HUMAN SERVICES COMMITTEE  
April 16, 2018  
Minutes

Members Present: Banas, Nolan, Louney, and Sebolt, Koenig (arrived at 6:33 p.m.) and Naeyaert

Members Absent: Tennis

Others Present: Na’Kayla Tyese Green-Ruffin, DaVier Lamar Smith, Tim Morgan, Melissa Buzzard, Jared Cypher, Lindsey LaForte, and others.

The meeting was called to order by Chairperson Banas 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 April 2, 2018 Minutes

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. NAEYAERT TO APPROVE THE MINUTES OF THE APRIL 2, 2018 HUMAN SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Tennis.

Additions to the Agenda

None.

Substitutes –

3. Parks Department  
d. Resolution to Authorize Additional Contracts for Trails and Parks Millage Applications for _________________ and _________________

4. Controller’s Office  
a. Resolution Authorizing Adjustments to the 2018 Ingham County Budget.

Removed from the Agenda –

None.

Limited Public Comment

None.
MOVED BY COMM. NAeyaert, SUPPORTED BY COMM. NOLAN TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

3. Parks Department
   a. Resolution to Authorize a Contract with L. J. Trumble Builders, LLC
   c. Resolution to Authorize a Contract with Rowe Professional Services Company
   e. Resolution Revising the Parks Department Shelter Fee Waiver Policy
   f. Resolution Honoring Sarah Nicholls

4. Controller’s Office
   b. Resolution to Accept the 2019 – 2023 Strategic Plan

Commissioner Koenig arrived at 6:33 p.m.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

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

1. Youth Commission – Interviews

Na’Kayla Tyese Green-Ruffin interviewed for a position on the Youth Commission.

DaVier Lamar Smith interviewed for a position on the Youth Commission.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. SEBOLT, TO APPOINT NA’KAYLA TYESE GREEN-RUFFIN AND DAVIER LAMAR SMITH TO THE YOUTH COMMISSION.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

2. Housing Commission – Interviews

Robert Mathis, Jr. interviewed for a position on the Housing Commission.

Patrick Schwab interviewed for a position on the Housing Commission.

3. Parks Department
   b. Resolution to Authorize an Addendum to the Residential Lease Agreement for the Lake Lansing Park South Rental House

MOVED BY COMM. NAeyaert, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION.

Commissioner Sebolt asked how long the County had been in the landlord-tenant business.
Tim Morgan, Parks Department Director, stated that the County had been renting this one property since the 1970s. He further stated that continuing to rent this property had been discussed during the last review of the Parks Master Plan.

Mr. Morgan stated that the building was in decent shape and the tenant was happy with the property but it was only a matter of time until it required major repairs. He further stated that at that time it would be highly likely that the choice would be made to demolish the home versus make additional repairs.

Chairperson Banas stated that the tenant had some health concerns and was not planning to be renting for the long-term. She asked what the anticipated cost was to demolish the property.

Mr. Morgan stated that he was unsure about the cost, but the current situation was a win-win for the County.

Commissioner Naeyaert asked how it was a win for the County.

Mr. Morgan stated that the $800 a month of rent provided a nice income to the Parks Department.

Commissioner Koenig stated that she supported a month-to-month lease as was the current agreement. She further stated that would allow the County to end the lease more quickly in the case that major repairs need to be completed.

Mr. Morgan stated that the renter had asked for a year-long lease, it was not the Parks Department’s idea.

Discussion.

Chairperson Banas stated that there were no plans to move forward with finding any other tenants should this tenant end their contract.

Commissioner Nolan stated that she supported a month-to-month lease in order to give the County protection if major repairs needed addressed.

Chairperson Banas stated that the house met the current needs of the tenant and the County.

THE MOTION TO APPROVE THE RESOLUTION FAILED UNANIMOUSLY BY A ROLL CALL VOTE. Absent: Commissioner Tennis.
3. **Parks Department**
   d. **Resolution to Authorize Additional Contracts for Trails and Parks Millage Applications for ____________ and ____________**

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION.

