equity and inclusion."

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Board of Commissioners approve the attached resolution to adopt a Health in All Policies approach to decision-making in Ingham County government and to direct the County Controller's Office and the Health Department to work together to develop and present a plan to operationalize the application of an equity lens to future policy- and decision-making to the Board of Commissioners by May 18<sup>th</sup>, 2020.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADDRESS AND REDUCE IMPLICIT BIAS IN ALL COUNTY DECISION-  
MAKING BY DEVELOPING AND INTEGRATING AN EQUITY REVIEW PROCESS AND  
HEALTH IN ALL POLICIES APPROACH**

WHEREAS, inequity and discrimination are contrary to the values of Ingham County; and

WHEREAS, Ingham County seeks to avoid implicit bias and unintentional harmful effects when adopting policies and entering into contractual agreements; and

WHEREAS, members of the Ingham County Board of Commissioners' County Services Committee, the Equal Opportunity Commission, the Ingham Community Health Centers Board of Directors, and the Ingham County Board of Health encourage Ingham County to explore and establish best practices to prevent systemic and individual implicit bias in its decision-making and policy; and

WHEREAS, one strategy to reduce implicit bias and operationalize equity is utilizing a Health in All Policies (HiAP) approach to decision-making; and

WHEREAS, the core of a HiAP approach is to integrate a consideration for how cultural and systemic inequity is unintentionally present in the systems created and decisions made by an institution or organization; and

WHEREAS, in addition to improving the health and well-being of all county residents and staff, the adoption of HiAP will also allow the county to uncover inefficiencies and opportunities for collaboration; and

WHEREAS, by adopting a HiAP approach, the Ingham County Board of Commissioners recognizes that all departments have a role to play in promoting health and equity; and

WHEREAS, equity is defined as a fair and just distribution of the social opportunities needed to achieve well-being; and

WHEREAS, the Ingham County Health Department has extensive experience in equity training and is continually seeking innovated ways to apply an equity lens to its own systems and decision making and partner with other organizations seeking to do the same; and

WHEREAS, the Controller's office, in its role as chief fiscal and administrative officer is best positioned to help design the most effective way to implement a county-wide HiAP policy or process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners tasks the Ingham County Controller's Office and the Health Department to work together and with other departments, agencies and elected officials to develop a plan by May 18<sup>th</sup>, 2020 and then support the work to operationalize that plan for the application of an equity lens to guide future policies and decision-making across all County departments, thereby reducing unconscious bias in an effort to more fully align with the County's Vision Statement of being a "welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents."

**TO:** Board of Commissioners Finance and Human Services Committees:  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 12, 2019  
**SUBJECT:** Authorization to Amend Agreement with Intelligent Medical Objects, Inc.  
For the meeting agendas of January 22, 2020 and January 27, 2020

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to amend resolution #19-410 with Intelligent Medical Objects, Inc. (IMO) to a one year agreement instead of a three year agreement totaling \$10,000, effective February 1, 2020 through January 31, 2021. IMO offers Problem IT Terminology Services which provide advanced user-friendly term search functionality to assist providers and clinicians in identifying terminology to document patient diagnosis and histories within Next Gen. IMO's Service is compatible, is recommended for use with Next Gen, and will enhance the efficiency of the diagnostic code search function in Next Gen to ensure quality patient care.

**ALTERNATIVES**

There are no comparable product vendors for this service, therefore the only alternative would be to discontinue this agreement.

**FINANCIAL IMPACT**

The cost of the Service includes a one-time implementation fee of \$2,500 for installation, updates, enhancements, material data updates and new versions into the Service and consulting services to be provided by IMO, Inc. over the one year agreement period. The cost of service also includes a licensing fee of \$7,500 bringing the overall cost to \$10,000. These costs will be covered through the Community Health Center FY20 budget.

