1. Agenda

1.I. Supplemental Agenda

Documents:

07 10 2019 SUPPLEMENTAL PACKET.PDF

2. Roll Call

3. Citizen Participation

4. Commissioner Follow-Up To Citizen Participation

5. New Business

5.I. A. Health

1. Health Department

a. Appointing the Acting Medical Director

- To ratify the appointment of Dr. Juan Luis S Marquez MD MPH as the Washtenaw County Health Department Acting Medical Director effective July 1, 2019

- Pursuant to Michigan Public Health Code, PA 368 of 1978 requires all local health departments to have a Medical Director
- State Administrative Rules (325.13001, 325.13002, and 325.13004) sets the qualifications for a Medical Director and requires the Medical Director be full-time in counties with a population greater than 150,000
- The current University of Michigan Medical Director contract expires July 10, 2019
- As such, effective June 30, 2019 the Washtenaw County Health Department Medical Director position under contract with the University of Michigan will be vacant

- State Administrative Rules require the following qualifications:
  - A physician licensed in Michigan as an MD or DO and one of the following:
    - Board certification in preventative medicine or public health;
    - Possess an MPH or MSPHH degree and not less than two years of full-time public health practice;
    - Not less than three years of full-time public health practice and 24 graduate credits acceptable toward a public health degree
  - Dr. Marquez is a licensed MD in the State of Michigan and possesses an MPH with two years of public health practice
  - Additionally, as a 2018 Detroit Albert Schweitzer Fellow, Dr. Marquez worked with the Washtenaw County Health Department to conduct a needs assessment related to opioid use disorders

- It is anticipated that the permanent Medical Director position will be filled in the next six to twelve months
- Pursuant to State Administrative Rule (325.13008), the Michigan Department of Health and Human Services approved the appointment on June 19, 2019
- Costs for the temporary appointment would be covered through the Health Department budget

RECOMMENDATION: Approval at Board

Documents:

A1A ACTING MEDICAL DIRECTOR.PDF

5.II. B. Public Safety

1. Sheriff

a. Reclassify Re-Entry Case Manager to Re-Entry Coordinator

- To ratify the reclassification of the
- Mental Health/Police Services Millage Re-Entry Case Manager Position
- To Re-Entry Coordinator

- Re-entry activities will be extensive and occur across a variety of organizations
- A Coordinator is needed to oversee and direct the work of service providers and other team members as it related to discharge planning for the jail.
- This Coordinator position was created as a Case Manager as part of the four year budget process
- Upon review of the job description, the Sheriff’s Office has determined that this position should be reclassified due to the following:
  - This position was created at a lower-than-intended grade. During the millage planning discussion, this position was budgeted as grade 30.
  - A higher grade will attract a larger pool of qualified applicants and aid in talent retention.
- This position is at a higher level when coordinating services and team members as reentry services have become a vital part of the Sheriff’s Office mission. Over the last 3 years the Sheriff’s Office has established partnerships with local service providers and educators to develop and implement a solid reentry program within the jail, as well as transition planning into the community. Each of our core partnerships have allocated resources and staff to help provide services to inmates and returning citizens. A team representing Mental Health, Substance Use, Education/Employment, Mentoring, Community Engagement, and Corrections work together to create a discharge plan for all sentenced individuals released from the jail. These plans include areas of identified need and support and can include housing, education, employment, continued treatment services, and mentoring in the community.
- The Reentry Coordinator will be responsible for finalizing all discharge plans and coordinating the services and plans of all our community partners. This new role will also allow for the coordination of plans into the community.
- This change will position the Sheriff’s Office to take the necessary steps to enhance and develop reentry service delivery.

- Eliminate 1.0 FTE:
  - 1.0 FTE CC Re-Entry Case Services Manager
    Group: 8100, Grade 27
    Salary Range: $38,697 - $51,693

- Create the following 1.0 FTE:
  - 1.0 FTE Re-Entry Services Coordinator
    Group: 8100, Grade 30
    Salary Range: $52,657 - $74,948

- There will be no impact on the general fund budget as this position is to be paid by
C. Land Use & Environment

1. Water Resources

a. 2017 Solid Waste Plan - Plan Implementation Bylaws and Charter Amendment

- To pass a resolution approving the
- Plan Implementation Advisory Committee Bylaws and
- Amending the Charter for the
- Plan Implementation Advisory Committee

- The PIAC was created to provide input, guidance, suggestions, recommendations, direction, technical advice, review and prioritize programs and projects, evaluate financial and staffing resources, and develop appropriate strategy implementation of the 2017 Solid Waste Plan.
- The PIAC Charter stipulates that the committee will have bylaws
- Upon creation and further review of the PIAC bylaws, Washtenaw County Legal Counsel has recommended changes to the bylaws and the charter.

- The amended Charter alters the membership requirements to allow the committee to operate in the case where fewer than the stipulated membership is able to be recruited
- The PIAC bylaws add clarity concerning expectations for operations and members

RECOMMENDATION: Approval at Board

b. Resolution Ratifying Grant Application to National Fish and Wildlife Foundation

- To ratify the submission of a grant application to
- The National Fish and Wildlife Foundation – Southeast Michigan
- Resilience Fund 2018 for $76,060.99

- Washtenaw County Parks and Recreation has committed $250,000 to developing a skate park in Ypsilanti Community Center Park in collaboration with the Tony Hawk Foundation & Ralph C. Wilson Jr. Foundation.
- This grant would support the existing collaboration by funding the skateparks stormwater management system and employ green infrastructure

- The grant would allow construction of up to 8,000 square feet of green infrastructure
- The facility will capture runoff for all storms up to the 100 year (or 1%) event, with a 194,340 gallon treatment capacity
- Skaters from the local area will be engaged in design and will be organized to participate in maintenance and cleanup days

- Upon receipt of the award:
- Authorizing the Administrator to sign the Notice of Grant Award
- Approving the budget
- Authorizing the Administrator to sign delegate contracts
c. SEMCOG Grant

- To ratify the submission of a grant application to the
- Southeast Michigan Council of Governments (SEMCOG)
- Planning Assistance Program Grant
- In the total amount of $40,925

- Paint Creek is a former and potential trout stream
- The project plan consists of enhancing riparian corridors and aquatic habitat, improving stormwater volume and flow management, and implementing projects to benefit the public interest including water quality, flood management, habitat improvement and quality of life, physical activity and public education.
- The project is consistent with the CMI approved watershed plan to restore the cold water fishery in Paint Creek and implement Low Impact Development Practices, restore eroding stream banks and increase public awareness of the watershed

- In addition to the $40,925 of Federal Funding, the Water Resources Commissioner, through various drainage districts, will provide 18.15% match through Staff time equaling $9,075

- Upon receipt of the award:
  - Authorizing the Administrator to sign the Notice of Grant Award
  - Approving the budget
  - Authorizing the Administrator to sign delegate contracts

RECOMMENDATION: Approval at Board

Documents:

C1A PIAC BY LAWS.PDF
C1B RATIFY GRANT SIGNATURE SKATEPARK GREEN INFRASTRUCTURE.PDF
C1C SEMCOG PAINT CREEK GREEN CORRIDOR.PDF

6. Report Of The Administrator

7. Report Of The Chair Of Ways And Means

8. Report Of The Chair Of The Board

9. Items For Current/Future Discussion

10. Pending

11. Adjournment

   Next Ways & Means Meeting
   [August 7, 2019]
   Board Room
   220 N. Main Street
   Ann Arbor, MI 48104
   6:30 p.m.
TO:            Board of Commissioners
FROM:         County Administration
DATE:         July 10, 2019
SUBJECT:      Supplemental Materials for the July 10, 2019 Ways & Means and Board of Commissioners Meetings

Attached are supplemental materials inadvertently left out of the printed packet for consideration at the Ways and Means meeting on July 10, 2019

IV. NEW BUSINESS

  Item C 1 a – 2017 Solid Waste Plan – Plan Implementation Bylaws and Charter Amendment
  The cover letter and item are unchanged, however a copy of the revised charter showing the revisions and final wording was omitted from your printed packet. These attachments to this item are here for your consideration.