Chairperson Banas stated that the Committee had previously voted to allow applicants to come before the Committee again if they had an increase in funding with a local match. She further stated that there were only two municipalities that had done so: Meridian Charter Township with a boardwalk project and Delhi Charter Township with the RAM II project.

Jared Cypher, Deputy Controller, provided a cover memo for the resolution with multiple options.

Commissioner Koenig asked how much funding was required for the Delhi Charter Township’s entire project.

Mr. Cypher stated that the amount would be $2,824,920. He further stated that would be an additional option since it was not put on the memo.

Chairperson Banas stated that a public survey and public input sessions were held when the Parks Commission started to discuss funding millage projects. She further stated that Meridian Charter Township’s project was the most popular and a separate Delhi Township project, Holt-to-Mason, was the second most popular.

Chairperson Banas stated that the Holt-to-Mason project was a high-priority project among voters and Delhi Township. She further stated that the RAM II project was important, but perhaps not as high of a priority as the Holt-to-Mason trail.

Commission Koenig stated that Holt-to-Mason had a high priority among a lot of the County but it was not without challenges. She further stated that getting this done would be an example of good government.

Commissioner Naeyaert stated that she had served on the Mason City Council at the time the Holt-to-Mason trail first was discussed. She further stated that there were a lot of issues with the crossing of U.S. Route 127, the school district not wanting to provide easement, and Dart Container Corporation not wanting to provide easement.

Melissa Buzzard, stated that she recently met with George Hayhoe, a local advocate for trails. She further stated that he was very excited about the Holt-to-Mason trail and would likely provide some match money to the project.

Ms. Buzzard stated that phase one of the project would be from the Cedar Street Roundabout to College Road.
Chairperson Banas asked what the estimated cost of phase one would be.

Mr. Morgan stated that there had not been engineering work done but a rough estimate would be about $2 million. He further stated that the engineering work had been done for the RAM II trail.

Chairperson Banas stated that the engineering work cost for RAM II was the $20-30,000 that Delhi Charter Township had put into the project. She asked when this project would be able to start.

Ms. Buzzard stated that they would not be able to even break ground until 2019.

Commissioner Naeyaert stated that on the Mason end of the Holt-to-Mason trail, a project was currently being done to create a new trail head. She further stated with Dart Container’s interest in the project it would be helpful in getting this project done.

Commissioner Koenig asked if phase one of the Holt-to-Mason trail was started in Mason if the project could be started sooner.

Ms. Buzzard stated that it was only a quarter mile to the highway.

Mr. Morgan stated that from College Road to crossing U.S. Route 127 would probably be done in one large phase. He further stated that MDOT may provide a TAP grant for part of this as well.

Chairperson Banas asked Evan Hope, Delhi Charter Township Clerk, why the township applied for funding for the RAM II project and not the Holt-to-Mason trail.

Mr. Hope stated that at the time of the application, there was little support for the Holt-to-Mason trail in the other communities because of the difficulties mentioned earlier. He further stated that Delhi Township wanted to either see RAM II funded entirely or assurance that the Holt-to-Mason trail project was a priority.

Commissioner Sebolt asked what the amount of unallocated funding would be for 2019 and 2020 if the Holt-to-Mason project was approved.

Commissioner Koenig stated that it was included in the cover memo, $4 million.

Ms. Buzzard stated that if the only project approved was the Meridian Charter Township project there would be about $3 million unallocated.

Discussion.

Commissioner Sebolt stated that all of these projects are very important; however, he was concerned that by 2019 there will not be any funding for any other communities. He further stated that perhaps East Lansing or the City of Lansing had been planning on applying for funds for 2019 and nothing will be left for them.
Chairperson Banas asked how much millage money had been allocated to the City of Lansing. She stated that there was a chart at a previous meeting that had shown the amount of funding each community had received.

Commissioner Naeyaert stated that she would like to see that chart.

Ms. Buzzard stated that City of Lansing projects have received about $6 million.

Chairperson Banas stated that $6 million was about 25% of the entire millage.

Mr. Cypher stated that by Board of Commission resolution, no more than 70% of a future year’s millage can be allocated. He further stated that part of the 30% could be used for staff, CIP, and the Spicer Group, but some of that money could be allocated to projects.