**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 authorize amending resolution #19-410 with Intelligent Medical Objects, Inc. (IMO) to a one year agreement totaling \$10,000 and effective February 1, 2020 through January 31, 2021.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #19-410 WITH  
INTELLIGENT MEDICAL OBJECTS, INC.**

WHEREAS, Ingham County Health Department (ICHHD) wishes to amend resolution #19-410 with Intelligent Medical Objects, Inc. (IMO) to a one year agreement instead of a three year agreement, effective February 1, 2020 through January 31, 2021; and

WHEREAS, IMO offers Problem IT Terminology Services which provide advanced user-friendly term search functionality to assist providers and clinicians in identifying terminology to document patient diagnosis and histories within Next Gen; and

WHEREAS, IMO's service is compatible, is recommended for use with Next Gen, and will enhance the efficiency of the diagnostic code search function in Next Gen to ensure quality patient care; and

WHEREAS, the cost of the service includes a one-time implementation fee of \$2,500 for installation, updates, enhancements, material data updates and new versions into the service, and consulting services to be provided by IMO over the one year agreement period; and

WHEREAS, the cost of service also includes a licensing fee of \$7,500 bringing the overall cost to \$10,000; and

WHEREAS, these costs will be covered through the Community Health Center FY20 budget; and

WHEREAS, the Ingham Community Health Center Board of Directors supports amending resolution #19-410 with Intelligent Medical Objects, Inc. (IMO) to a one year agreement effective February 1, 2020 through January 31, 2021 in an amount totaling \$10,000; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize amending resolution #19-410 with Intelligent Medical Objects, Inc. (IMO) to a one year agreement effective February 1, 2020 through January 31, 2021 in an amount totaling \$10,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending resolution #19-410 with Intelligent Medical Objects, Inc. (IMO) to a one year agreement effective February 1, 2020 through January 31, 2021 in an amount totaling \$10,000.

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

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

**TO:** Board of Commissioners Finance and Human Services Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** November 12, 2019  
**SUBJECT:** Authorization to Enter an Agreement with Hospital Network Healthcare Services (HNHS)  
For the meeting agendas of January 22 and January 27, 2020

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to continue an agreement with Hospital Network Healthcare Services (HNHS) to provide medical waste disposal effective February 1, 2020 through January 31, 2022 in an amount totaling \$6,700 annually. ICHD has maintained an agreement with HNHS for medical waste management and disposal since 2016 through resolution #16-408. ICHD is required to properly dispose of potentially infectious medical waste.

**ALTERNATIVES**

ICHD currently has a group purchasing agreement contract with Hospital Purchasing Services (HPS) and Hospital Network Healthcare Services is one of the medical waste management vendors within this contract.

**FINANCIAL IMPACT**

Funds are included in the FY20 budget at a cost of \$6,700 annually. Waste disposal containers, under the HNHS contract are 1-3 containers at \$50 each, 4-8 containers at \$40 each, and nine or more containers at \$35 each.

**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 authorize entering into an agreement with HNHS to provide medical waste disposal effective February 1, 2020 through January 31, 2022.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH  
HOSPITAL NETWORK HEALTHCARE SERVICES**

WHEREAS, Ingham County Health Department (ICHD) wishes to continue an agreement with Hospital Network Healthcare Services (HNHS) to provide medical waste disposal effective February 1, 2020 through January 31, 2022; and

WHEREAS, ICHD is required to properly dispose of potentially infectious medical waste; and

WHEREAS, ICHD has maintained an agreement with HNHS for medical waste management and disposal since 2016 through resolution #16-408; and

WHEREAS, funds are included in the FY20 budget at a cost of \$6,700 annually; and

WHEREAS, waste disposal containers under the HNHS contract are 1-3 containers at \$50 each, 4-8 containers at \$40 each, and nine or more containers at \$35 each; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Hospital Network Healthcare Services for providing medical waste disposal effective February 1, 2020 through January 31, 2022 in an amount totaling \$6,700 annually; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Hospital Network Healthcare Services for providing medical waste disposal effective February 1, 2020 through January 31, 2022 in an amount totaling \$6,700 annually.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Hospital Network Healthcare Services for providing medical waste disposal effective February 1, 2020 through January 31, 2022 in an amount totaling \$6,700 annually.

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

**TO:** Board of Commissioners Finance and Human Services Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 12, 2019  
**SUBJECT:** Authorization to Enter Agreement with Possibilities for Change  
For the meeting agendas of January 22, 2020 and January 27, 2020

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to continue an agreement with Possibilities for Change (P4C) in an amount totaling \$8,500 effective February 1, 2020 through January 31, 2022. ICHD has maintained an agreement with Possibilities for Change (P4C) to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school based health centers since 2016. P4C is the system used to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school based health centers.

**ALTERNATIVES**

There are no alternative vendors which provide similar services or which meet compliance with Child and Adolescent Healthcare (CAHC) program requirements as determined by the State of Michigan.