  Also attached are supplemental materials submitted after the print deadline for consideration at the Board of Commissioners meeting on July 10, 2019:

IX. Resolutions

  3. Board of Commissioners – July 10, 2019

    D. A resolution amending the bylaws of the Washtenaw County Environmental Council. This item was received after the print deadline. This action would finalize the recommendation of the Environmental Council to add a youth and a labor representative to the council membership.

    E. A resolution appointing Alize Asberry Payne as Racial Equity Officer effective July 22, 2019. This item was received after the print deadline.

If I can be of further assistance, please contact me at 222-6824 or deleeuwa@washtenaw.org.

Thank you,

Andrew DeLeeuw
Executive Assistant to the County Administrator
Plan Implementation Advisory Committee (PIAC) Charter
Board of Public Works

I. **Official Designation**: The Committee will be called the Plan Implementation Advisory Committee (PIAC). It is authorized by the Washtenaw County Board of Public Works.

II. **Purpose**: The PIAC is created for the purpose of advising the Board of Public Works and shall limit its role as strictly advisory on matters that directly relate to implementation of the Washtenaw County 2017 Solid Waste Management Plan (SWP), amended per requirement of Part 115 of the Natural Resources and Environmental Protection Act, 194 PA 451, and as enforced by the Michigan Department of Environmental Quality (MDEQ). The SWP was approved by the Board of Public Works in November 2017 and the Washtenaw County Board of Commissioners in December 2017. The SWP has been approved by more than the required two-thirds of municipalities within Washtenaw County and will be submitted to the State of Michigan for approval. Specific PIAC advisory duties related to the successful planning and implementation of the goals, objectives and mandates listed with the SWP may include:

- Provide input, guidance, suggestions, recommendations, direction, and technical advice
- Review and prioritize programs and projects
- Evaluate financial and staffing resources and develop appropriate strategy for implementation
- In conjunction with the Washtenaw County Department of Public Works, develop metrics, action plans, strategic planning, and funding mechanisms
- Foster partnerships with state and local agencies or other appropriate entities to foster end market development beneficial to agencies, institutions and other entities within the County

III. **Relationship of PIAC to the Board of Public Works**: The PIAC will report directly on a monthly basis to the Board of Public Works and coordinate on a daily basis with the Department of Public Works. The Department of Public Works is responsible for providing necessary support to the PIAC.

IV. **Composition**: The PIAC shall consist of eleven up to fourteen members. Members will be selected and appointed by the Board of Public Works, taking into consideration recommendations from the Department of Public Works. PIAC members will constitute a diverse cross-section of stakeholders who have interest, expertise, or position sufficient to meet or exceed the goals and objectives laid out in the Washtenaw County Solid Waste Plan. Membership shall consist of:

- 3 Representatives of Local Washtenaw County Municipalities (including Authorities and other Municipal Corporations)
- 2-4 Representatives from the General Public (Must be Washtenaw County Residents)
- 2 Representatives of the Solid Waste Management Industry
- 2 Representatives of Institutional/Industrial Waste Generators
- 2 Representative of an Environmental Group
1 Ex Officio Representative of the Washtenaw County Board of Public Works

**Term:** A term of membership shall last for three years, with one-third of the membership appointed each year. The first year, one-third of the membership will be appointed for a term of one year, one-third of the membership will be appointed for a term of two years, and one-third will be appointed for a term of three years. In subsequent years, each membership term will be for a term of three years.

V. **Decision Making:** The Board of Public Works has no obligation to adopt, or otherwise be bound to act upon, any recommendation of the PIAC, but has the ability to take the Advisory Board's recommendations under advisement.

VI. **Procedural Rules:**

**By-Laws:** The PIAC will draft and adopt a set of written by-laws at the organizational meeting of the committee. The by-laws govern PIAC operation. By-laws require a two-thirds vote for adoption or change.

**Meetings:** The PIAC will meet quarterly at minimum, in compliance with the Open Meetings Act.

**Minutes:** Minutes of each meeting will be kept. Copies will be sent to the Board of Public Works, the Department of Public Works, and PIAC members. Draft meeting minutes be made publically available within eight business days after meeting, and approved minutes will be made publically available within five business days of the meeting at which the minutes are approved.

**Recommendations and Reports:** Any PIAC recommendations and reports will be submitted in writing to the Board of Public Works and the Department of Public Works.

**Dismissal:** Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. The Board of Public Works will move to fill the position.
Plan Implementation Advisory Committee (PIAC) Charter
Board of Public Works

I. **Official Designation:** The Committee will be called the Plan Implementation Advisory Committee (PIAC). It is authorized by the Washtenaw County Board of Public Works.

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- Provide input, guidance, suggestions, recommendations, direction, and technical advice
- Review and prioritize programs and projects
- Evaluate financial and staffing resources and develop appropriate strategy for implementation
- In conjunction with the Washtenaw County Department of Public Works, develop metrics, action plans, strategic planning, and funding mechanisms
- Foster partnerships with state and local agencies or other appropriate entities to foster end market development beneficial to agencies, institutions and other entities within the County

III. **Relationship of PIAC to the Board of Public Works:** The PIAC will report directly on a monthly basis to the Board of Public Works and coordinate on a daily basis with the Department of Public Works. The Department of Public Works is responsible for providing necessary support to the PIAC.

IV. **Composition:** The PIAC shall consist up to fourteen members. Members will be selected and appointed by the Board of Public Works, taking into consideration recommendations from the Department of Public Works. PIAC members will constitute a diverse cross-section of stakeholders who have interest, expertise, or position sufficient to meet or exceed the goals and objectives laid out in the Washtenaw County Solid Waste Plan. Membership shall consist of:

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V. Decision Making: The Board of Public Works has no obligation to adopt, or otherwise be bound to act upon, any recommendation of the PIAC, but has the ability to take the Advisory Board's recommendations under advisement.

VI. Procedural Rules:

By-Laws: The PIAC will draft and adopt a set of written by-laws at the organizational meeting of the committee. The by-laws govern PIAC operation. By-laws require a two-thirds vote for adoption or change.

Meetings: The PIAC will meet quarterly at minimum, in compliance with the Open Meetings Act.