Chairperson Banas asked Ms. Buzzard to provide the chart showing how much millage funding communities received because the question of fairness had come up repeatedly.

Commissioner Koenig asked how much of the 30% was allocated for staffing and other expenses.

Mr. Morgan stated that there is roughly about $500,000 that can be allocated to future projects.

Commissioner Koenig stated that legally the Commission cannot allocate funds beyond the end of the millage in 2020, but they can enter into contracts and look forward to a millage renewal. She further stated that 2020 should not be seen as an end point.

Chairperson Banas stated that this project could be very satisfying for many people.

Commissioner Naeyaert stated that she was concerned about not approving another Delhi Charter Township project. The Committee had repeatedly asked for more from Delhi without approving their application.

Commissioner Koenig stated that it was her fault because she saw that the RAM II project was not as exciting and popular. She further stated that there was more resolve to fund the Holt-to-Mason trail project and many people in the community are interested and excited about Holt-to-Mason.

Commissioner Naeyaert asked Clerk Hope about where this trail would go from the roundabout.

Clerk Hope stated that the trail would basically go along Hogsback Road and then along Cedar Street.

Commissioner Naeyaert asked about the right-of-ways and easements being something that businesses have been leery about.
Clerk Hope stated that easement issues are often an issue, but it seems that it was mostly a concern along Grovenburg Road.

Mr. Morgan stated that the Manic-Smith Report page 84 showed the projects that the community saw as most important and the RAM II project was ranked eighth versus the Holt-to-Mason project which was second. He further stated that if you look at the rankings the top eight projects were all very important projects.

Mr. Morgan stated that there have not been any bad trail projects being applied for.

Commissioner Naeyaert stated that now that Dart Container was done with their expansion they are interested in this project. She further stated that she anticipated Mr. Hayhoe and MDOT could provide some funding opportunities for this project.

Clerk Hope stated that the developments on the Holt-to-Mason trail had really only happened in the last month. He further stated that there are benefits to both projects and Delhi Township would like to be able to move forward with either project.

Commissioner Nolan asked what the length of the Holt-to-Mason trail would be.

Ms. Buzzard stated that it was less than 5 miles.

Commissioner Nolan stated that she supported voting on the Meridian Charter Township project and allow Delhi Charter Township to make a new request for the Holt-to-Mason trail project.

Commissioner Naeyaert asked if that was a motion.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. NAeyaERT, TO APPROVE THE MERIDIAN CHARTER TOWNSHIP PROJECT AND ALLOW DELHI CHARTER TOWNSHIP TO MAKE A NEW REQUEST FOR THE HOLT-TO-MASON TRAIL PROJECT.

Commissioner Koenig suggested that it may be easier to pass the resolution funding the Meridian Charter Township project and then separately ask Delhi Charter Township to apply for the Holt-to-Mason Trail.

Commissioner Louney stated his support for that.

Ms. Buzzard stated that if there was support for the Holt-to-Mason trail it would be helpful to allocate a small amount of funding to Delhi Charter Township to cover the engineering costs. She further stated that the community had put money into the RAM II engineering and in order to not upset the application project and show support for the Holt-to-Mason trail this funding was helpful.

COMM. NOLAN WITHDREW THE MOTION.
Chairperson Banas stated the resolution could be amended.

Commissioner Naeyaert asked if the Meridian Charter Township project was funded and the Holt-to-Mason trail project was funded, how much unallocated funding remained.

Mr. Morgan stated it was just over $3 million.

Discussion.

MOVED BY COMM. LOUNEY, SUPPORTED BY COMM. NOLAN, AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with Meridian Charter Township for the amount of $975,000 for the funding years of 2018 and 2019.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with _______ for the amount of $________ over the course of the funding years of _______ and _______ to aid in the development of phase _______ of the RAM 2 Burchfield trail.

THIS WAS CONSIDERED A FRIENDLY AMENDMENT.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY BY A ROLL CALL VOTE. Absent: Commissioner Tennis.

Chairperson Banas stated that she would like to entertain the request to move the Delhi Charter Township portion forward.

