

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

LAW & COURTS COMMITTEE  
MARK POLSDOFER, CHAIR  
CHRIS TRUBAC  
VICTOR CELENTINO  
BRYAN CRENSHAW  
ERIN GRAHAM  
ROBERT PEÑA  
RANDY SCHAFFER

**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 27, 2021 AT 6:00 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/89753378593>.

Agenda

Call to Order

Approval of the [May 13, 2021 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Circuit Court – Family Division
  - a. [Raise the Age](#) Legislation Update (*Discussion*)
  - b. Resolution Honoring [Susan Parks](#)
2. 55<sup>th</sup> District Court – Resolution to Approve the Appointment of [Mark Blumer Magistrate](#) of the 55<sup>th</sup> District Court
3. Animal Control and Shelter – Resolution to Authorize a [Memorandum of Understanding](#) between Ingham County Landbank Fast Track Authority and the Ingham County Animal Control and Shelter

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).

LAW & COURTS COMMITTEE  
May 13, 2021  
Draft Minutes

The meeting was called to order by Chairperson Polsdofer at 6:00 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act and State of Emergency declared by the Board of Commissioners for Ingham County. A roll call attendance and the present location of the Committee members was taken for the record.

Members Present: Polsdofer (Ingham County, Michigan), Trubac (Ingham County, Michigan), Celentino (Ingham County, Michigan), Crenshaw (Ingham County, Michigan), Graham (Ingham County, Michigan), Peña (Ingham County, Michigan), and Schafer (Ingham County, Michigan).

Members Absent: None.

Others Present: Sheriff Scott Wriggelsworth, Chief Deputy Darin Southworth, Captain Rob Earle, Cynthia Johnson, KC Brown, Heidi Williams, Morgan Cole, Mary Sabaj, Mike Cheltenham, Teri Morton, Mary Konieczny, and Liz Noel.

Approval of the April 29, 2021 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE APRIL 29, 2021 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Sheriff's Office
  - b. Resolution to Authorize a Contract for Psychological Services with Dr. Richard Janka for Pre-Employment Screening of Applicants and Additional Psychological Services as Needed with the Ingham County Sheriff's Office
  - c. Resolution to Purchase Body Scanner Technology from Tek-84, Inc. for Usage in the Ingham County Correctional Facility
  - d. Resolution to Authorize a Contract to Purchase and Train a Replacement Canine Dog

- e. Resolution to Honor the Service of Canine Titan and Deputy Matusko and to Approve the Sale of Titan to Deputy Matusko
  - f. Resolution to Honor Captain Greg Harris of the Ingham County Sheriff's Office
2. Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with W.S. Darley & Company to Purchase a DJI Mavic 2 Enterprise Advanced Drone Package
  3. Probate Court
    - a. Resolution to Authorize Project Change Request No. 20336 with ImageSoft Corporation for the Probate Court Imaging Project
    - b. Resolution to Authorize Agreements to Provide Statutorily Required Guardianship Reviews
  4. Prosecuting Attorney's Office – Resolution to Authorize Acceptance of a Grant Amendment with the Michigan State Police and the Ingham County Prosecutor's Office
  5. Community Corrections – Resolution to Authorize Submission of a Grant Application and to Contract with the Michigan Department of Corrections for Ingham County/ City of Lansing Community Corrections and Program Subcontracts for FY 2021-2022
  6. Animal Control and Shelter – Resolution to Convert the Part-Time Animal Behaviorist/Enrichment Coordinator Position to Full-Time and Accept a Grant in the Amount of \$17,500 from Petco Love for the Ingham County Animal Control and Shelter

THE MOTION CARRIED UNANIMOUSLY.

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

1. Sheriff's Office
  - a. Update on Jail Programming Funded by the Justice Millage (*Presentation*)

Captain Rob Earle, Sheriff's Office; KC Brown, Correctional Assessment Treatment Services (CATS) Program Coordinator; and Cynthia Johnson, Ingham County Jail Inmate Program Coordinator, presented an update on jail programming.

Commissioner Schafer stated he was impressed with the initiative shown by the Ingham County Sheriff's Office (ICSO) and the other agencies. He further stated that regardless of whether there was a pandemic or not, and he recognized there were State guidelines, it was important to address mental health, substance abuse, and other serious issues.