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Recommendations and Reports: Any PIAC recommendations and reports will be submitted in writing to the Board of Public Works and the Department of Public Works.

Dismissal: Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. The Board of Public Works will move to fill the position.
TO: Jason Morgan, Chair  
Board of Commissioners

THROUGH: Gregory Dill,  
County Administrator

FROM: Kris Olsson,  
Chair, Washtenaw County Environmental Council

DATE: July 10, 2019

SUBJECT: Amending the Bylaws of the Washtenaw County Environmental Council

BOARD ACTION REQUESTED:
It is requested that the Washtenaw County Board of Commissioners amend the bylaws of the Washtenaw County Environmental Council (WCEC), last approved at their May 28, 2019 meeting.

BACKGROUND:
The Board of Commissioners established the Washtenaw County Environmental Council as a subcommittee of the Board of Commissioners in the fall of 2019 through the passage of Resolution 18-191, including a policy that specifies the intent and initial makeup of the council. Initial appointments were made through Resolution 18-203, 19-006, 19-009, 19-039, and 19-104.

Since its formation, the primary work of the WCEC has been the development of the bylaws by which the WCEC will conduct business. At the May 28, 2019 meeting, the WCEC unanimously approved the bylaws, and were then adopted by the Board of Commissioners through resolution 19-119 on June 5, 2019.

DISCUSSION:
The version that the Board of Commissioners approved on June 5, 2019 included language that recommended expanding the membership of the WCEC by two additional seats, but the language itself of the bylaws did not incorporate this recommendation. The recommendation was to add both a seat for a youth representative, and a seat for a labor representative.

IMPACT ON PERSONNEL:
None
IMPACT ON BUDGET:
These two members would be eligible per diems of $300 each annually at the rate of $25 per month which would be paid out of the Board of Commissioners per diem budget.

IMPACT ON INDIRECT COSTS:
None

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:
While the outcomes of the WCEC are intended to lead to countywide changes with regards to environmental sustainability, no other county departments or outside agencies are directly affected by these bylaws.

CONFORMITY TO COUNTY POLICIES
The resolution conforms to County policies, and has been reviewed by Corporation Counsel, Finance and County Administration.

ATTACHMENTS/APPENDICES:
- Resolution
- Excerpt - Revisions to Bylaws of the Washtenaw County Environmental Council
- Amended Bylaws
Article 6
MEMBERSHIP

1) The Council will be comprised of up to 15 members, appointed by the Board of Commissioners. No more than one (1) member may reside outside the County. Members are to represent the following perspectives and/or groups:
   i) County Commissioners (1-3 members)
      (1) 1 of these Commissioners may be appointed to act as WCEC Liaison to the Board of Commissioners
   ii) Community Groups (2 members)
   iii) Sustainable Energy Producers, private or non-profit sector (1 member)
   iv) Land Use and Preservation (1 member)
   v) Sustainable Agriculture (1 member)
   vi) Racial Equity and Environmental Issues (1 member)
   vii) Water Protection (1 member)
   viii) Vehicle Emission Reduction Issues (1 member)
   ix) Public Health Issues (1 member)
   x) Infrastructure Energy Reduction Issues (1 member)
   xi) If approved by the BOC, up to two more members, not to include elected officials, may be appointed by the Board of Commissioners; the Environmental Council suggests that these members might represent youth and labor.
   xii) Youth Representative (1 Member)
   xiii) Labor Representative (1 Member)

2) The Council is responsible for recommending member appointments to the County Board of Commissioners, which will appoint WCEC members.

3) Initial appointments to the WCEC end on March 31st, 2020, when the WCEC will sunset unless extended by the Board of Commissioners. If the Council is approved to extend beyond March 31, 2020, new terms will be staggered as follows. Thereafter, council members will be appointed for two-year terms.

4) One-year initial terms:
   ● Sustainable Agriculture
   ● Water Protection
   ● Vehicle Emission Reduction Issues
A RESOLUTION TO AMEND THE BYLAWS OF THE WASHTENAW COUNTY ENVIRONMENTAL COUNCIL

WASHTENAW COUNTY BOARD OF COMMISSIONERS

JULY 10, 2019

WHEREAS, the Washtenaw County Board of Commissioners established the Washtenaw County Environmental Council through the adoption of Resolution 18-191; and

WHEREAS, this resolution established the intent of the Environmental Council as being to develop policies and proposals which would both protect the environment and reduce the County’s environmental impact, and to advise the Office of Infrastructure Management and the Board of Commissioners on environmental issues; and

WHEREAS, the Board of Commissioners approved the bylaws of the Environmental Council through Resolution 19-119 on June 5th, 2019; and

WHEREAS, these bylaws included language recommending that the Board of Commissioners add two additional members to the Environmental Council; and

WHEREAS, these changes will add both a seat for a youth representative, and a seat for a labor representative; and

NOW THEREFORE BE IT RESOLVED, that the Washtenaw County Board of Commissioners hereby approves the amended bylaws of the Washtenaw County Environmental Council, and as attached hereto and made a part hereof.
BYLAWS OF
The Washtenaw County Environmental Council

Adopted by the Environmental Council On May 28, 2019
Approved by the Board of Commissioners On June 5, 2019

Article 1
NAME

The name of this council is the Washtenaw County Environmental Council (“Council” or “WCEC”).

Article 2
ENABLING AUTHORITY

The Council was established by Resolution 18-191 on November 28th, 2018.

Article 3
VISION AND MISSION

Vision
A vibrant, sustainable, equitable and net-zero emissions Washtenaw County.

Mission:
To develop environmental policy and organizational recommendations for Washtenaw County government in order to:

- Achieve net-zero emissions for County operations by 2035.
- Reduce overall county contributions to climate change.
- Protect and improve the County’s air, land, water, food network, and both mental and public health as related to the environment.
- Prioritize environmental justice, and intergenerational justice related to the environment.

Article 4
BACKGROUND
The Board of Commissioners voted to strengthen and ramp up County sustainability efforts in its July 2017 Resolution upholding the Paris Climate Accord and committing the County to form an “Environmental Stewardship Committee” – a commitment now fulfilled in the establishment of the Washtenaw County Environmental Council. In 2017 and 2018, other environmental measures approved by the Board of Commissioners included: a ban on County purchases of Nestle brand bottled water, a ban on County purchases of certain single use plastics including plastic straws; resolutions opposing the Nexus and Rover fracked gas pipelines, which cross the County; and the first financial commitment to support the Washtenaw County Food Policy Council.

The 2018 Board of Commissioners passed a 2019-2022 Quadrennial Budget [2019-2022 Budget] which establishes the County’s internal environmental task force – the Environmental Infrastructure Workgroup (EIW). According to the 2019-2022 Budget, the EIW will 1) provide support, information and advice to the Environmental Council, and 2) provide input to the Office of Infrastructure Management as the OIM develops its 2019 Energy and Environmental Infrastructure Policy, which is an updated comprehensive strategy addressing the County’s energy use and environmental impact as they relate to infrastructure.

On November 28, 2018, the County Board of Commissioners unanimously passed the “Resolution Upholding the Washtenaw County Board of Commissioners’ Commitment to Environmental Justice and Establishing the Board of Commissioners’ Environmental Council,” which established this Council.