COMM. NAeyaERT MOVED TO ASK DELHI CHARTER TOWNSHIP TO PROVIDE AN APPLICATION FOR FUNDING FOR THE HOLT-TO-MASON TRAIL PHASE ONE TO COLLEGE ROAD.

NO ACTION WAS TAKEN ON THIS MOTION.

Discussion.

Commissioner Louney asked if Delhi Charter Township would be applying for the Holt-to-Mason Trail funding in the fall.

Commissioner Koenig stated that Delhi Charter Township had already committed a lot of resources to the RAM II trail, so providing some funding for the Holt-to-Mason trail project engineering would help them to complete this application.
Commissioner Louney stated that providing up to $40,000 to Delhi Charter Township would allow the engineering to be completed so they would be ready to apply for the next round of funding in the fall.

Mr. Cypher stated that he recommended editing the first “further be it resolved” clause to the resolution that the Committee just passed to request say, “The Ingham County Board of Commissioners requests that Delhi Charter Township submit an application to funding for phase one to College Road of the Holt-to-Mason trail as soon as possible.” He further stated that Ms. Buzzard could work with Delhi Charter Township to get this done as soon as possible because there was still $3.1 million in funding available.

Mr. Cypher stated that as soon as this application was ready it could come back in the form of a resolution to be voted on. He further added that another “Be it further resolved” clause could be added in order to give some seed money for prep work like engineering.

Ms. Buzzard asked if any other communities could apply.

Mr. Cypher stated that this would be specific only to Delhi Charter Township.

Commissioner Louney stated that he was more comfortable with providing the funding for engineering and then Delhi Charter Township to apply in the fall rather than as soon as possible. He further stated that the funding did show the commitment of the Committee toward the Holt-to-Mason project.

Commissioner Sebolt stated that under the old rules he would have agreed with that, but the Board of Commissioners recently passed a resolution which stated that it was up to the Board of Commissioners to decide how this money is allocated. He further stated that the price tag for this project is much better than the RAM II project.

COMM. SEBOLT MOVED TO RECONSIDER THE VOTE BY WHICH THE LAST RESOLUTION PASSED.

NO ACTION WAS TAKEN ON THIS MOTION.

Commissioner Sebolt stated that staff had recommended additional amendments and this would be a way of adding these amendments.

Discussion.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. NAeyaERT, TO CREATE A RESOLUTION TO ALLOCATE UP TO $40,000 TO DELHI CHARTER TOWNSHIP FOR ENGINEERING AND DESIGN OF PHASE ONE OF THE HOLT-TO-MASON TRAIL PROJECT, AND DELHI CHARTER TOWNSHIP SHALL WORK WITH THE PARKS DEPARTMENT TO BRING BACK A FULL PROPOSAL AS A RESOLUTION.

Discussion.
Commissioner Louney asked if Delhi Charter Township could apply for this project with the other communities in the fall or was this a proposal separate from the application process.

Mr. Cypher stated that by asking for a proposal it could be done outside of the application process.

Commissioner Nolan stated that she also supported Delhi Charter Township applying for this project in August rather than completing a proposal as soon as possible.

Commissioner Louney stated that allowing them to apply in August is consistent with showing support for the project with the initial funding of engineering. He further added that Clerk Hope had stated that the township needed reassurance that this project was a priority.

Commissioner Koenig stated that this was probably moot because the engineering study would not be done until August.

Discussion.

Commissioner Nolan stated that she was supportive of providing engineering funding but did not want to rush this and wanted to follow the established process for allocating trail funds.

Discussion.

Commissioner Sebolt stated that he would like the full proposal as soon as possible. He further stated that the language added to the resolution during the last round of funding by Commissioner Grebner cemented that the Board of Commissioners had the final say for funding so there was no need to drag out this process.

Ms. Buzzard stated that until this was completed it was difficult to know the amount of funds available for 2019.

Mr. Morgan stated that if the timeline was the same as last year’s approvals, the projects would be ready for approval in December.

Chairperson Banas stated that she supported staying with the application process.

Commissioner Sebolt stated that he was worried that this meant that Delhi Charter Township would have to wait yet another year before their project was approved and there has been frustration expressed in past meetings that there had not been funding for Delhi Charter Township’s projects. He further stated that it is possible to complete this study and the Parks Commission to not recommend for this project to be approved as they had previously passed up on Delhi Charter Township projects that had been important.