Commissioner Celentino asked how the jail was able to deliver Special Education Services programming provided through the Ingham Intermediate School District to the 14 inmates noted in the report, and what type of accommodations or modifications had been made for those students during the pandemic.

Ms. Johnson stated that the jail worked well with the Lansing School District, which ran the GED program. She further stated that Zoom was used to start the process with the inmates and for Individualized Education Programs, whereas the inmates would work with other teachers for testing and instruction.

Commissioner Celentino stated he noticed that during the pandemic, when group classes were suspended, the GED and Special Education Services had not been cancelled. He asked whether those inmates were able to be in the classroom for group classes.

Ms. Johnson stated that the GED and Special Education Services classes were one-on-one classes, so they were able to be done via Zoom.

Commissioner Celentino stated he noticed that the Chaplain at the jail had received 774 forms. He asked what the forms the Chaplain received were for, if they were regarding religious services or attention to religious needs.

Captain Earle stated that the forms were for a mix of things, but because the Chaplain was also in charge of the library and approving the books for inmates, a majority of the Chaplain's requests were for books.

Commissioner Celentino asked if the Chaplain was responsible to provide for inmates' specific religious requests, for instance, if a Catholic inmate wanted to attend confession or have a priest come in.

Captain Earle stated that those inmate requests were usually routed for approval through the Chaplain to be allowed to come into the building. He further stated that because of the pandemic, a lot of the visits were occurring through the glass in the old visitation area, but the space was very limited and the older technology there kept breaking.

Captain Earle stated that the jail staff had done a good job of working with CATS and other entities to make sure there was at least one booth available for the Chaplain, which made things complicated when they had to consider scheduling to keep different groups of inmates separated within the visitation area. He further stated that the Chaplain was working with the Islamic Center of East Lansing to make sure inmates got the resources they needed, and the Chaplain did not give preference to one faith over another.

Commissioner Celentino stated he appreciated the Chaplains performance and his responsibility of providing spiritual services. He further stated he appreciated the education services that Ms. Johnson provided.

Commissioner Peña asked what the acronym "MRT" stood for.

Chief Deputy Darin Southworth, Sheriff's Office, stated MRT stood for Moral Reconation Therapy.

Commissioner Peña stated he appreciated that there were programs surrounding parenting in the jail.

Commissioner Crenshaw stated that he had had a lot of concerns about jail programming, as money had been set aside from the Justice Complex Millage to make sure programming continued to occur even through the pandemic. He further stated that his concerns were that things would be cut because of the pandemic, and how services could be delivered.

Commissioner Crenshaw stated that it sounded like the Sheriff's Office and partners were working toward the delivery of services during the pandemic, and he noticed that a couple of tablets had been purchased. He asked if there was a plan to purchase more tablets for more individual Zoom sessions to avoid using the old visitation location.

Captain Earle stated that the jail was out of space to set up more tablets while still ensuring client confidentiality for meetings with inmates' attorneys or counselors. He further stated that the biggest concern going forward was that a lot of the technology that the jail was currently using was usually used for court proceedings, and once the courts were back at full capacity, the jail would need to accommodate the judges as well.

Captain Earle stated that another issue in the jail was that the Internet connectivity did not do well through concrete, so the Innovation and Technology (IT) Department had put in additional Wi-Fi ports throughout the building. He further stated that if there was space and a need for more tablets, he would definitely ask for more.

Commissioner Crenshaw asked how Captain Earle saw programming going as things moved forward, and if he expected an increase in face-to-face sessions or new programs.

Captain Earle stated that as COVID-19 cases rose in the community, the biggest threat to the jail was an infection through an outside source like the staff or volunteers, so they responded to the County's COVID-19 case numbers. He further stated that as cases in the County decreased, it made it possible to have individual sessions again, and now inmates were allowed into the CATS area to meet one-on-one in CATS staff's offices.

Ms. Brown stated that it had been about three weeks since resuming individual therapy meetings with inmates in the CATS office space. She further stated that COVID-19 protocols were followed, and the majority of the CATS staff had been vaccinated.

