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VICE-CHAIRPERSON PRO-TEM
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LAW & COURTS COMMITTEE
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KARA HOPE
VICTOR CELENTINO
TERI BANAS
SARAH ANTHONY
RANDY SCHAFER
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, MAY 10, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [April 26, 2018 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. [Homeland Security and Emergency Management](#) – Resolution to Apply for State [Disaster Contingency Fund Grants](#) under P.A. 390 Section 19
2. [LOFT Committee](#) – Resolution to Authorize Three Year Contracts for [Westlaw](#) Electronic Law Library, Patron Access and Clear Access for Various Ingham County Departments, Offices and Courts
3. [Controller's Office](#) – Resolution Updating Various [Fees](#) for County Services
4. [Law and Courts Committee](#) – Supplemental Millage/Surcharge for [New Public Safety Radio System](#) (*Presentation/Discussion*)

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.

LAW & COURTS COMMITTEE
April 26, 2018
Draft Minutes

Members Present: Hope, Celentino, Maiville, and Schafer

Members Absent: Banas, Anthony, and Crenshaw

Others Present: Teri Morton, Lindsey LaForte, and others

The meeting was called to order by Vice Chairperson Hope at 6:00 p.m. in Personnel Conference Room D & E of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the April 12, 2018 Minutes

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE APRIL 12, 2018 LAW AND COURTS COMMITTEE MEETING.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY. Absent: Commissioners Banas, Anthony, and Crenshaw.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Prosecuting Attorney – Resolution to Authorize the Acceptance of Grant Funds for a Detective Currently Employed by Ingham County for the Sexual Assault Kit Initiative and to Authorize Expenditure of Funds to Hire an Ingham County Deputy
2. Circuit Court–Family Division
 - a. Resolution to Authorize a Contract with Ingham Intermediate School District for Educational Instruction at the Ingham Academy
 - b. Resolution to Authorize Funds for Two Replacement Vehicles for the Ingham County Family Center
 - c. Resolution to Authorize a Contract for Electronic Monitoring with House Arrest Services
3. 9-1-1 Dispatch Center
 - a. Resolution to Amend Resolution #18-065 for the Renewal of the 9-1-1 Telephone Support Agreement with Carousel Industries Inc.
 - b. Resolution to Authorize Electronic Training Records Programs

- c. Resolution to Authorize Replacement of Outdoor Surveillance Cameras at the 9-1-1 Center

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Banas, Anthony, and Crenshaw.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Banas, Anthony, and Crenshaw.

4. Controller's Office – Resolution Updating Various Fees for County Services
(*Discussion*)

Teri Morton, Deputy Controller, stated that this was an annual process to review fees. She presented information from the Committee memo.

Commissioner Celentino asked if there was any additional revenue for departments that report to this Committee with the fee changes.

Ms. Morton stated that there would be some additional revenue, for a total of \$80,970, but it was not broke down by Committee.

Vice Chairperson Hope asked if there was any consideration to raise fees by something other than CPI.

Ms. Morton stated that historically it was more complicated but the CPI was easier and linked with the State figures under the Headlee Amendment.

Vice Chairperson Hope asked about wages keeping pace with the CPI.

Ms. Morton stated that the Board of Commissioners could look toward a different system.

Public Comment

None.

Announcements

Commissioner Maiville stated that there was a dedication for the highway at Stockbridge on April 27, 2018 and Sobriety Court Graduation on May 1, 2018.

Commissioner Schafer asked Ms. Morton to send an email with the information about the Sobriety Court graduation.

Adjournment

The meeting was adjourned at 6:06 p.m.

MAY 10, 2018 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1. *Ingham County Office of Homeland Security and Emergency Management* – *Resolution to Apply for State Disaster Contingency Fund Grants under P.A. 390 Section 19*

This resolution will allow the Ingham County Office of Homeland Security and Emergency Management to apply for the State of Michigan Disaster Contingency Fund Grant pursuant to Section 19 of the Emergency Management Act, 1976 PA 390 due to significant burden and stress on local resources during the February 2018 flooding event. During this flooding event, Ingham County sustained severe losses resulting in damage to county roadways, bridges and culverts. Public damage and expenditures were extraordinary with an estimated cost to Ingham County totaling \$100,000.

2. *LOFT Committee* – *Resolution to Authorize Three Year Contracts for Westlaw Electronic Law Library, Patron Access, and Clear Access for Various Ingham County Departments, Offices, and Courts*

This resolution will authorize contracts for Westlaw Electronic Law Library, Patron Access, and Clear Access for the time period June 1, 2018 through May 31, 2021.