**FINANCIAL IMPACT**

The overall cost shall not exceed \$8,500. The FY20 budget covers the cost of the original three sites, (Sexton, Eastern, Willow) and the three new sites (Gardner, Everett, Pattengill) are covered by the Child and Adolescent Health Center Behavioral Health Expansion Program.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Possibilities for Change (P4C) in an amount totaling \$8,500 effective February 1, 2020 through January 31, 2022.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH POSSIBILITES FOR CHANGE**

WHEREAS, Ingham County Health Department (ICHD) wishes to continue an agreement with Possibilities for Change (P4C) in an amount totaling \$8,500 effective February 1, 2020 through January 31, 2022; and

WHEREAS, P4C is the system used to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school based health centers; and

WHEREAS, ICHD has maintained an agreement with Possibilities for Change (P4C) to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school based health centers since 2016; and

WHEREAS, the overall cost shall not exceed \$8,500; and

WHEREAS, the FY20 budget covers the cost of the original three sites (Sexton, Eastern, Willow), and the three new sites (Gardner, Everett, Pattengill) are covered by the Child and Adolescent Health Center Behavioral Health Expansion Program; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Possibilities for Change (P4C) in an amount totaling \$8,500 effective February 1, 2020 through January 31, 2022; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Possibilities for Change (P4C) in an amount totaling \$8,500 effective February 1, 2020 through January 31, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Possibilities for Change (P4C) in an amount totaling \$8,500 effective February 1, 2020 through January 31, 2022.

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

**TO:** Board of Commissioners Finance and Human Services Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 12, 2019  
**SUBJECT:** Authorization to Enter Agreement with Rapid Shred  
For the meeting agendas of January 22, and January 27, 2020

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**BACKGROUND**

Ingham County Health Departments (ICHHD) wishes to amend its current agreement with Rapid Shred to include document shredding services at all Health Center locations, consolidating under (1) one agreement for an amount not to exceed \$9,000 effective February 1, 2020 through January 31, 2022 and to automatically renew annually. Ingham Community Health Centers (ICHCs) generates paper documents containing protected health information and other records which must be disposed and destroyed in accordance with HIPAA Law and public record ordinances. ICHD currently uses three vendors within its health centers for such services, including Shred-It, Friedland, and Rapid Shred. Rapid Shred has been determined to be the most cost effective and reliable solution for document shredding services. Rapid Shred is a current vendor through the State of Michigan MiDeal Extended Purchasing Program, of which Ingham County maintains a MiDeal discounted service contract. (Contract #071B7700160)

**ALTERNATIVES**

Rapid Shred is a current vendor through the State of Michigan MiDeal Extended Purchasing Program, of which Ingham County maintains a MiDeal contract. (Contract #071B7700160 which discounts the service costs.).

**FINANCIAL IMPACT**

Ingham County's Purchasing Director has confirmed that Rapid Shred is exempt from the County's purchasing policy requiring a RFP or other competitive bidding. Rapid Shred's service fees including secure document collection, transport, and destruction, for all eight ICHC locations shall not exceed \$9,000 annually. The costs will be covered by the FY20 budget.

**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 authorize entering into an agreement with Rapid Shred for document shredding services in an amount not to exceed \$9,000 annually effective February 1, 2020 through January 31, 2022 and to automatically renew annually.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH RAPID SHRED**

WHEREAS, Ingham County Health Department (ICHHD) wishes to amend its current agreement with Rapid Shred for document shredding services at all Health Center locations, consolidating under (1) one agreement for an amount not to exceed \$9,000 annually effective February 1, 2020 through January 31, 2022 and to renew automatically; and

WHEREAS, Ingham Community Health Centers (IHCs) generate paper documents containing protected health information and other records which must be disposed and destroyed in accordance with HIPAA Law and public record ordinances; and

WHEREAS, ICHHD currently uses three vendors within its health centers for such services, including Shred-It, Friedland, and Rapid Shred; and

WHEREAS, Rapid Shred has been determined to be the most cost effective and reliable solution for document shredding services; and

WHEREAS, Rapid Shred is a current vendor through the State of Michigan MiDeal Extended Purchasing Program, of which Ingham County maintains a discounted service MiDeal contract. (Contract #071B7700160); and

WHEREAS, Ingham County's Purchasing Director has confirmed that Rapid Shred is exempt from the County's purchasing policy requiring a RFP or other competitive bidding; and

WHEREAS, Rapid Shred's services fees including secure document collection, transport, and destruction for all eight ICHC locations shall not exceed \$9,000 annually; and

WHEREAS, the costs shall be covered by the FY20 budget; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Rapid Shred for document shredding services in an amount not to exceed \$9,000 annually effective February 1, 2020 through January 31, 2022 and to renew automatically; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Rapid Shred for document shredding services in an amount not to exceed \$9,000 effective February 1, 2020 through January 31, 2022 and to renew automatically.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Rapid Shred for document shredding services in an amount not to exceed \$9,000 effective February 1, 2020 through January 31, 2022 and to renew automatically.