Ms. Brown stated that two weeks ago, small group programs had started, following COVID-19 protocols and limiting the number of participants to accommodate social distancing. She further stated that some clients that had struggled to connect in counseling during the pandemic were having more in-depth conversations now that they were meeting with counselors face-to-face.

Commissioner Crenshaw stated he appreciated the efforts to reintroduce inmates to more personal programming. He thanked Chief Deputy Southworth for his leadership with the jail programming during the pandemic, and he wished Captain Earle the best of luck going forward.

Sheriff Scott Wriggelsworth, County Sheriff, stated it was important to sing the praises of the programming Ms. Johnson, Ms. Brown, and the Chaplain did throughout the pandemic. He further stated that there were times when they had begged to come back to the jail during the pandemic, and when it was still not safe to do so, they went back to the drawing board and came up with creative ways to implement programs, while still being responsible and thoughtful about their role in the system.

Sheriff Wriggelsworth stated that every day at the jail was complicated, and these three programming pieces inside the facility were doing important work to get inmates the programs they needed. He further stated that his staff would continue to work to allow for individual and group sessions, while being mindful of the fact that the virus could be brought in by people outside the facility.

Commissioner Graham asked how programming requests were handled, and if all programs offered were optional.

Captain Earle stated that the jail staff could not force anyone to get their GED or participate in mental health services, but they did not just ask the inmates once if the inmate refused at first. He further stated that sometimes, after an inmate went through substance abuse withdrawal symptoms, they might then be interested in programming.

Commissioner Graham stated that Chief Deputy Southworth noted in the chat that programming could be court-ordered. She asked how different programming offerings were decided upon.

Captain Earle stated that best practices across the state and country were reviewed, and there was a handbook from the National Institute of Corrections that came out every few years. He further stated that the Hustle 2.0 and Ignite programs were found through other jails' best practices.

Captain Earle stated that not every program would work in every jail, as it depended on size and length of stay. He further stated that many programs were geared for longer than 30-day stays at the jail, but there were many inmates that were released within 72 hours, and his staff tried to connect those people to programs as they were released.

Ms. Johnson stated that Corrections Lieutenant Melissa Brown, Sheriff's Office, had brought the idea of the Hustle 2.0 program to her after she had seen it in a magazine. She further stated after doing some research on the program, she was able to propose it to Chief Deputy Southworth and Sheriff Wriggelsworth and receive their support for the program.

Ms. Johnson stated that she would look at any program to figure out if it could work or be modified to work in the jail. She further stated that there would be something implemented that was similar to the Ignite program that fit these inmates and this facility the best it could.

Commissioner Graham stated she imagined inmates provided informal feedback on training regularly, but she wondered if there was a more formalized way to collect feedback about the programming.

Ms. Johnson stated that for the educational programming, she had received some surveys. She further stated that the yoga instructors had done surveys in and out of the class to determine the effectiveness of the class, and she was now trying to come up with surveys for other programs.

Ms. Brown stated that CATS conducted two formal surveys a year, but throughout the year, they received feedback from each class or group session and also received kites from inmates with information about the programming.

Sheriff Wriggelsworth stated that when the Justice Complex Millage had passed, he wanted to find which programs worked well and build upon those programs. He further stated there was no good metric to measure recidivism for county jails, so the Sheriff's Office was partnering with Michigan State University School of Criminal Justice to measure it with their studies, which would take years of collecting data.

Sheriff Wriggelsworth stated that the struggle with the GED program was the length of an inmate's stay, and if the inmate was released, they likely would not continue pursuing their GED. He further stated when the jail did have successes inside the facility with the GED program prior to the pandemic, they had held graduation ceremonies, which were very impactful to witness.

Commissioner Schafer asked if inmates could order books through the Capital Area District Libraries (CADL). He stated that if Commissioners had not had a chance to see Judge Don Allen's graduation ceremony for substance abuse, it was well worth the time.

Ms. Johnson stated she had a good working relationship with CADL, and CADL had assured the jail a small budget to add to the jail library when it was operational. She further stated that they were currently in the process of putting the jail library into an application so it would all be online and easier to find books and check books in and out.

Chief Deputy Southworth stated in the chat that the jail library had no shortage of books, and there were over 2,000 books for inmates to choose from.