**Article 5**

**DUTIES**

The Council is responsible to the Board of Commissioners. The Council does not have regulatory authority. The Council is charged with the following duties:

1) Develop comprehensive, integrated environmental policies to recommend to the County Board of Commissioners.

2) Develop a proposal and timetable for the County’s development of a plan to reach net-zero (neutral) emissions by 2035.

3) If the proposal and timetable are approved by the BOC, the Council may, if tasked by the BOC, work with County Administration, consultants, and/or other appropriate County departments to develop the detailed plan for the County to achieve net-zero emissions.

4) Act in an advisory capacity, without regulatory or legislative authority, to County departments, committees, and the Board of Commissioners on environmental issues.

5) Act in an advisory capacity, with the County’s Office of Infrastructure Management’s Environmental Working Group, in the development and review of the “DRAFT Energy and Environmental Infrastructure Policy 2020-2023,” which is being drafted by OIM as part of its comprehensive restructuring.
6) Work collaboratively with other commissions, boards, councils and committees on environmental issues.
7) Create committees, including standing committees, to help conduct the work of the Environmental Council.
8) Work to develop and maintain input and dialogue with the wider Washtenaw County community and to uphold the mission of the Council and of environmental policies approved by the Board of Commissioners.

Article 6

MEMBERSHIP

5) The Council will be comprised of up to 15 members, appointed by the Board of Commissioners. No more than one (1) member may reside outside the County. Members are to represent the following perspectives and/or groups:
   i) County Commissioners (1-3 members)
      (1) 1 of these Commissioners may be appointed to act as WCEC Liaison to the Board of Commissioners
   ii) Community Groups (2 members)
   iii) Sustainable Energy Producers, private or non-profit sector (1 member)
   iv) Land Use and Preservation (1 member)
   v) Sustainable Agriculture (1 member)
   vi) Racial Equity and Environmental Issues (1 member)
   vii) Water Protection (1 member)
   viii) Vehicle Emission Reduction Issues (1 member)
   ix) Public Health Issues (1 member)
   x) Infrastructure Energy Reduction Issues (1 member)
   xi) Youth Representative (1 Member)
   xii) Labor Representative (1 Member)

6) The Council is responsible for recommending member appointments to the County Board of Commissioners, which will appoint WCEC members.

7) Initial appointments to the WCEC end on March 31st, 2020, when the WCEC will sunset unless extended by the Board of Commissioners. If the Council is approved to extend beyond March 31, 2020, new terms will be staggered as follows. Thereafter, council members will be appointed for two-year terms.

8) One-year initial terms:
   • Sustainable Agriculture
   • Water Protection
Vehicle Emission Reduction Issues
- Infrastructure Energy Reduction issues
- Commissioners (1-3 members)

9) Two-year initial terms:
- Community Groups (2 members)
- Sustainable Energy Producers (private or non-profit sector)
- Land Use and Preservation
- Racial Equity and Environmental Issues
- Public Health Issues

6) Any vacancy on the Council occurring in the middle of a term shall be filled for the remainder of that term in the same manner as for full-term appointments.

7) Council members are expected to attend meetings to ensure full community representation on the Council. Excused absences (illness, death in the family, vacation, business trip or emergency) will not affect a member’s status. However, missing three consecutive meetings and/or more than three absences without reasonable excuse in a 12-month period shall constitute cause to recommend resignation to the Washtenaw County Board of Commissioners and replacement of the appointee.

**Article 7**

**OFFICERS**

1) Duties of Officers
   a) Chairperson: The Chairperson (“Chair”) shall preside at meetings, plan and organize the Council’s work and perform other duties as described by these Bylaws.

   The Chair may authorize expenditures up to $100, which will be reported to the Council at the next meeting by the Treasurer. Expenditures exceeding $100 are approved by a vote of the Council.

   b) Vice Chairperson: The Vice-Chairperson presides over meetings in the absence of the Chairperson.
2) Officer Elections
Officers will be elected by the Council and will serve until at least March 31, 2020, or until their successor(s) have been elected. Thereafter, they will serve one-year terms or until their successors are elected if no successor(s) have been elected at the one-year point.

Article 8
MEETINGS

1) The Council will hold regularly scheduled meetings, publicly announced in advance, in accordance with the Open Meetings Act. All regularly scheduled meetings will include at least 10 days notice. The Chair, or any five Council members may call special meetings, in accordance with the Open Meetings Act. At least 18 hours public notice shall be given for special meetings.

2) Support for meeting organization; minute taking and distribution; website and social media; press and other communications; and publicizing meetings per the Open Meetings Act is provided by County Administration.

3) Meetings are open to all community members. The public has the right to speak during one public comment period at each meeting, limited to four (4) minutes per speaker.

4) The Chair may cancel a meeting if there is no business on the agenda, if it is clear that a quorum will not be present, or if weather, emergency, or other circumstances warrant. The Chair shall give notice of cancellation to members of the Council and any staff at least 18 hours prior to the scheduled meeting time, when practicable. The Chair shall cause public notice of the cancellation to be posted as soon as practicable. Cancelled regular meetings may be rescheduled in the same manner as special meetings.

5) A quorum of Council members, which shall consist of no less than 51% of the current members, must be present for decisions to occur.

6) The Council will make decisions by voting. Passage of a motion requires a simple majority of those present who serve as voting members of the Council.

7) Members are expected to participate in person however, participating or voting by phone is permitted if an exceptional circumstance arises preventing in-person attendance.

8) Staff will report expenditures to the board as part of the agenda for the regular meetings.
Article 9

ETHICS AND CONFLICTS OF INTEREST

1) Members of the Council must abstain from discussion or voting on any matter in which that member has a real or apparent conflict of interest. Decisions regarding conflicts of interest shall be evaluated on a case-by-case basis with reasonable application to the principles in this Article. A conflict of interest shall at a minimum include, but is not necessarily limited to, discussing, voting on, or otherwise acting on a matter in which a member, or any person in the member’s immediate family, the member’s partner, or an entity with which the member has family or business ties has a direct financial or beneficial interest.

2) A member of the Council shall neither solicit nor accept gratuities, favors, or anything of monetary value from persons or entities in a position to receive financial benefit from a decision of the Council.

3) A member of the Council shall not obtain, for the member or for any person with whom the member has family or business ties, any financial or beneficial interest in a matter which may be affected by a decision of the Council. This restriction shall apply during the member’s tenure and for one year thereafter.

4) With regard to Council decisions or potential decisions, Council members shall disclose the general nature of any potential conflict, real or apparent, unless such disclosure violates a confidence. These disclosures shall be made prior to discussion and voting when possible and shall be recorded in the minutes of the proceedings. If a member believes that a potential conflict warrants abstention, the member may choose to abstain from discussion and voting on a matter. A member who has a conflict and cannot vote shall leave the meeting or the area of the meeting until action on the matter is concluded, whether that conflict has been disclosed or not.