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

**TO:** Board of Commissioners Finance and Human Services Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 12, 2019  
**SUBJECT:** Authorization to Amend Resolution #18-312 Agreement with RegLantern™  
For the meeting agenda of January 22 and January 27, 2020

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**BACKGROUND**

Ingham County Health Department's (ICHD's) Ingham Community Health Centers (ICHCs) wishes to amend resolution #18-312 with RegLantern™ in an amount not to exceed \$8,000 effective February 1, 2020 through July 1, 2020. The RegLantern platform is designed to help establish and maintain compliance with health center program regulations, authorized by section 330 of the Public Health Service (PHS) Act. This amendment will provide a Mock ICHC Operational Site Visit with HRSA in March 2020. Future findings of non-compliance may pose risk to the ICHD's good standing and access to HRSA funds.

**ALTERNATIVES**

Not pursue compliance review services through this vendor.

**FINANCIAL IMPACT**

The cost of this amendment will be a onetime fee of \$8,000 for a Mock Compliance Review to take place within the designated timeframe. The cost will be covered by the CHC Operational Funding Reserve.

**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 to amend resolution #18-312 with RegLantern™ in an amount not to exceed \$8,000 effective February 1, 2020 through July 1, 2020.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #18-312 AGREEMENT WITH REGLANTERN™**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wishes to amend resolution #18-312 with RegLantern™ in an amount not to exceed \$8,000 effective February 1, 2020 through July 1, 2020; and

WHEREAS, the RegLantern platform is designed to help establish and maintain compliance with health center program regulations, authorized by section 330 of the Public Health Service (PHS) Act; and

WHEREAS, this amendment will provide a Mock Compliance Review for an additional \$8,000 in preparation for the Ingham CHC Operational Site Visit with HRSA in March 2020; and

WHEREAS, future findings of non-compliance may pose risk to ICHD's good standing and access to HRSA funds; and

WHEREAS, the cost of this amendment will be a onetime fee of \$8,000 for a Mock Compliance Review to take place within the designated timeframe; and

WHEREAS, the cost will be covered by the CHC Operational Funding Reserve; and

WHEREAS, the Health Officer and ICHC's Board of Directors recommend amending Resolution #18-312 with RegLantern™ effective February 1, 2020 through July 1, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #18-312 with RegLantern effective February 1, 2020 through July 1, 2020.

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

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

**TO:** Board of Commissioners County Services, Finance, and Human Services Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 30th, 2019  
**SUBJECT:** Authorization to convert Health Analyst/Systems Analyst position  
For the meeting agendas of January 21<sup>st</sup>, January 22<sup>nd</sup>, and January 27<sup>th</sup>, 2020

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to convert a vacant Health Analyst/Systems Analyst, position # 601307, to an Accountant – CHC position effective upon approval. This conversion will increase the Community Health Centers (CHC's) capacity and resources in support of CHC's operations. This conversion is supported by the ICEA – Professional Union.

**ALTERNATIVES**

Leave the position as a Health Analyst/Systems Analyst position.

**FINANCIAL IMPACT**

The Accountant – CHC position is categorized as an ICEA – Prof 07 (\$53,159 - \$63,815) and the Health Analyst/Systems Analyst is categorized as an ICEA – Prof 8 (\$57,981 - \$69,605). This conversion will result in a savings of \$4,822 - \$5,790.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend authorizing the conversion of Position # 601307 from a Health Analyst/System Analyst to an Accountant – CHC for a cost savings of up to \$5,790 and will be effective upon approval.

**From:** [Clous, Joan](#)  
**To:** [Thelen, Eric](#)  
**Subject:** FW: Position Conversation  
**Date:** Wednesday, December 4, 2019 8:12:34 AM

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Eric,

Please include this email from the ICEA County Pro Union in your packet to the Board as notice that the Union is in agreement with the converted position.