Commissioner Crenshaw asked if all of the judges in the County were aware of the programming that was available to inmates. He further stated that he knew of one judge that had reached out to him to inquire about the programs, so it might be worthwhile to update the judges on what programming was available during the pandemic.

Chief Deputy Southworth stated that the Sheriff's Office had just sent an update about programming options to court administrators and chief judges in each court two weeks ago, and they planned to redistribute programming options every once in a while.

Chairperson Polsdofer asked for more information about the Ignite program in the Genesee County Jail.

Ms. Johnson stated that the Genesee County Jail worked closely with the Mt. Morris Consolidated Schools which had provided three full-time and two part-time teachers. She further stated that everyone had a Chromebook and at least half of the inmate population was involved in educational programming, whether that was for GED, diploma, or skilled trades.

Ms. Johnson stated that it was phenomenal to watch the inmates learn. She further stated that an inmate would not be able to get a certificate in a skilled trade in the jail, but part of the program was that when the inmate was released, there was a place outside of the jail where they could work toward obtaining their certificate, as was also the case for the GED.

Ms. Johnson stated that the Ignite program provided wraparound services, which was needed in Ingham County as well.

Discussion.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:44 p.m.



**MAY 27, 2021 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Deputy Controller recommends approval of the following resolutions:**

2. *55<sup>th</sup> District Court – Resolution Approving the Appointment of Mark Blumer Magistrate of the 55<sup>th</sup> District Court*

This resolution will approve the appointment of Mark E. Blumer as a per diem magistrate for the 55<sup>th</sup> District Court. When the Court's full-time magistrate is utilizing leave or attending a training program, the day-to-day duties of the magistrate must still be performed. Mr. Blumer will be paid a per diem rate of \$30/hour. Funds for this expense are included in the budget.

See memo for details.

3. *Animal Control – Resolution to Authorize a Memorandum of Understanding Between Ingham County Landbank Fast Track Authority and the Ingham County Animal Control and Shelter*

This resolution will authorize a Memorandum of Understanding between the Ingham County Land Bank Fast Track Authority (Authority) and Ingham County Animal Control and Shelter (ICACS) for the time period April 19, 2021 through April 30, 2022 for lawn care and snow removal at the Community Outreach Center. The Authority will charge \$20.00 per mowing with an average of 15 mowings per year and snow removal services are \$45.00 per removal. Funds for this expense are included in the ICACS budget.

See memo for details.

**PRESENTATION:**

- 1a. *Circuit Court – Family Division – Update on Raise the Age Legislation*

**HONORARY RESOLUTION:**

- 1a. *Circuit Court – Family Division – Resolution Honoring Susan Parks*

# **An Examination of the Impact of Raise the Age Legislation on Michigan Juvenile Courts**

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Michigan State University  
Juvenile Risk Assessment Team  
M.K. Kitzmiller, M.A., & Caitlin Cavanagh, Ph.D

12th March 2021

## Goals

In October 2019, the “Raise the Age” (henceforth RTA) package of legislation was signed into law in the State of Michigan. RTA extends the age of juvenile jurisdiction from 16 years old to 17 years old and will take effect beginning on October 1, 2021. The implementation will naturally cause an influx of 17-year-olds to the juvenile court system, which is associated with resource costs. Thus, Michigan juvenile courts and the State of Michigan have a vested interest in understanding the impact of RTA on the volume of youth that will be served by Michigan juvenile courts. Empirical data can help us make informed estimates about what to expect. The goal of this report is to estimate the impact of RTA on Michigan juvenile courts in terms of expected changes in petitions and juveniles. We hope that this report will continue to allow Michigan to make evidence-based decisions to support justice-involved youth.

## Methodology

In December 2020, the Michigan Association for Family Court Administration (MAFCA) invited researchers at Michigan State University to conduct an empirical analysis of the trends in petitions and unique juveniles for youth under the age of 17 currently under juvenile jurisdiction, and for 17-years-olds currently under adult jurisdiction. Because of the decentralized nature of juvenile justice in Michigan, this report displays state-wide estimates as well as estimates by county size category (as determined by SCAO; i.e., Small, Medium, Large, and Very Large). Counties’ interest in participating was surveyed at a MAFCA Roundtable discussion. MAFCA selected counties to participate based on interest, size, and location to ensure accurate representation. MAFCA contacted each participating county individually for an hour-long teleconference to describe the data collection procedure, and to ensure consistent definition of study variables to allow for appropriate comparisons across counties. Thirteen counties ultimately provided data for the report. This includes two small counties; four medium counties; four large counties; and three very large counties. All data were entered into a secure online data collection and management system. The data were then cleaned, organized, and analyzed by JRAT Project Manager M.K. Kitzmiller (kitzmil1@msu.edu) and Director, Dr. Caitlin Cavanagh (cavana81@msu.edu).

