

APPROVED
02/05/2018

HUMAN SERVICES COMMITTEE
January 22, 2018
Minutes

Members Present: Banas, Tennis, Sebolt, Nolan, and Koenig (arrived at 6:44 p.m.)

Members Absent: McGrain and Naeyaert

Others Present: Commissioner Grebner, Melissa Buzzard, Tanya Moore, Jeffrey Brown, Jared Cypher, Liz Noel 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 December 4, 2017 Minutes

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE MINUTES OF THE DECEMBER 4, 2017 HUMAN SERVICES COMMITTEE MEETING.

The minutes were amended as follows:

Commissioner McGrain stated that Lansing Economic Area Partnership (LEAP) had signed a Letter of Understanding to redevelop those areas which were about to be abandoned ~~by mcgrain~~ ~~leap signed LOU to redevelop those areas~~, and the Forest Health Center was still operating as well.

This was considered a friendly amendment.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners McGrain, Koenig and Naeyaert

Additions to the Agenda –

None.

Limited Public Comment

None.

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

1. Community Mental Health – Resolution Authorizing Additional Funding for the Correctional Assessment and Treatment Services (CATS) Program

2. Parks Department
 - a. Resolution to Authorize a Contract with M.C. Smith Associates and Architectural Group, Inc. to Provide Prime Professional Services for McNamara Landing Improvements

3. Health Department
 - a. Resolution to Amend Resolution #17-358 to Authorize the Fifth Year of the Americorps*VISTA Grant Cycle for 2017-2018
 - b. Resolution to Amend the Collaborative Agreement with the Capital Area United Way
 - c. Resolution to Authorize Amendment #1 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services
 - d. Resolution to Authorize an Agreement with Southeastern Michigan Health Association
 - e. Resolution to Authorize Agreements with the Michigan Association of United Ways to Act as the Fiduciary/Payee for MI-CHAP
 - f. Resolution to Authorize a FY 2018 Subcontract with Refugee Development Center
 - g. Resolution to Amend Resolution #17-506
 - h. Resolution to Convert Full-Time Dentist Position
 - i. Resolution to Authorize Agreements with Wayne Children’s Healthcare Access Program to Act as the Fiduciary/Payee for Agency Funding

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners McGrain, Koenig and Naeyaert

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners McGrain, Koenig and Naeyaert

2. Parks Department
 - b. Resolution to Authorize Updates to the Trails & Parks Millage Program Coordinator Job Description

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

Commissioner Sebolt stated he had pulled the resolution, because those who had worked on the second round of trails and parks had been concerned about creating a full-time position, to give assistance to smaller communities that did not have staff to make requests for millage dollars. He further stated that while he acknowledged the changes being made to the job were relatively small, he wanted to make sure the bulk of this new position’s time was being spent on trails.

Commissioner Nolan asked Commissioner Sebolt to explain what he meant.

Commissioner Sebolt stated the position had been created solely out of millage dollars, to make sure the smaller communities had support with the Trails and Parks Millage project. He further stated in order to make sure the bulk of this position’s time was being spent on the Trails and

Parks Millage, he wanted to amend the resolution to require the Parks Department to report back to the Committee about how much time was spent doing which duties.

Chairperson Banas stated the Parks Department would have an accounting of time spent on other functions. She asked if social media management was about all that had been added to the position's duties.

Melissa Buzzard, Trails and Parks Millage Coordinator, stated it would initially be doing the outreach, and a plan would be formulated for a transition to delegate those duties and other duties as assigned.

Chairperson Banas stated there had been a similar discussion during the Parks Commission meeting. She further stated she supported Commissioner Sebolt's position as well, as she thought it was a good idea to do a time analysis during the year, to make sure there was no leeching into more than the minimum of 5% of the position's time spent on that.

Discussion.

THE RESOLUTION WAS AMENDED TO ADD THE FOLLOWING CLAUSE:

BE IT FURTHER RESOLVED, that the Parks Department report back to the Human Services Committee a full accounting of hours spent on specific times annually for this position.

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners McGrain, Koenig and Naeyaert.

2. Parks Department
 - c. Ingham County Trail Wayfinding Signage Plan (*Presentation*)

Tanya Moore, Spicer Group Landscape Architect, introduced herself to the Committee and began presenting the Ingham County Trail Wayfinding Signage Plan.