Joan

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**From:** Cook, Desiree  
Sent: **Wednesday, December 4, 2019 7:58 AM**  
**To:** Clous, Joan  
Subject: **RE: Position Conversation Ok. I will approve this one.**

From: **Clous, Joan** <[JClous@ingham.org](mailto:JClous@ingham.org)> Sent: **Wednesday, December 4, 2019 7:57 AM** To: **Cook, Desiree** <[DCook@ingham.org](mailto:DCook@ingham.org)> Subject: **RE: Position Conversation**

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Not that I'm aware of. I was only told of this one.

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**From:** Cook, Desiree  
Sent: **Wednesday, December 4, 2019 6:54 AM**  
**To:** Clous, Joan  
**Subject:** RE: Position Conversation

Wasn't there going to be two positions made out of hers job? I thought the next one would be forthcoming so I was going to look at both of them at the same time.

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From: **Clous, Joan** <[JClous@ingham.org](mailto:JClous@ingham.org)> Sent: **Tuesday, December 3, 2019 9:57 AM** To: **Cook, Desiree** <[DCook@ingham.org](mailto:DCook@ingham.org)> Subject: **FW: Position Conversation**

Desiree,

What is the status of this request? Thanks,  
Joan

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**From:** Clous, Joan

Sent: **Tuesday, November 26, 2019 8:53 AM**

**To:** Cook, Desiree

**Subject:** Position Conversation Desiree,

The Health dept. is converting Lori Sigman's Health/System, Analyst position into an Accountant position for the Community Health Centers.

We have factored it to be an ICEA Pro 7. Joan

**Joan Clous SHRM-CP**

Human Resources Specialist

**Ingham County**

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

“The only things worse than training your employees and having them leave, is not training them and having them stay.” Henry Ford

TO: Eric Thelen, Chief Financial Officer  
Linda Vail, Health Officer

FROM: Joan Clous, Human Resources Specialist

DATE: December 4, 2019

RE: Memo of Analysis for the conversion of position #601307 (Health Analyst/Systems Analyst)

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Regarding the conversion of a position #601307 (Health Analyst/Systems Analyst), Human Resources can confirm the following information:

1. Position # 601307 (Health Analyst/Systems Analyst) ICEA 08 (\$57,981.36 to \$69,605.20) will be converted to Accountant – CHC ICEA 07 (\$53,158.82 to \$63,815.36. The union has reviewed the changes and is in support.

*Please use this memo as acknowledgement of Human Resources' participation and analysis of your position conversion proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.*

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

**INGHAM COUNTY  
JOB DESCRIPTION**

**ACCOUNTANT – Community Health Centers (CHC)**

**General Summary:**

Under the supervision of the Finance Coordinator (FC), analyzes financial data in order to develop, monitor and report on the financial status of the Community Health Centers' operations. Provides information and technical assistance needed to comply with internal and external grant requirements. Works with staff to monitor financial performance outcomes, program effectiveness, and revenue and expense projections. Processes third party reimbursement accounts receivable and grant required financial reports, including line item and budget narrative justification reports.

**Essential Functions:**

1. Performs financial and accounting tasks, including journal enters, account corrections, review invoices, and departmental approval for general ledger, payroll, accounts payable purchasing activities, and various general ledger reconciliations.
2. Contributes to and participates in the development of the annual operating CHC budget. Assists with monitoring and tracking budget outcomes including revenue and expense projections on a monthly basis.
3. Develop and manage grant, and department budgets. Attend grant meetings, submit initial grant budget and/or amended grand budgets. Conducts periodically scheduled grant accounting for various divisions. Prepares expense spreadsheets, comparing grant expense to the annual budget, and prepares grant-related financial reports.
4. Provide programmatic and technical support to CHC Managers to determine service outcome measures. Prepares and reviews internally generated reports for accuracy and problems and troubleshoots differences. Resolves accounting and fiscal software questions and performs other projects or tasks as requested.
5. Processes Financial Scorecard, Third Party Fee-For Service accounts receivable reports using Aging reports, managed care wraparound calculations, and Public Entity journal entries.
6. Develops month end summary reports for all Health department billing sites using county electronic accounting system. Summarizes the status of departmental data entry to determine the processing schedule of billings
7. Assist Finance Coordinator with preparing reports, tracking financial data, and managing Ryan White 340B revenue and other patient revenue and/or associated non-grant related expenses.
8. Prepares various financial and service reports as required by funders and program staff. Ensures financial compliance with reporting requirements and program needs.
9. Develops reporting mechanism to extract data for various grants, service delivery and program requirements, analyzes data and generates related reports.
10. Serves as backup to the Finance Coordinator for the CHC Finance Committee and CHC Board meetings.