5) When a question has arisen as to whether a member is ineligible to participate in discussion or vote on a matter because of a potential conflict of interest, and the member has not chosen to abstain of his or her own volition, the Council may determine that the member is ineligible due to a conflict of interest by a vote of a majority of other members present. After such determination, the ineligible member shall not participate in discussion of, or vote on, the matter.

6) Members shall not act, hold themselves out, or permit themselves to be perceived as official representatives or spokespersons for the Council without authorization from the Council or the Chair. When communicating for personal purposes on matters that may be related to the Council’s business, members shall clearly indicate that their statements are made in a personal capacity and do not necessarily reflect the views of the Council. Whenever a member is asked to speak on behalf of the Council, the member will ask approval of the Council or Chair in advance.
7) To maintain public confidence in the objectivity of the Council and to avoid the appearance of bias or prejudice, a member shall not speak or appear before the Council on behalf of or as a representative of a potential or actual petitioner. A member should avoid speaking or appearing before another entity on behalf of or as a representative of a potential or actual petitioner.

**Article 10**

**AGENDA AND ORDER OF BUSINESS**

1) An agenda for each meeting of the Council shall be developed by the Chair in consultation with the members of the Council. To the extent practicable, agenda, resolutions, and materials for regular meetings shall be made available to the public and members of the Council at least 48 hours before the meeting’s scheduled start time. Members wishing to add an agenda item or a speaker to the agenda should contact the Chair with the request.

2) The order of business at regular meetings shall generally be as follows.
   a) Call to Order
      i) Roll Call
      ii) Approval of the Agenda
      iii) Approval of Minutes of Past Meetings
      iv) Public Comment
      v) Special Presentations
      vi) Regular Business
      vii) New Business
      viii) Communications and Reports
           (1) Council
           (2) Staff
                (a) Finance Report
           (3) Committees
      ix) Adjournment

**Article 11**

**AMENDMENT OF BYLAWS**
1) Amendments to these Bylaws may be approved at any regular meeting by vote of two-thirds of the voting members currently serving on the Council. Proposed amendments must have been submitted in writing at the previous regular meeting to be considered.

2) Prior to submission of amendments to the Bylaws at the regular meeting, proposed amendments must be submitted to the Chair who will submit them to the Office of the County Corporation Counsel. Reasonable time must be allowed for Corporation Counsel’s response.

3) After adoption by the Council, the amended bylaws are not effective until approved by the Board of Commissioners.
TO: Katie Scott  
Chair, Ways & Means Committee  

FROM: Gregory Dill  
Washtenaw County Administrator  

DATE: July 10, 2019  

SUBJECT: Appointing Alize Asberry Payne as Racial Equity Officer effective July 22, 2019  

BOARD ACTION REQUESTED:  
To accept the appointment of Alize Asberry Payne as the Racial Equity Officer effective July 22, 2019.  

BACKGROUND:  
Washtenaw County is one of the wealthiest counties in Michigan, with high incomes and high rankings as one of the most economically vibrant, educated, healthy, and best places to live in the state. However, there are some stark disparities that lead to high inequity within the County. For example, Washtenaw County ranked 80 out of 83 Michigan counties for income inequality in the 2015 Robert Wood Johnson Foundation County Health Rankings. In addition, life expectancy for white residents of Washtenaw County is thirteen years higher than for black residents -- 75 years for whites; 62 years for black residents.  

For the past 15 years the Washtenaw County Health Department has been tracking health disparities in the County, and has found that such disparities are increasing in many areas, based on geography and the racial background of residents surveyed.  

In 2015, the County's Office of Community and Economic Development ("OCED") released a "Housing Affordability and Economic Equity Analysis" that identified racial and economic segregation in Washtenaw County as a key driver of inequities. The Analysis and its recommendations were subsequently adopted by the Washtenaw County Board of Commissioners along with the City of Ann Arbor, the City of Ypsilanti, Ypsilanti Township, Pittsfield Township and the Ann Arbor Downtown Development Authority ("DDA").  

To further the conversation on this important issue, the County held an Equity Summit in late 2015 in conjunction with the publication of the Washtenaw County Opportunity Index that conveys the distribution of opportunity across the County through maps and data. The Index utilizes recent data in five categories to break the county into quintiles showing where the average person has more overall opportunity.
Following the Equity Summit, it was determined that the County should pursue an Equity Ordinance as the best-practice, first step for advancing government-wide equity work. Since this time, Phase II of the efforts began in 2018 with the title of “One Community: Advancing Racial Equity in Washtenaw County”. The County, in partnership with the City of Ann Arbor, contracted with the Government Alliance on Race & Equity (GARE) to deliver 7 trainings in 2018 for around 80 county staff and leadership. Additionally, a temporary Racial Equity Analyst was hired to drive the efforts and to design a racial equity office proposal. As the county is in the ‘normalize’ stage, various working groups such as train-the-trainer and workforce development have begun alongside the suggested internal team structure with the Action Team leading the way.

On September 5, 2018, through resolution #18-130, the Washtenaw County Board of Commissioners adopted an Equity Policy for the organization. The Policy declared its focus on issues of equity, particularly racial equity when considering the following (but not limited to) aspects of County government: services, policies and procedures, hiring and retention processes (i.e. recruitment, promotion), budgeting, training, and community engagement; to provide for the creation of a Racial Equity Office, that reports directly to the County Administrator; to spearhead the charge of the policy; to address inequities that exist within our County; to ultimately make the County an equitable place to live and work for all residents.

As part of resolution #18-130, the Washtenaw County Board of Commissioners charged the County Administrator with directing the Action Team and other related staff to continue and/or initiative the implementation of the directives within the Equity Policy, including the creation of an Equity Office.

**DISCUSSION:**

Under administrative direction, the Racial Equity Officer will be responsible for providing overall leadership in the creation, development, and performance of the Racial Equity Office, the One Community racial equity work, and the larger vision of equity for the County. This employee will collaborate with local jurisdictions and community stakeholders to establish equity as a shared value and operating principle across the organization. The Racial Equity Officer will help the County fulfill its mission while adhering to its values and commitment to address institutional racism and ensure that the work of the County is guided by a framework of equity principles and processes. Exercises direct supervision over assigned staff.

A hiring committee was established to include County Commissioners, members of the Racial Equity Action Team, as well as community members.

The newly created Racial Equity Officer was posted from December 3 – 25, 2018. The Action Team reviewed the 67 applications submitted via the County’s Recruitment & Hiring website, as well as 110 resumes submitted through Indeed. Following the completing of this process, the first phase of interviews occurred on January 23, 2019, offering six (6) candidates the opportunity to participate in behavioral-based interviewing and respond to a bias scenario in written format. A second public presentation / interview session was held with three (3) of the final candidates on the evening of February 25, 2019 followed by a meet and great with the candidates for those interested.

A hiring offer was made and accepted by Ms. Alize Asberry Payne. Ms. Payne is a community organizer and program development specialist with more than 20 years of experience in organizational development, strategic planning, campaign design, budget management and program evaluation. She has extensive experience in organization administration, specializing in collaborative and alliance partnership development.
Ms. Payne attended San Francisco State University in San Francisco, CA concentrating on Political Science Studies with emphasis on constitutional law, prelaw track. She attended the International Institute of Restorative Practices in Philadelphia, PA focusing on Restorative Family and Community Conferencing. She has also attended City College of San Francisco in San Francisco, CA earning an AS with honors in Behavioral and Social Sciences: Administration of Justice, emphasis on juvenile issues.