Commissioner Koenig arrived at 6:44 p.m.

Discussion.

Ms. Moore continued presenting the plan to the Committee.

Commissioner Sebolt asked if there was a QR Code at the bottom of the sign.

Ms. Moore stated that it had been discussed whether including QR Codes was the right thing, as there was setup and upkeep on the Internet that had to be done with providing a QR Code.

Chairperson Banas asked who was going to set up and maintain the QR Code, so it had a purpose on the sign.

Ms. Moore stated that the Parks Department would have to figure that out.

Commissioner Nolan stated she thought a QR Code was a great idea, but she did not know how much it would cost.

Ms. Moore stated Spicer Group had done something similar with QR Codes in the Bay City area, and they had made QR Codes on a computer and printed them to weatherproof stickers that could stick on the signs for only \$26.

Discussion.

Commissioner Koenig asked what the County wanted out of the QR Code.

Discussion.

Ms. Moore stated the QR Code could be used for blind people and ADA accessibility, to provide more information, or to link to specific park webpages.

Chairperson Banas stated the QR Code could be time-sensitive, to notify trail users if there was flooding or other hazards on the trail.

Ms. Moore stated that could be done with a QR Code.

Discussion.

Ms. Moore continued presenting the signage plan to the Committee.

Chairperson Banas stated at the Parks Commission meeting, Ms. Moore had discussed how the signs had addressed severe colorblindness. She asked Ms. Moore to explain that to the Committee.

Ms. Moore stated there had been an online test for the nine types of colorblindness, and the color combination on the signs in the presentation had passed all nine tests.

Ms. Moore continued to present the signage plan to the Committee.

Commissioner Nolan asked how much the Michigan Department of Transportation (MDOT) funding was.

Ms. Moore stated the MDOT funding depended on how much was asked for in the request, as there was no limit. She further stated she had worked on projects previously where the funding had been about \$1.8 million, and she could see some communities' trails in Ingham County being over \$1 million worth of funding.

Jared Cypher, Deputy Controller, stated the plan was to get MDOT funding using the Trails and Parks Millage money as a match.

Discussion.

Commissioner Sebolt asked what the MDOT match requirement was, and if it was 20/80 like other requests.

Ms. Moore stated MDOT funding was 20/80, but the unspoken rule was that a local match of 30% or 40% should be provided in order to get funding.

Discussion.

Ms. Moore continued to present the signage plan to the Committee.

A discussion ensued regarding signage on rivers for water trails.

Ms. Moore continued to present the signage plan to the Committee.

Chairperson Banas stated the signs could point out where the water trails met the bike paths.

Ms. Moore continued to present the signage plan to the Committee.

Chairperson Banas asked when municipalities were planning out their signs, if Ms. Buzzard would work with them to plan their signs by preparing recommendations for a particular stretch of trail.

Ms. Buzzard stated she would work with municipalities on their signage plans.

Ms. Moore continued to present the signage plan to the Committee.

Discussion.

Chairperson Banas asked how long the color on the signs would be secure for, until they started fading.

Ms. Moore stated that red faded most quickly, but the County would not use red on the signs because that was more of a warning color. She further stated that there had been a lot of work done on UV color stabilization.

Ms. Moore continued to present the signage plan to the Committee.

Commissioner Grebner stated she was impressed with the layers of the plan, right down to colorblindness colors. She further stated that the presenters were professionals that really dove

deep, and she looked forward to the QR Code because she thought the County could get good feedback if there was personnel to monitor and respond to it in a timely fashion.

Commissioner Grebner asked what the probability was that the County would receive the MDOT Transportation Alternatives Program (TAP) grant funding.

Ms. Moore stated she had met with Mike Smith, MDOT Alternative Programs Manager, twice so far, and he had said he was looking forward to the application, because no one else had put in an application for wayfinding yet and it was eligible for the grant. She further stated her discussion with Mr. Smith had sounded encouraging.

Commissioner Grebner asked if the probability of receiving the TAP funding was about 70%.

Ms. Moore stated she believed so.

Commissioner Grebner asked what the County would do if it did not receive the funding.

Ms. Moore stated she believed the County would have to look at the Trails and Parks Millage for funding, and perhaps the first phase would have to be scaled back a bit.