Commissioner Sebolt stated that the Holt-to-Mason trail was desired by the public and the taxpayers have expressed their support for this project so give them what they want.
Chairperson Banas stated that waiting until the application deadline will not delay anything.

Commissioner Koenig stated that this is a project that the Parks Commission wants; therefore, there was little risk to making the township apply formally in August.

Commissioner Nolan stated that she would be voting no on this resolution because she is very supportive of Delhi Charter Township and what Clerk Hope had to say but she does not want to make a commitment outside of the established process.

Commissioner Louney asked Clerk Hope if the commitment of $40,000 would make the Township comfortable with knowing this project was a priority.

Clerk Hope stated that the Township appreciated the engineering cost being covered but was unsure as to if their project would be approved.

Commissioner Louney asked Ms. Buzzard if moving as soon as possible would hold up the fall application project.

Ms. Buzzard stated that it would be more difficult to figure the funding available for the next round of projects.

Commission Koenig stated that communities can apply with or without finalized funding amounts.

Commissioner Naeyaert stated that the resolution that passed by the Board of Commissioners with the language added by Commissioner Grebner said that the Commission can decide the process and had the final say, so it did not matter if this goes outside the established process.

Commissioner Nolan stated that she wants to keep it fair.

Commissioner Sebolt stated that the Committee had already extended the deadlines many times for this so it was currently done outside the established process. He further stated that many communities would benefit, not just Delhi Charter Township.

Commissioner Koenig stated that this resolution shows commitment for this project so if this project was part of the August applications or a proposal as soon as possible did not matter. Ms. Buzzard seemed the most leery.

Ms. Buzzard stated going outside of the established process did make it more difficult to plan for projects in the fall.

Commissioner Koenig stated that if communities were asking about if there will be another round, to tell them that yes there will be. She further stated that there was no need to know the specific amount of funding available to start the application process.
Commissioner Sebolt stated that Holt-to-Mason project was predicted to cost less than the RAM II project; therefore, this should not stop anyone from applying and looking at projects.

Mr. Cypher stated that the proposal would not be working outside of the established process because this was different than an application.

THE MOTION FAILED BY A ROLL CALL VOTE. **Yeas:** Sebolt, Koenig, Naeyaert. **Nays:** Nolan, Louney, Banas. **Absent:** Tennis.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. NOLAN, TO GRANT UP TO $40,000 TO DELHI CHARTER TOWNSHIP FOR ENGINEERING AND DESIGN OF PHASE ONE OF THE HOLT-TO-MASON TRAIL PROJECT. THIS INFORMATION IS TO BE USED TO APPLY FOR MILLAGE FUNDS IN AUGUST. THIS SHOULD ALSO SHOW THIS COMMITTEE’S COMMITMENT TO THIS PROJECT.

THE MOTION CARRIED UNANIMOUSLY BY A ROLL CALL VOTE. Absent: Commissioner Tennis.

Chairperson Banas stated that the Parks Commission had asked for direction from the Board and that this provided some direction in terms of what is a priority.

Commissioner Louney stated that he wanted to be sure that it was known that the Committee strongly supported the Holt-to-Mason trail project.

Chairperson Banas stated that she supported this project too.

Commissioner Nolan thanked Clerk Hope for being flexible and thanked Ms. Buzzard for giving input.

4. **Controller’s Office**
   a. Resolution Authorizing Adjustments to the 2018 Ingham County Budget

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

Mr. Cypher reviewed the adjustments to the budget.

Commissioner Sebolt stated that he supported this budget with extreme reservation because of the cut came from CIP funds removing ADA compliant shower trailers at the Fairgrounds. He further stated that it was very important for Departments to stay on budget so that there was room for important things like accessibility.

Commissioner Naeyaert stated that much of the Fairgrounds was ADA compliant but it was difficult to have to cut something that was making it more accessible.
THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Public Comment
None.

Adjournment
The meeting was adjourned at 8:28 p.m.

BARB BYRUM, CLERK OF THE BOARD