**Other Functions:**

- Performs other duties as assigned.

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

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

### **Employment Qualifications:**

**Education:** A minimum of a Bachelor's Degree in Accounting or Business with an Accounting major.

**Experience:** A minimum of one year experience in fund or governmental accounting and auditing.

### **Other Requirements:**

- A strong working knowledge of spreadsheets with pivot tables or database applications as a plus.

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

### **Working Conditions:**

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

### **Physical Requirements:**

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

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT POSITION # 601307 FROM A HEALTH ANALYST/SYSTEMS ANALYST TO AN ACCOUNTANT – CHC (COMMUNITY HEALTH CENTER)**

WHEREAS, Ingham County Health Department's (ICHDs) Ingham Community Health Centers (IHCs) wish to convert position # 601307 from a Health Analyst/Systems Analyst to an Accountant – CHC position; and

WHEREAS, the conversion will enable ICHD Community Health Centers (CHC's) increased capacity and resources to support the CHC's operations; and

WHEREAS, the salary cost of a Health Analyst/Systems Analyst (ICEA PROF 8) ranges from \$57,981 - \$69,605 and the cost of an Accountant – CHC (ICEA – PROF 7) ranges from \$53,159 - \$63,815; and

WHEREAS, the cost savings of converting this position will be \$4,822 - \$5,790; and

WHEREAS, this conversion is supported by the ICEA – Professionals Union; and

WHEREAS, the Ingham County CHC Board of Directors support converting Health Analyst/Systems Analyst Position # 601307 to an Accountant – CHC position for a cost savings up to \$5,790 and will be effective upon approval; and

WHEREAS, the Health Officer supports converting position # 601307 from a Health Analyst/Systems Analyst to an Accountant – CHC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting Position # 601307 from a Health Analyst/Systems Analyst (ICEA PROF 8; \$57,981-\$69,605) to an Accountant – CHC (ICEA PROF 7; \$53,159-\$63,815) which will be effective upon approval.

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

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

**TO:** Board of Commissioners Finance and Human Services Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 12, 2019  
**SUBJECT:** Authorization to Enter Agreement with UpToDate, Inc.  
For the meeting agendas of January 22, and January 27, 2020

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with UpToDate, Inc. in an amount not to exceed \$9,350 effective February 1, 2020 through January 31, 2021. UpToDate is an online database that is accessed via subscription. The UpToDate Anywhere license contains evidence-based content made available to clinicians at home, at the office, or even a patient’s bedside. UpToDate offers assistance on topics covering general internal medicine, more than 20 specialties, and more than 1500 patient education topics. UpToDate provides CEU credit to licensed medical professionals, which provides an alternative to conference costs, out of state travel expenses and conference CEU credits. Utilizing UpToDate will improve quality and safety of care.

**ALTERNATIVES**

There are other similar products, but none are as comprehensive. UpToDate is the recognized standard for the industry.

**FINANCIAL IMPACT**

The fees for an UpToDate subscription, including UpToDate advanced and UpToDate Anywhere, totals \$9,350 and will be covered by the Community Health Center operational funding reserve.

**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 authorize entering into an agreement with UpToDate, Inc. in an amount not to exceed \$9,350 effective February 1, 2020 through January 31, 2021.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UPTODATE, INC.**

WHEREAS, Ingham County Health Departments (ICHHD) wishes to enter into an agreement with UpToDate, Inc. in an amount totaling \$9,350 effective February 1, 2020 through January 31, 2021; and

WHEREAS, UpToDate is an online database that is accessed via subscription; and

WHEREAS, the UpToDate Anywhere license contains evidence-based content made available to clinicians at home, at the office, or even a patient's bedside; and

WHEREAS, UpToDate offers assistance on topics covering general internal medicine, more than 20 specialties, and more than 1500 patient education topics; and

WHEREAS, UpToDate provides CEU credit to licensed medical professionals, which provides an alternative to conference costs, out of state travel expenses and conference CEU credits; and

WHEREAS, utilizing UpToDate will improve quality and safety of care; and

WHEREAS, the fees for an UpToDate subscription, including UpToDate advanced and UpToDate Anywhere, totals \$9,350 and will be covered by the Community Health Center operational funding reserve; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with UpToDate, Inc. in an amount totaling \$9,350 effective February 1, 2020 through January 31, 2021; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with UpToDate, Inc. in an amount totaling \$9,350 effective February 1, 2020 through January 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with UpToDate, Inc. in an amount totaling \$9,350 effective February 1, 2020 through January 31, 2021.