Commissioner Grebner stated he would like to see the County have an informal plan if the project was going to be delayed for another 12 months, which was the current timeline, that signs would be put up a year from now regardless of whether or not the County received TAP funding. He further stated if that was not the consensus of the Committee, then he would begin making motions in other committee meetings to put them on record that it had been four full years of the Trails and Parks Millage without any signs being added.

Ms. Moore stated if the County did not receive the TAP grant money, it would make the job to put in signs that much easier, because there were a lot more hoops to jump through with MDOT grants.

Commissioner Grebner stated the County should not find itself without grant money and then be at a standstill.

Commissioner Sebolt stated that when the County submitted the grant request, they should have their State legislators submit letters in support of the request.

Discussion.

Chairperson Banas stated there was a great need for many new signs. She asked what Ms. Moore's guess for the cost of all of the signs would be, as the County needed to plan for local match allocations.

Ms. Moore stated Tim Morgan, Parks Director, had already started to plan for the local match. She further stated she did not know exactly how much the local match would be, but they had estimated it would be \$300,000 and she believed that was already in the budget.

Ms. Buzzard stated she would have to check if that money was in the budget already.

Discussion.

Chairperson Banas asked Mr. Cypher to survey communities about how many signs they needed, to plan ahead for local match.

Ms. Moore stated there would be an agreement with local communities about maintenance of signs, so the County could work with each community to figure out the number of signs needed and get a resolution from the municipality.

Ms. Cypher asked if the Board of Commissioners would be asked to bless the format of the trail signs.

Ms. Moore stated the Board of Commissioners would approve the signs.

Chairperson Banas stated uniformity of the signs was important, and the County was allowing for individuality at top of sign.

Ms. Moore explained the timeline of the project, and stated October 2018 seemed to be the most realistic deadline to meet for a TAP grant, since the project would involve meeting with the local communities to get sign estimates.

Commissioner Koenig asked if the timeline could be moved up, since it seemed like a long time, and there was still time before the first TAP grant deadline to meet with local communities.

A discussion ensued regarding the deadlines of the TAP grants.

Chairperson Banas stated a possibility could be that the County could front the money for the signs through the Trails and Parks Millage, and then MDOT could reimburse the County for those costs.

Commissioner Nolan stated she thought \$300,000 seemed like a low estimate for a 40% match of funds.

Discussion.

Ms. Moore continued to present the signage plan to the Committee.

Chairperson Banas asked if the sponsorships would provide money for the maintenance of signs, but not replacement.

Ms. Moore stated the sponsorship money could be for either maintenance or replacement of signs. She further stated the County could come up with a system to see if they needed to be repaired or replaced.

Commissioner Koenig asked if there would be a phone number that people could call to let someone know that there was flooding or something on the trail was in need of repair. She stated she wanted to be proactive on working with Friends of the Lansing River Trail (FLRT) or staff.

Discussion.

Commissioner Nolan left at 7:23 p.m.

Chairperson Banas stated that staff could provide an answer to the idea of providing a contact number, because she wanted consumers to be satisfied and involved and there were always more ideas that came through.

Commissioner Nolan returned at 7:25 p.m.

Commissioner Tennis asked how it would work if every other community was involved.

Ms. Moore stated she understood she did not want the County to tell each community what to do with their trail. She further stated there was money available through the sponsorship program to replace the signs, but the local community might be responsible for physically replacing the signs.

Ms. Buzzard stated the County would form a memorandum of understanding (MOU) with the local community, so she would figure out that detail when the MOU was formed.

Chairperson Banas stated local communities would be coming to the County forever to request millage funds, so the MOU could affect future requests.

Discussion.

Commissioner Tennis stated if the County was paying to make sure signs were maintained, and he thought it would be easier to provide the maintenance as well.

Ms. Moore stated she was not sure if the County had the staff for that upkeep, but each community, especially the larger ones, already maintained their own trails systems. She further stated when those maintenance crews were sweeping snow or mowing, there would see if a sign was damaged or graffiti they would want to fix them.

Commissioner Tennis stated he thought that since the County was paying for the signs when communities would come to them requesting funds, they might as well maintain them or have a contractor deal with it all.

Chairperson Banas asked if the idea of the County taking care of all of the signs had been discussed at all.

Ms. Moore stated it was a difficult situation because then the County would then be maintaining something on other communities' trails.

Chairperson Banas stated this had been a thematic discussion since the beginning, where the County was a partner in creating and maintaining the trails system, where they made funds available but it was not the County's place to tell communities what to do.