Ms. Payne has worked both in San Francisco, CA and Detroit, MI. She is the founder of ALM Group LLC in Detroit, MI, a consulting group specializing in community engaged economic development and creation of social enterprise for people of color.

**IMPACT ON HUMAN RESOURCES:**
None

**IMPACT ON BUDGET:**
None

**IMPACT ON INDIRECT COSTS:**
None

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**
None

**CONFORMITY TO COUNTY POLICIES:**
Conforms to County Policies

**ATTACHMENTS/APPENDICES:**
- Resolution
- Resume of Alize Asberry Payne
WHEREAS, Washtenaw County is one of the wealthiest counties in Michigan, with high incomes and high rankings as one of the most economically vibrant, educated, healthy, and best places to live in the state. However, there are some stark disparities that lead to high inequity within the County. For example, Washtenaw County ranked 80 out of 83 Michigan counties for income inequality in the 2015 Robert Wood Johnson Foundation County Health Rankings. In addition, life expectancy for white residents of Washtenaw County is thirteen years higher than for black residents -- 75 years for whites; 62 years for black residents; and

WHEREAS, for the past 15 years the Washtenaw County Health Department has been tracking health disparities in the County, and has found that such disparities are increasing in many areas, based on geography and the racial background of residents surveyed; and

WHEREAS, in 2015, the County’s Office of Community and Economic Development (“OCED”) released a “Housing Affordability and Economic Equity Analysis” that identified racial and economic segregation in Washtenaw County as a key driver of inequities. The Analysis and its recommendations were subsequently adopted by the Washtenaw County Board of Commissioners along with the City of Ann Arbor, the City of Ypsilanti, Ypsilanti Township, Pittsfield Township and the Ann Arbor Downtown Development Authority (“DDA”); and

WHEREAS, to further the conversation on this important issue, the County held an Equity Summit in late 2015 in conjunction with the publication of the Washtenaw County Opportunity Index that conveys the distribution of opportunity across the County through maps and data. The Index utilizes recent data in five categories to break the county into quintiles showing where the average person has more overall opportunity; and

WHEREAS, following the Equity Summit, it was determined that the County should pursue an Equity Ordinance as the best-practice, first step for advancing government-wide equity work. Since this time, Phase II of the efforts began in 2018 with the title of “One Community: Advancing Racial Equity in Washtenaw County”. The County, in partnership with the City of Ann Arbor, contracted with the Government Alliance on Race & Equity (GARE) to deliver 7 trainings in 2018 for around 80 county staff and leadership. Additionally, a temporary Racial Equity Analyst was hired to drive the efforts and to design a racial equity office proposal. As the county is in the ‘normalize’ stage, various working groups such as train-the-trainer and workforce development have begun alongside the suggested internal team structure with the Action Team leading the way; and

WHEREAS, on September 5, 2018, through resolution #18-130, the Washtenaw County Board of Commissioners adopted an Equity Policy for the organization. The Policy declared its focus on issues of equity, particularly racial equity when considering the following (but not limited to) aspects of County government: services, policies and procedures, hiring and retention processes (i.e. recruitment, promotion), budgeting, training, and community engagement; to provide for the creation of a Racial Equity Office, that reports directly to the County
WHEREAS, as part of resolution #18-130, the Washtenaw County Board of Commissioners charged the County Administrator with directing the Action Team and other related staff to continue and/or initiative the implementation of the directives within the Equity Policy, including the creation of an Equity Office; and

WHEREAS, under administrative direction, the Racial Equity Officer will be responsible for providing overall leadership in the creation, development, and performance of the Racial Equity Office, the One Community racial equity work, and the larger vision of equity for the County. This employee will collaborate with local jurisdictions and community stakeholders to establish equity as a shared value and operating principle across the organization. The Racial Equity Officer will help the County fulfill its mission while adhering to its values and commitment to address institutional racism and ensure that the work of the County is guided by a framework of equity principles and processes. Exercises direct supervision over assigned staff; and

WHEREAS, a hiring committee was established to include County Commissioners, members of the Racial Equity Action Team, as well as community members; and

WHEREAS, the newly created Racial Equity Officer was posted from December 3 – 25, 2018. The Action Team reviewed the 67 applications submitted via the County’s Recruitment & Hiring website, as well as 110 resumes submitted through Indeed. Following the completing of this process, the first phase of interviews occurred on January 23, 2019, offering six (6) candidates the opportunity to participate in behavioral-based interviewing and respond to a bias scenario in written format. A second public presentation / interview session was held with three (3) of the final candidates on the evening of February 25, 2019 followed by a meet and great with the candidates for those interested; and

WHEREAS, a hiring offer was made and accepted by Ms. Alize Asberry Payne. Ms. Payne is a community organizer and program development specialist with more than 20 years of experience in organizational development, strategic planning, campaign design, budget management and program evaluation. She has extensive experience in organization administration, specializing in collaborative and alliance partnership development; and

WHEREAS, Ms. Payne attended San Francisco State University in San Francisco, CA concentrating on Political Science Studies with emphasis on constitutional law, prelaw track. She attended the International Institute of Restorative Practices in Philadelphia, PA focusing on Restorative Family and Community Conferencing. She has also attended City College of San Francisco in San Francisco, CA earning an AS with honors in Behavioral and Social Sciences: Administration of Justice, emphasis on juvenile issues; and

WHEREAS, Ms. Payne has worked both in San Francisco, CA and Detroit, MI. She is the founder of ALM Group LLC in Detroit, MI, a consulting group specializing in community engaged economic development and creation of social enterprise for people of color; and

WHEREAS, this matter has been reviewed by the Administrator’s Office, Corporation Counsel, Human Resources, Finance and the Ways & Means Committee
NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby appoints Alize Asberry Payne as Racial Equity Officer effective July 22, 2019 at a starting salary of $105,000.
Profile

Community organizer and program development specialist with more than 20 years of experience in organizational development, strategic planning, education campaign design, budget management and program evaluation. Extensive experience in organization administration, specializing in collaborative and alliance partnership development.

Experience

Founder, ALM Group LLC
Detroit, MI
Consulting group, specializing in community engaged economic development and creation of social enterprise for people of color.

Consultant, Michigan Voice
Detroit, MI
Created City Charter issue education and civic engagement pilot program targeting under engaged voters. Facilitated development of organizational strategic planning process.

Senior Organizer, Detroit People's Platform
Detroit, MI
Produced local candidate forums for 2017 primary municipal election. Designed voter engagement program focused on political education. Monitored and provided analysis of economic impact and development public policy and legislation in Michigan. Assisted with organization and campaign strategic planning process with DPP team under direction.

Consultant, Detroit People's Platform/Building Movement Project
Detroit, MI
Designed and implemented Detroit Community Benefits Agreement Proposal A field campaign and redistricting education canvass during 2016 general election cycle. Campaign moved approximately 97,000 voters towards support of Community Benefits Agreement Proposal A.