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

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

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING SAM INGLOT FOR SERVICE AS A  
COMMUNITY HEALTH CENTER BOARD OFFICER MEMBER**

WHEREAS, the Ingham County Board of Commissioners acts as a coapplicant with the Ingham Community Health Center Board of Directors for the governance and oversight of the Federally Qualified Health Center network operated through the Health Department; and

WHEREAS, the current Ingham Community Health Center Board of Director, Secretary and Chair of the Membership Committee, Sam Inglot, has honorably completed his term in said positions and has contributed with integrity and commitment to the Health Center mission during his term; and

WHEREAS, Sam Inglot stepped forward to lead a Board recruitment and retention plan which grew the Health Center Board in size and diversity, and facilitated special meetings of the Board with fairness and transparency of process; and

WHEREAS, the Ingham Community Health Center Board and Executive Director wish to recognize Sam Inglot's dedication during his service as a Health Center Board Officer/member; and

WHEREAS, the Health Officer recommends recognizing Sam Inglot's dedication during his service as Health Center Board Officer/member.

THEREFORE BE IT RESOLVED, that the Ingham Community Health Center Board hereby honors Sam Inglot for his years of service as an Ingham Community Health Center Board Officer/member.

BE IT FURTHER RESOLVED, that the Board wishes Sam Inglot continued success in all of his future endeavors.

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING MIKE ALLEN**

WHEREAS, Mike Allen began his employment with Ingham County Health Department in 1989; and

WHEREAS, Mike was hired to initiate two programs in Ingham County, a community outreach program for Radon Education and lead testing of homes in Ingham County identified as having children with elevated blood levels; and

WHEREAS, shortly after his hiring, the role of toxicologist was rolled into his position; and

WHEREAS, Mike has been responsible for the expansion of the Household Hazardous Waste program, emergency response, sound and noise monitoring, lead prevention, radon outreach, mercury spill response, solid waste complaints, mobile home parks, contamination site response, environmental epidemiology, food borne illness outbreaks, indoor air problems, clandestine drug laboratory response, and mosquito tracking; and

WHEREAS, throughout his career he was a key member of the Health and Safety Committee for Ingham County Health Department; and

WHEREAS, in 2015 Mike Allen assumed the role of Prevention and Response Supervisor; and

WHEREAS, during his career Mike was professional, dedicated, knowledgeable and loyal to the Health Department mission of providing quality environmental health programs.

THEREFORE BE IT RESOLVED, that the Board of Commissioners by adoption of this resolution, honors Mike Allen for his outstanding quality of work, his commitment to providing a superior Environmental Health Department for the citizens of Ingham County, and extends their sincere appreciation for his countless contributions, and for the lasting and positive impact he made during his years of dedicated service to Ingham County Health Department.

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



10 December 2019

Dear Chairman Crenshaw and the Ingham County Board of Commissioners:

I am writing to inform you that the Department of Veterans Affairs is required to refund the 2019 County Veterans Service Fund Grant in the amount of \$50,000.00 to the Michigan Veterans Affairs Agency.

The Department was unable to utilize the FY2019 County Veterans Service Fund Grant due to several logistical components as well as adjustments from the Veterans Affairs Committee.

I am also disappointed to share the news, that the Governor used her line item veto on the \$4.0 million County Veterans Service Fund for FY 2020. This means there are currently no funds in the County Veteran Service Fund Grant for 2020. However, the Legislature and the Governor are currently entertaining the notion of a supplemental budget, which may include the County Veterans Service Fund Grant. On December 03, 2019; a deal was announced that would make these modifications, pending a final passage in the legislature and Gov. Gretchen Whitmer's signature.

I submitted a Letter of Intent to apply for the FY2020 County Veterans Service Fund Grant, prior to the submittal deadline. Therefore, if the funds are restored, Ingham County is definitely eligible to apply and receive grant funding.

Please find attached, a time-line of events, concerning our FY2019 grant, explaining the logistics, resulting in un-utilized funds.

As always, thank you for your support as we fulfill President Lincoln's promise "To care for him who shall have borne the battle, and for his widow, and his orphan" by serving and honoring the men and women who are America's Veterans.