## Report Findings

Drawing upon three years of official court data from a representative sample of Michigan counties, we used linear trend forecasting to predict the number of additional petitions and unique youth who will fall under juvenile court jurisdiction as a result of RTA. These estimates account for overtime trends relevant to both justice-involved 17-year-olds and juveniles age 16 and under.

**Petitions.** Our first set of analyses estimate the change in petitions as a result of RTA. On average, we estimate a 18% increase in the volume juvenile petitions. The change in petitions may vary based on county size: petitions in small counties are expected to increase on average by 26%; medium counties by 23%; large counties by 11%; and very large counties by 15%. The change in petitions can be used as a proxy indicator for changes in program enrollment, residential placement, and short-term detention.

**Unique Juveniles.** We conducted a second set of analyses to predict the number of unique 17-year-olds who will fall under juvenile court jurisdiction as a result of RTA. On average, we estimate a 21% increase in unique justice-involved juveniles. Additionally, we expect some variation in juveniles based on county size: the number of unique juveniles is expected to increase by 29% on average in small counties; 28% in medium counties; 13% in large counties; and 17% in very large counties.

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING SUSAN PARKS**

WHEREAS, Susan Parks began her career in Ingham County as a temporary employee working for Ingham County Friend of the Court in 1988; and

WHEREAS, Susan Parks was later hired by the Ingham County Data Processing Department as a Clerk Typist II/Data Entry in September of 1988; and

WHEREAS, Susan Parks transferred to the Ingham County Probate Court as a Victims Rights/Data Coordinator in February of 1993; and

WHEREAS, Susan Parks was promoted by the Ingham County Probate Court to Data Coordinator in December of 1996; and

WHEREAS, the Circuit Court Family Division was established on January 1, 1998; and

WHEREAS, Susan Parks was a vital part of the Ingham County Circuit Court Courtview implementation team in 1998; and

WHEREAS, Susan Parks was temporarily promoted to provide the entire Ingham County Circuit Court with IT support as the Circuit Court Technology Liaison in 2020; and

WHEREAS, Susan Parks' commitment to performing her duties in a very detailed and accurate manner has made her an invaluable asset to the Ingham County Circuit Court Family Division; and

WHEREAS, Susan Parks' skills, initiative, and positive support of her team members will be missed by her colleagues; and

WHEREAS, Susan Parks has been the commensurate "go-to person" for all employees in the Ingham County Circuit Court; and

WHEREAS, after 32 years of dedicated service to Ingham County Circuit Court Family Division, Susan Parks is retiring on May 31, 2021; and

WHEREAS, Susan Parks will have more time to scrapbook, make handmade Christmas cards, and spend time with her husband, Darrell, her two children, Sam and Nick, and her newborn grandson, Jameson Joseph.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor Susan Parks for more than 32 years of dedicated service to the Ingham County Circuit Court Juvenile Division and for her dedication and commitment to her work.

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

## Agenda Item 2

TO: Law & Courts Committee  
Finance Committee

RE: Appointment of Per Diem Magistrate – Mark E. Blumer

DATE: 5/11/2021

Michigan law authorizes the appointment of a magistrate in the district court. A magistrate serves as a quasi-judicial officer, and the magistrate's authority is expressly set forth by statute. A magistrate assists the court by performing day-to-day judicial functions, such as conducting arraignments, setting bail, issuing arrest warrants, and presiding over civil infraction matters. The delegation of these duties from a judge allows the judge to spend more time presiding over cases of a more serious nature.

When the court's full-time magistrate is utilizing leave or attending a training program, the day-to-day duties of the magistrate must still be performed. The absence of the magistrate creates a hardship for the court and the people we serve.