The three-year electronic law library contracts with Westlaw and CLEAR are due to expire on May 31, 2018. The LOFT Committee, which includes representatives from the Circuit Court, Friend of the Court, Probate Court, 55th District Court, Sheriff's Office, and the Prosecuting Attorney's Office, reviewed services provided by Westlaw and CLEAR for the purpose of making a decision regarding renewal of the electronic law library services. Additionally, the Committee discussed adding public access to the county's electronic law library which could be achieved by adding the Patron product.

The LOFT Committee determined that the West Publishing Company, through the Westlaw for Government, CLEAR and Patron products is the only vendor which can provide all of the on-line research needed by the public and various Ingham County Departments Offices and Courts.

3. *Controller's Office* – *Resolution Updating Various Fees for County Services*

This resolution authorizes various fee increases effective the start of 2019 County fiscal year. The Controller's Office annually prepares for the Board's review details about adjustment of the fees for the upcoming budget process. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information was presented at a previous round of committee meetings as a discussion item for input from the Board. A resolution recommending certain fee increases is now being presented at this round of meetings for adoption. If approved as presented, this will generate additional annual revenue of approximately \$83,970. (See attached memo for details)

PRESENTATION/DISCUSSION ITEM:

4. *Law and Courts Committee* – *Supplemental Millage/Surcharge for New Public Safety Radio System*

See attached memo for timeline regarding a November Ballot Question requesting funding for a new public safety radio system. 9-1-1 Director Lance Langdon will be in attendance to present information regarding the transition to a new public safety radio system.

Agenda Item 1

TO: Law & Courts Committee
Finance Committee

FROM: Sergeant Mary Hull, Ingham County Office of Homeland Security and
Emergency Management

DATE: Friday, April 27, 2018

RE: RESOLUTION TO APPLY FOR STATE DISASTER CONTINGENCY
FUND GRANT PURSUANT TO SECTION 19 OF THE EMERGENCY
MANAGEMENT ACT, 1976 PA 390

The Ingham County Office of Homeland Security and Emergency Management would like to apply for the State of Michigan Disaster Contingency Fund Grant pursuant to Section 19 of the Emergency Management Act, 1976 PA 390; due to significant burden and stress on local resources during the February 2018 flooding event.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPLY FOR STATE DISASTER CONTINGENCY FUND GRANTS
UNDER P.A. 390 SECTION 19**

WHEREAS, Ingham County, Michigan, is a political subdivision within the State of Michigan with an official emergency operation plan in compliance with Section 19 of the Emergency Management Act, 1976 PA 390, MCL 30.419, as amended; and

WHEREAS, Ingham County, sustained severe losses of major proportion brought on by the flooding resulting in the following conditions; damage to county roadways, bridges and culverts; and

WHEREAS, Ingham County Board of Commissioners certifies that the municipal Emergency Operations Plan was implemented at the onset of the disaster at 0940 on 19 February 2018 and all applicable disaster relief forces identified therein were exhausted; and

WHEREAS, as a direct result of the disaster, public damage and expenditures were extraordinary and place an unreasonably great financial burden on Ingham County totaling \$100,000.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners requests the Governor authorize a grant to the County of Ingham from the State Disaster Contingency Fund pursuant to Section 19 of the Emergency Management Act, 1976 PA 390, MCL 30.419, as amended.

BE IT FURTHER RESOLVED, that Sergeant Mary Hull is authorized to execute for and in the behalf of Ingham County the application for financial assistance and to provide to the State any information required for that purpose.

Agenda Item 2

TO: Law & Courts and Finance Committees

FROM: Rhonda Swayze, Deputy Court Administrator of the General Trial Division,
LOFT Committee Member

RE: Renewal and Expansion of Electronic Law Library Services

DATE: May 1, 2018

This memo is on behalf of the LOFT Committee which includes a representative from the Circuit Court, Friend of the Court, Probate Court, 55th District Court, Sheriff's Office, and the Prosecuting Attorney's Office.

The three-year electronic law library contracts with Westlaw and CLEAR are due to expire on May 31, 2018. The LOFT Committee met earlier this year to review services provided by Westlaw and CLEAR for the purpose of making a decision regarding renewal of the electronic law library services provided by Westlaw and CLEAR. Additionally, the Committee discussed adding public access to the county's electronic law library which could be achieved by adding the Patron product.

The LOFT Committee determined that the West Publishing Company, through the Westlaw for Government, CLEAR and Patron products is the only vendor which can provide all of the on-line research needed by the public and various Ingham County Departments Offices, and Courts.