Campaign Manager, Durhal for Senate
State Senate District 4, MI
Implementation and advising of campaign strategic plan. Responsible for management of all campaign operations including fundraising, voter engagement, community outreach, volunteer recruitment, communications, and get out the vote.

Founder, Native Design San Francisco LLC
San Francisco, CA
Development consulting firm, specializing in creating public and private sector partnership for nontraditional sustainable non-profit funding models. Managed all day to day operations, hired and supervised staff of 8 employees. Sold company in February 2016.
Strategy Consultant, Alliance for Educational Justice
Washington D.C.
Restructuring and strategy consultant for education focused national alliance group. Worked with more than 30 local and regional membership-based organizations to create national policy platform. Led internal restructure process, including staff and budget evaluation.

Restorative Justice Organizer, Coleman Advocates
San Francisco, CA
Designed and implemented training and organizing recruitment pilot program for high risk continuation school youth age 14-19 within restorative practices framework. Participated in development and implementation of nonpartisan state and national campaigns. Focused on intersectional education policy in collaboration with state and national partners, as national alliance anchor organization. Acted as regional leadership for local and state electoral activities within both 501(c)3 and 501(c)4 agency structures.

Program Manager, Mission Health Academy: Mission Graduates
San Francisco, CA
Designed and implemented public-private sector collaborative college-to-career pipeline pilot program for health and related fields. Recruited and acted as liaison between more than 20 private and government partner agencies.

Case Manager, Avenues to Independence: Larkin Street Youth Services
San Francisco, CA
Case manager and mental health advocate at transitional housing program serving homeless youth and former foster care wards. Management of services for clients between foster care, public health, substance abuse treatment, domestic violence services, and criminal justice systems.

Lead Instructor, Waterfront Program: Mission YMCA
San Francisco, CA
Designed and led curriculum in education retention and leadership development pilot program for at-risk youth age 11-16, with a focus on environmental justice and community development.

Administrative Assistant, Youth Power: Jamestown Community Center
San Francisco, CA
Youth leadership and empowerment program concentrated on civic engagement. Managed program outreach and recruitment of participants, provided program wide administrative support.
Youth Organizer/Founding Member, Third Eye Movement: Ella Baker Center for Human Rights
San Francisco, CA
Founding member of education equity youth organizing program and statewide Schools Not
Jails coalition. Led statewide electoral campaign against the Gang Violence and Juvenile

Education
San Francisco State University; San Francisco, CA – Political Science Studies with emphasis
on constitutional law, prelaw track.

International Institute of Restorative Practices; Philadelphia, PA – Restorative Family and
Community Conferencing

City College of San Francisco; San Francisco, CA – AS with honors in Behavioral and Social
Sciences: Administration of Justice, emphasis on juvenile issues.

Skills
Ability to multitask and manage multiple priorities on strict deadlines. Experienced leader,
skilled in team professional development. Seasoned administrator, with fully developed
technical skills in MS Office Suite, Google Suite, and NGP VAN.
TO: Katie Scott, Chair  
Ways & Means Committee

THROUGH: Gregory Dill  
County Administrator

FROM: Ellen G. Rabinowitz  
Washtenaw County Health Department (WCHD)

DATE: July 10, 2019

SUBJECT: Health Department Acting Medical Director

BOARD ACTION REQUESTED:  
Ratify the Appointment of Juan Luis S Marquez MD MPH as Washtenaw County Health Department Acting Medical Director effective July 1, 2019

BACKGROUND:  
The current contract with the University of Michigan for the Washtenaw County Health Department Medical Director, expires July 10, 2019. As such, effective June 30, 2019 the County Medical Director position will be vacant. Medical Direction services will be provided on an interim basis by Dr. Juan Marquez until a full recruitment and hiring process can be initiated by the Health Department.

A Medical Director position is required in all local health departments by the Michigan Public Health Code, PA 368 of 1978. For a County with a population greater than 150,000 State Administrative Rules (325.13001, 325.13002 and 325.13004) require Public Health Departments to have a full-time Medical Director meeting the qualifications set forth in the Rules.

DISCUSSION:  
State Administrative rules require Public Health Medical Directors to have the following qualifications:

- A physician licensed in Michigan as an MD or DO and one of the following:
  1. Board certified in preventive medicine or public health;
2. Has an MPH or MSPH degree and not less than 2 years of full-time public health practice;
3. Has not less than 3 years of full-time public health practice and 24 graduate credits acceptable toward a public health degree.

Dr Marquez is a licensed physician in the State of Michigan, has an M.D. and an MPH with 2 years public health practice. During his preventive medicine residency, Dr Marquez worked at various local health departments, including Washtenaw County, and at the Michigan Department of Health and Human Services. In addition, as a 2018 Detroit Albert Schweitzer Fellow, Dr Marquez worked with the Washtenaw County Health Department to conduct a needs assessment related to opioid use disorders.

IMPACT ON HUMAN RESOURCES
The permanent Medical Director position is anticipated to be filled within the next six to twelve months.

IMPACT ON BUDGET
Costs for this will be covered through the Health Department budget.

IMPACT ON INDIRECT COSTS:
None

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:
The County appointment is contingent on approval from the Michigan Department of Health and Human Services which was received June 19, 2019.

CONFORMITY TO COUNTY POLICIES
This request is in conformance with County policies.

ATTACHMENTS/APPENDICES:
Dr Juan Marquez’s CV
Letter of approval from the Michigan Department of Health and Human Services
A RESOLUTION RATIFYING THE APPOINTMENT OF DR JUAN LUIS S MARQUEZ AS THE WASHTENAW COUNTY HEALTH DEPARTMENT ACTING MEDICAL DIRECTOR EFFECTIVE JULY 1, 2019

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 10, 2019

WHEREAS, the Health Department Medical Director (Position #3429 0001) is vacant; and

WHEREAS, the University of Michigan was providing Medical Director services through a contract that ends on June 30, 2019; and

WHEREAS, County policy requires the Board of Commissioners to ratify the appointment of an executive level position; and

WHEREAS, State Law (PA368 of 1978) and Administrative Rule (325.13001) requires a full time Medical Director for Counties over 150,000 in population; and

WHEREAS, Administrative Rules require a Public Health Medical Director to have the following qualifications:
  • A physician licensed in Michigan as an MD or DO and one of the following:
    1. Board certified in preventive medicine or public health;
    2. Has an MPH or MSPH degree and not less than 2 years of full-time public health practice;
    3. Has not less than 3 years of full-time public health practice and 24 graduate credits acceptable toward a public health degree;

WHEREAS, Dr. Marquez is an experienced physician and has an MPH from the University of Michigan School of Public Health; and

WHEREAS, the cost for the appointment is fully funded in the Health Department budget; and

WHEREAS, this matter has been reviewed by Corporation Counsel, the Finance Department, Human Resources, the County Administrator’s Office and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the appointment as Acting Medical Director for the Health Department effective 7/1/2019.
Juan Luis S Marquez, MD, MPH

CONTACT INFORMATION

1137 South 7th Street
Ann Arbor, MI 48103

Phone: (650) 799-3488
Email: jlsmarquez@gmail.com

EDUCATION/ TRAINING

7/2017- 6/2019  University of Michigan School of Public Health, Ann Arbor, MI
Residency, Preventive Medicine- Expected 6/2019

8/2017- 12/2018  University of Michigan School of Public Health, Ann Arbor, MI
Masters of Public Health- Received 12/2018

6/2015- 6/2016  University of Michigan Health System, Ann Arbor, MI
Internship, Transitional (Anesthesiology)- Completed 6/2016

8/2011-6/2015  Stanford University School of Medicine, Stanford CA
Doctor of Medicine- Received 6/2015

9/2002-6/2006  Stanford University, Stanford, CA
B.A Human Biology- Received 6/2006.