Discussion.

Commissioner Koenig stated the County had MOU's with local communities when the County had first done the Big Fix of the trails and parks. She further stated with that MOU, it was understood that the County would be in charge of the Big Fix, but then it would be on the local community to maintain the trails and parks after that.

Chairperson Banas stated the County would be paying for the implementation of the signs, which was a big expenditure.

Commissioner Grebner stated that the City of Lansing had permitted rotting and vandalized signs to sit on their trails for the last 20 years. He further stated if there was money available, it probably would be easier for them to get it done, but perhaps in the MOU's the County would replace a sign in some cases.

Commissioner Grebner stated he thought the County ought to plan for fairly rapid replacement of signs, and they ought to envision that signage be replaced routinely, like the State replaced highway signs without getting permission from the municipalities.

Commissioner Sebolt stated that the State could replace those highway signs, because those were State roads, whereas the trails and parks belonged to the local municipalities.

Commissioner Grebner stated if the goal was to not place blame on local governments about the lack of signage, then the County needed to make sure it got done, and if the local unit was not willing to do it then the County needed to step up.

Discussion.

Ms. Moore stated the County could maybe put sign maintenance costs in the Trails and Parks Millage.

Chairperson Banas stated that staff could look at those details, but she wanted to get the project started.

Commissioner Grebner asked if the idea was to break the vendor roles into the capability of producing the signs and the per-sign completion cost.

Ms. Moore stated that the County was limited by the County purchasing policy on what vendors were chosen. She further stated if the County submitted an MDOT TAP grant application, the County would have to submit three sources for the product.

Ms. Moore stated in the initial phase, the thought was to have one vendor do all of the signs and produce and install them.

Discussion.

Commissioner Grebner stated that the Committee's assumption was that they were talking about bidding a single thing, which included all of the signs on the list. He further stated he had previously suggested that a vendor create digital signs and from there, the cost per sign would be lower and done by another vendor.

Chairperson Banas asked if that scenario could be run through the County departments.

Mr. Cypher stated they could run that through the Purchasing Department, but he suspected if the project was bid that way, then it could be done that way.

Discussion.

Commissioner Grebner stated when he thought about the number of signs per mile of trail, he estimated 400 signs, which he did not think would cost \$1 million.

Chairperson Banas asked the administration to get the signage estimates.

Discussion.

Chairperson Banas stated that the presentation tonight was more about information that would be presented on signs and how it would look, and the next step would be more detail

Discussion.

Announcements

None.

Public Comment

Jeffrey Brown, Lansing resident, stated he appreciated the opportunity to listen to the forum and how the Committee looked at public dollars and effectiveness. He further stated it was interesting how simple sign can support community in that way, and it was humbling to see where the County was at on this particular situation and to see the Committee work so cohesively on the process.

Commissioner Nolan asked what Mr. Brown represented.

Commissioner Koenig stated Mr. Brown was a candidate for the 10th District County Commissioner seat.

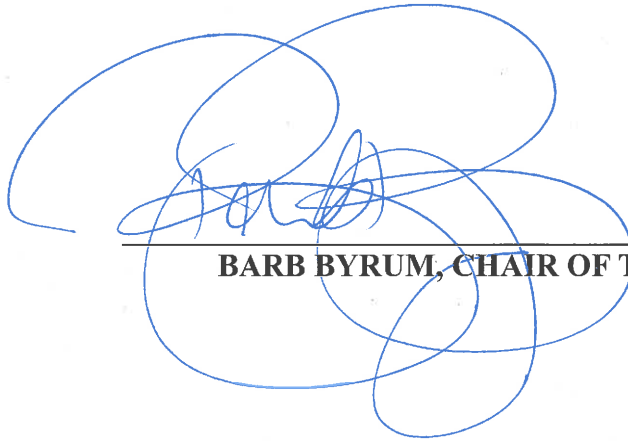
Mr. Brown stated he had lived in Ingham County his whole life and had used the trails when he ran Cross Country, and he was a social entrepreneur by trade. He asked the Committee if they had thought about having an app for the trails and parks instead of a QR Code.

Ms. Moore stated they had thought about an app, because Delhi Charter Township already had an app for their trails.

Discussion.

Adjournment

The meeting was adjourned at 7:49 p.m.



BARB BYRUM, CHAIR OF THE BOARD