This contract term is June 1, 2018 through May 31, 2021 and the details of the contract allocations can be found in the attached resolution.

cc: Mike Dillon
Hon. Joyce Draganchuk
Shauna Dunnings
Chief Deputy Jason Ferguson
Hon. Richard Garcia
Hon. Janelle A. Lawless
Lisa McCormick
Harry Moxley
George Strander

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THREE YEAR CONTRACTS FOR WESTLAW ELECTRONIC LAW LIBRARY, PATRON ACCESS AND CLEAR ACCESS FOR VARIOUS INGHAM COUNTY DEPARTMENTS, OFFICES AND COURTS

WHEREAS, various Ingham County criminal justice agencies utilize automated Law Library access through a vendor; and

WHEREAS, the LOFT – the Law and Order Fund for Technology: Sheriff, Prosecutor, 55th District, 30th Circuit and Probate Courts collectively looked at various vendors to provide this service in preceding contract years and determined that the Westlaw and CLEAR products provided the most cost effective and efficient ways to provide these services; and

WHEREAS, the LOFT Committee met earlier this year to plan for the next three year contract term and determined that Westlaw for Government and CLEAR are still the most cost effective and efficient ways to provide these services; and

WHEREAS, MCL 600.4851(2) provides funding to establish, operate and maintain a law library for use by persons having business in the courts; and

WHEREAS, courts have been encouraged by the State Court Administrative Office to provide access to frequently-used electronic legal research resources; and

WHEREAS, access to the electronic law library can be provided to the public through the Westlaw Patron product, the Circuit Court expressed a desire to add public access to the automated Westlaw Law Library through the Patron product to this contract term; and

WHEREAS, the LOFT Committee recommends Westlaw for Government, CLEAR and Patron as products to provide automated law library access to the Ingham County Departments, Offices, Courts, and public for the contract term of June 1, 2018 through May 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the LOFT Committee's recommendation and authorizes three year contracts with the West Publishing Company for Westlaw for Government, CLEAR and Patron out of budgeted operational and LOFT Funds with the exception of Friend of the Court and Prosecuting Attorney's Office Family Support which will be paid through the Title IV-D Cooperative Reimbursement Program Contract with the State of Michigan and Patron which will be paid for with the surplus funds in the Law Library line item (269-13100-782000) as follows:

WESTLAW FOR GOVERNMENT:

YEAR 1:

Circuit/Probate/FOC	2018/19	\$1,386.38/month * 12 = \$16,636.56
Prosecutor	2018/19	\$1,612.07/month * 12 = \$19,344.84
55 th District	2018/19	\$225.69/month * 12 = \$2,708.28
Sheriff	2018/19	\$376.88/month * 12 = \$4,522.56
Total:	2018/19	\$3,601.02/month
Total:	2018/19	\$43,212.24/year

YEAR 2:

Circuit/Probate/FOC	2019/20	\$1,427.97/month * 12 = \$17,135.64
Prosecutor	2019/20	\$1,660.43/month * 12 = \$19,925.16
55 th District	2019/20	\$232.46/month * 12 = \$2,789.52
Sheriff	2019/20	\$388.19/month * 12 = \$4,658.28
Total:	2019/20	\$3,709.05/month
Total:	2019/20	\$44,508.60/year

YEAR 3:

Circuit/Probate/FOC	2020/21	\$1,470.81/month * 12 = \$17,649.72
Prosecutor	2020/21	\$1,710.25/month * 12 = \$20,523.00
55 th District	2020/21	\$239.43/month * 12 = \$2,873.16
Sheriff	2020/21	\$399.84/month * 12 = \$4,798.08
Total:	2020/21	\$3,820.33/month
Total:	2020/21	\$45,843.96/year

CLEAR:

YEAR 1:

Circuit Court	2018/19	\$141.21/month * 12 = \$1,694.52	
55 th District	2018/19	\$141.21/month * 12 = \$1,694.52	
Probate	2018/19	\$141.21/month * 12 = \$1,694.52	
Prosecutor	2018/19	\$282.42/month * 12 = \$3,389.04	
FOC	2018/19	\$482.15/month * 12 = \$5,785.80	
Total:	2018/19	from LOFT	\$423.63/month
		from LOFT	\$5,083.56/year
Total:	2018/19	from Title IV-D for	
		Prosecutor/FOC	\$764.57/month
		from Title IV-D for	
		Prosecutor/FOC	\$9,174.84/year

YEAR 2:

Circuit Court	2019/20	\$148.27/month * 12 = \$1,779.24
55 th District	2019/20	\$148.27/month * 12 = \$1,779.24
Probate	2019/20	\$148.27/month * 12 = \$1,779.24
Prosecutor	2019/20	\$296.54/month * 12 = \$3,558.48
FOC	2019/20	\$502.26/month * 12 = \$6,027.12

Total: 2019/20 from LOFT \$444.81/month
from LOFT \$5,337.72/year

Total: 2019/20 from Title IV-D for
Prosecutor/FOC \$798.80/month
from Title IV-D for
Prosecutor/FOC \$9,585.60/year

YEAR 3:

Circuit Court	2020/21	\$155.68/month * 12 = \$1,868.16
55 th District	2020/21	\$155.68/month * 12 = \$1,868.16
Probate	2020/21	\$155.68/month * 12 = \$1,868.16
Prosecutor	2020/21	\$311.37/month * 12 = \$3,736.44
FOC	2020/21	\$531.57/month * 12 = \$6,378.84

Total: 2020/21 from LOFT \$467.04/month
from LOFT \$5,604.48/year

Total: 2020/21 from Title IV-D for
Prosecutor/FOC \$842.94/month
from Title IV-D for
Prosecutor/FOC \$10,115.28/year

PATRON:

YEAR 1:

Law Library Surplus 2018/19 \$625/month * 12 = \$7,500.00/year

YEAR 2:

Law Library Surplus 2019/20 \$646.84/month * 12 = \$7,762.08/year

YEAR 3:

Law Library Surplus 2020/21 \$666.25/month * 12 = \$8,268.72/year

Total: 2018 – 2021 \$23,643.72/term of contract

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract/purchase documents consistent with this Resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: May 1, 2018

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2018, for the Park and Zoo winter seasonal fees on November 1, 2018, and for all other departments with the exception of the Zoo, on January 1, 2019. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2019 cost was calculated by multiplying the 2018 cost by the 2019 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$83,970. Any additional revenue will be recognized in the 2019 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller’s Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

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 also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2019 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2018, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2018.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

2019 County Fees Analysis
 Law and Courts Committee

ATTACHMENT A

Location of Service	Fee Description	Target Percent	2018 Fee	2019 Fee
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$460.00	\$470.00
Pros Atty	Diversion - Felony Offender	50.0%	\$810.00	\$820.00
Pros Atty	Costs for eligible convictions - Trial	10.0%	\$235.00	\$240.00
Jail	Day Rate (1)	100.0%	\$55.00	\$56.00
Sheriff	Costs for Command per hour	100.0%	\$65.60	\$66.98
Sheriff	Costs for Deputy per hour	100.0%	\$58.84	\$60.07
Sheriff	Road Bonds per Warrant	100.0%	\$10.00	\$11.00
Sheriff	False Alarm Fee- third offense	100.0%	\$43.00	\$44.00
Sheriff/Em Mgt.	Cost Recovery Fee flat rate per indiv.	100.0%	\$31.00	\$32.00
Sheriff	False Alarm Fee-fourth offense & subsequent/each yr	100.0%	\$105.00	\$110.00

ATTACHMENT B: Fees Which Adjustment is Recommended
Law and Courts Committee

Location of Service	Fee Description	2018 Fee	2019 Fee
Circuit Court	Show Cause - Probation	\$185.00	\$190.00
Family Division	Delinquency Court Costs	\$285.00	\$290.00
Family Division	Tether	\$33.00	\$34.00
Family Division	Traffic - Fail to Appear	\$26.00	\$27.00

Agenda Item 4

TO: Law and Courts Committee
FROM: Teri Morton, Deputy Controller
DATE: May 1, 2018
SUBJECT: November Ballot Question – Supplemental Millage/Surcharge for New Radio System

In 2016, the 9-1-1 Advisory Board recommended that the Board of Commissioners consider providing additional funding for the 9-1-1 Center to address the anticipated cost for new radio equipment as well as additional capital and staffing needs. It was decided not to increase the millage at that time, nor to ask for a separate millage for the increased amount. Staff was directed to bring back a proposal in 2018. The current maintenance agreement for Infrastructure Only with Harris Corporation for the 9-1-1 Public Safety Radio Communication System is approved through September 30, 2021. (R15-363.)

Since 2016, there have been many discussions, at 9-1-1 Advisory Board meetings and in other forums, as to the best way to address the future needs of the County for emergency telephone dispatch services. Replacement of the current system has been recommended, and is anticipated to be more costly than estimated in 2016, in the neighborhood of \$30 million.

It is estimated that a \$30 million system to be financed over 10 years would have an annual cost of around \$3.7 million, or around 0.5 mill. Another option would be a phone surcharge (around \$1.50 per month), or a combination of phone surcharge and millage.

In February, the Board of Commissioners directed the 9-1-1 Advisory Committee to move forward with a replacement system with the expectation that the Board will move forward by asking the voters to support a ballot question in 2018 to fund the replacement.

A November ballot question would need to be certified by the County Clerk by July 31. Including the May 10 Law and Courts committee meeting, there will be four meetings of the Law and Courts Committee before that date:

Law and Courts Meeting Dates	Board Meeting Dates
May 10	May 22
May 31	June 12
June 14	June 26
July 12	July 24
Certification Deadline - July 31	Election Day - November 6

9-1-1 Director Lance Langdon will be at the May 10 meeting to present information regarding the transition to a new public safety radio system.