Respectfully Submitted,

*Natrenah G. Blackstock*

Natrenah G. Blackstock  
Director, Ingham/Clinton County DVA

**COUNTY VETERANS SERVICE FUND GRANT  
TIME-LINE OF EVENTS**

**AUGUST 28, 2018** – Director Blackstock Submitted Letter of Intent To Apply

**SEPTEMBER 05, 2018** – Director Blackstock Attended MVAA Community Partnership Grant Information Session

**OCTOBER 08, 2018 – FINAL LEGISLATION PASSED** – Ingham county projected to receive \$49,558.00

**NOVEMBER 26, 2018** – Received County approval to progress with County Veteran Service Grant Application. – Requested DUNS Number and County Federal ID #

**NOVEMBER 28, 2019** – Received DUNS Number and County Federal ID # from Ingham County for grant application completion.

**NOVEMBER 28, 2018** – Submitted 2018 County Veteran Service Fund Grant Application

**FEBRUARY 05, 2019 – County Veteran Service Fund Grant – 190000001330 awarded for \$144,740.00**

**FEBRUARY 05, 2019** – Grant agreement was forwarded for signatures and SIGMA Vendor Code as well as County's Address Code was requested.

**MARCH 01, 2019** – Resolution was submitted by the Department of Veterans Affairs to accept grant funds. Department requested to go before the Human Services Committee.

**MARCH 18, 2019** – MVAA inquired about signed agreement.

**MARCH 18, 2019** – Director Blackstock submitted additional, requested information to the Veterans Affairs Committee for further consideration.

**APRIL 08, 2019** – Veteran Affairs Committee reaches a decision that it is not wise for the Department of Veterans Affairs to go forward with the re-classification component of the grant agreement. / MVAA explains that the Grant Agreement must still be fully executed, then amended to fit the approvals of the Veterans Affairs Committee.

**APRIL 22, 2019** – Resolution presented/approved by Human Services Committee

**APRIL 24, 2019** – Resolution presented/approved by Finance Committee

**MAY 06, 2019** – Resolution #19-195 regarding the acceptance of the 2019 County Veteran Service Fund Grant, received by Ingham County's Attorney; Contract requested / forwarded to County Attorney for signature.

**JUNE 07, 2019** – Controller’s Office received the contract back from the Board of Commissioners and mailed it into the State.

**JUNE 12, 2019** – MVAA received signed grant agreement and forwarded it to CFO for proper signature.

**July 18, 2019** – Fully executed grant agreement was filed with Ingham County Clerk, Barb Byrum

**July 18, 2019** – Ingham County Veterans Affairs Committee endorsed and ratified cost projections for the expenditures of the 2019 County Veterans Service Fund Grant. (Motion passed unanimously)

**July 22, 2019** – Director Blackstock made inquiry to the Treasurer’s Department, concerning the grant deposit.

**July 23-25 2019** – Several email conversations were had with Alan Fox, concerning the logistics of receiving funds. (Alan Fox informed director Blackstock that there was no specific SIGMA/Vendor Code and Address Code and we should just wait for the funds to show up.)

**August 07, 2019** – Director Blackstock made inquiry to MVAA, concerning the grant deposit and was informed that there are SIGMA/Vendor Code and Address Codes needed in order to complete the deposit. – Director Blackstock was informed by MVAA that the county should provide that information.

**August 08-12, 2019** – Maria Douville (MVAA) and Alan Fox (Ingham County Deputy Treasurer) communicated back and forth to establish the correct deposit codes.

**August 12, 2019** – Marie Douville directed the funds into address ID 200 and began the approval process. (Deposit still pending)

**August 20, 2019** – It was announced at the Veterans Affairs Committee meeting, that the previous decision to ratify the 2019 County Veterans Service Fund Grant expenditures is now amended. The committee unendorsed the grant initiative and stated that only IT spending was approved, not the entire grant initiative. Not authorizing the grant funding to be utilized for the entire initiative ultimately caused the entire grant to go unused, because the previously mentioned delays rendered an impossible vetting process for I.T. purposes. The disallowed spending would have included increased veteran services operations, office equipment and marketing materials.

During this meeting, Jared Cypher suggested that we request a grant extension since we have extenuating circumstances. Director Blackstock explained that she spoke with MVAA Staff – Rob Price, Director of Targeted Outreach/Grant Coordinator as well as Marie Douville, Contract and Grant Analyst. The final consensus is that all 2019 County Veterans Service Fund Grant disbursements must be spent and reported by September 30, 2019. Unspent Funding must be returned.

**September 18, 2019** – Deposit in the amount of \$50,000.00 deposited into Department’s line item.

**September 30, 2019** – ABSOLUTE DEADLINE FOR GRANT FUNDING: SPENT/REPORTED.