The 55<sup>th</sup> District Court respectfully requests that the Ingham County Board of Commissioners adopt the resolution appointing Mark E. Blumer as a per diem magistrate for the district court. Mr. Blumer previously served as Magistrate for this court from 2014 – 2020. Mr. Blumer will be paid a per diem rate of \$30/hour. The court is not requesting any additional funding to pay the per diem rate.

Respectfully,

Michael J. Dillon  
55<sup>th</sup> District Court Administrator

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE APPOINTMENT OF MARK BLUMER MAGISTRATE  
OF THE 55<sup>TH</sup> DISTRICT COURT**

WHEREAS, Michigan Compiled Law 600.8501 authorizes the judges of district court to appoint a magistrate to carry out duties as set forth by statute; and

WHEREAS, Michigan Compiled Law 600.8501 also requires that the appointment of a magistrate to the district court be approved by the county board of commissioners prior to the magistrate taking office; and

WHEREAS, the 55th District Court has funds within its existing budget to pay for a per diem magistrate when the full time magistrate is absent because of leave or training; and

WHEREAS, the 55th District Court wants to ensure that there is no interruption of service to the community when the full-time magistrate is absent; and

WHEREAS, Mark Blumer previously served as magistrate for the 55<sup>th</sup> District Court between 2014 and 2020; and

WHEREAS, the 55<sup>th</sup> District Court intends to appoint Mark Blumer as a per diem magistrate and the appointment is contingent upon the approval the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approve the appointment of Mark Blumer as a per diem magistrate for the 55<sup>th</sup> District Court.

## Agenda Item 3

**TO:** Board of Commissioners Finance and Law & Courts Committees  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** May 6, 2021  
**SUBJECT:** Lawn care and snow removal MOU for ICACS Outreach Center  
For the meeting agendas of June 2, 2021 and June 10, 2021

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### **BACKGROUND**

ICACS operates a Community Outreach Center located at 826 West Saginaw Street in Lansing. The center is operated by volunteers and interns. Traditionally, lawn care and snow removal has been done by volunteers, however, these volunteers are ageing and I am concerned about their welfare and the potential for injury in performing these tasks. The Ingham County Land Bank Fast Track Authority is able to provide lawn care and snow removal for the Outreach Center. Mowing fees are \$20 per mowing with an average of 15 mowing's per year and snow removal services are \$45 per removal.

### **ALTERNATIVES**

If we continue with the current arrangement, we rely on volunteers to mow the lawn and clear the snow. I am very concerned with the risk of injury to these volunteers, particularly because of their ages and physical limitations.

### **FINANCIAL IMPACT**

The financial impact is nominal, being under \$1,000 per year for these services. This money will be paid for out of the existing ICACS budget.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services all while practicing fiscal responsibility.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the MOU between the Ingham County Land Bank Fast Track Authority and the Ingham County Animal Control and Shelter.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN  
INGHAM COUNTY LANDBANK FAST TRACK AUTHORITY AND THE INGHAM COUNTY  
ANIMAL CONTROL AND SHELTER**

WHEREAS, Ingham County Animal Control and Shelter operates a Community Outreach Center located at 826 West Saginaw Street in the City of Lansing; and

WHEREAS, there is a need for lawn care and snow removal at this property; and

WHEREAS, the Ingham County Land Bank Fast Track Authority is able to provide these services at a nominal cost.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a Memorandum of Understanding between the Ingham County Land Bank Fast Track Authority and Ingham County Animal Control and Shelter for the time period of April 19, 2021 through April 30, 2022, as detailed below:

1. The Land Bank will manage all lawn mowing for summer 2021, which includes mowing and trimming, starting the week of April 19, 2021.
2. The cost for lawn mowing is \$20 per each mowing, with an average of 15 mowings for the year.
3. The Land Bank will manage all snow removal for winter 2021-2022 (November 2021 through April 2022), which includes driveway plowing and sidewalk clearing.
4. The cost of snow removal is \$45 per each removal.
5. The Animal Control will reimburse the Land Bank for actual expenses incurred in relation to this Memorandum of Understanding.
6. The Land Bank will maintain accurate and detailed records for all work performed, and submit documentation to Animal Control on an as needed basis.

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.