LICENSURE/CERTIFICATION

05/2013    USMLE Step 1
12/2014    USMLE Step 2
03/2016    USMLE Step 3

Michigan Educational Limited Medical License, No. 4301119378
Michigan Controlled Substance License, No. 5315209609
DEA Controlled Substance License, No FM6749660
PROFESSIONAL EXPERIENCE

4/2018- 4/2019  **Albert Schweitzer Fellow**, Authority Health, Detroit, MI
- Selected as one of the 2018 Detroit Albert Schweitzer Fellows
- In collaboration with Washtenaw County Health Department and Washtenaw Health Initiative, conducting needs assessment for Washtenaw County regarding opioid use
- Conducted hundreds of hours of interviews with community and professional stakeholders
- Analyzed and presented data to guide strategic plan

4/2017- 10/2017  **Clinical Advisor**, Castlight Health, San Francisco, CA.
- Clinical advisor for the medical search team
- Assisted with curation of medical information used by customers of online search tool

1/2017- 5/2017  **Brain Clinical Fellow**, Google, Mountain View, CA.
- Junior product manager for multiple clinical research projects
- Conducted literature review and in-depth needs assessments of various healthcare and medical issues

- Translated medical terminology and procedures for data project
- Worked Closely with director of clinical group

10/2012- 6/2015  **Research Assistant**, Stanford School of Medicine, Department of Pediatric Anesthesia, Stanford, CA.
- Under leadership of Dr. Thomas Caruso, designed, implemented, & analyzed multiple projects including:
  - Quality improvement with focus on improving patient hand-offs between care teams
  - Incorporation of coaching system into ACGME milestones
  - Development of curriculum on airway management for perioperative nursing

- Studied effects of Reference Based Pricing on Consumer Behavior
- Design user behavior survey and online survey tool.
- Screen and enroll users into study
- Analyzed study data
- Under Dr. Abby King, assisted with Lifestyle Interventions and Independence for Elders (LIFE) Study
- Recruit, screen and enroll participants
- Translation of documents
- Data collection
- Perform recruitment outreach in predominantly Spanish-speaking communities

- Under Dr. Anne Friedlander, conducted study to predict overtraining in college athletes.
- Literature review, protocol development, & data collection/analysis
- Development of MS Access database, data collection forms, and online collaborative tools to manage data collection and schedule coordination
- Manage team of undergraduate students

- Created systems & processes to order, track and resupply clinical supplies (“Just in time shipping”) for several international Phase 1 & II oncology trials.
- Distribution, packaging and management of Investigational Drug Product under GMP environment.
- Closely worked with Manufacturing, Clinical Operations, and Senior Management to project and plan upcoming drug and clinical supply needs.
- Managed multiple projects in a team environment including an Emergency Use treatment
- Developed Standard Operating Procedures (SOPs) and quarterly budgets for department

- Under Dr. Anne Friedlander, assisted in study to understand effects of cyclic hypobaric hypoxia in middle aged males
- Recruited, enrolled, and tested subjects
- Data collection and analysis
- Co-author of manuscript

- Coordinated all aspects of asthma program which focused on serving the clinic’s predominantly lower-income, Hispanic patient population.
- Presented asthma education lessons to pediatric patients and parents to improve the clinical management of the children’s asthma—majority of classes were given in Spanish
INVITED PRESENTATIONS

10/2018 “Uniform Data System 2017 Analysis”, Center for Family Health, Jackson MI.

1/2018 “Navigating the Healthcare System”, Women’s Health and Fitness Day 2018, University of Michigan American Medical Women’s Association, Ypsilanti, MI.

PUBLISHED ABSTRACTS/ POSTERS


PEER REVIEWED PUBLICATIONS


**NON-PEER REVIEWED PUBLICATIONS & REPORTS**


**TEACHING EXPERIENCE**

6/2012- 8/2012  **Anatomy Instructor**, Health Careers Opportunity Program, Stanford, CA
- Design curriculum, assignments and exams
- Present lectures to students
- Mentor students
- Collaborate with researchers and physicians to coordinate and deliver innovative, interactive lessons (example: surgery simulation workshops; exercise stress test demonstration)

- Design/evaluation of curriculum, assignments and exams.
- Develop educational materials
- Present lecture “Purposeful Sampling Methods” to class

Guest Lecturer (Intermittent)
- University of Michigan Epidemiology 604: Contemporary Methods
June 19, 2019

Mr. Gregory Dill  
County Administrator  
220 North Main Street  
P.O. Box 8645  
Ann Arbor, MI 48107

Dear Mr. Dill:

Thank you for your recent communication requesting the approval of Mr. Juan Marquez to serve as the acting Medical Director for Washtenaw County Health Department, effective June 30, 2019.

After reviewing Mr. Marquez’s credentials and based on the requirements of the Michigan Public Health Code (PA 368 of 1978, as amended), I have determined that he meets the requirements to be approved as the acting Medical Director.

If you have any questions or need assistance, please contact Mr. Orlando Todd, Director of the Office of Local Health Services, at (517) 284-4021 or by email at toddo@michigan.gov.

Sincerely,

Joneigh S. Khaldun MD, MPH, FACEP  
Chief Medical Executive  
Chief Deputy Director for Health

JK:hm

c: Office of Local Health Services  
Juan Marquez
COUNTY ADMINISTRATOR
220 NORTH MAIN STREET, P.O. BOX 8645
ANN ARBOR, MICHIGAN 48107-8645
(734) 222-6850
FAX (734) 222-6715

TO: Katie Scott
Chair, Ways & Means Committee

THROUGH: Gregory Dill
County Administrator

FROM: Jerry L. Clayton
Sheriff

DATE: July 10, 2019

SUBJECT: Reclassify Re-Entry Case Manager to Re-Entry Coordinator

BOARD ACTION REQUESTED:
It is requested the Board of Commissioner ratify the reclassification of the Mental Health/Police Services Millage Re-Entry Case Manager position to Re-Entry Coordinator.

BACKGROUND:
In November 2017, the residents of Washtenaw County passed a dedicated millage for mental health services and police services. As part of these millage funds, the Sheriff’s Office is going to formalize re-entry services for community members who are leaving the criminal system and setting them up with services and programming as a path to remaining out of the criminal justice system.

DISCUSSION:
Re-entry activities will be extensive and across a variety of organizations, a Coordinator is needed to oversee and direct the work of service providers and other team members as it related to discharge planning for the jail. This Coordinator position was created as a Case Manager as part of the four year budget process.

The Washtenaw County Reentry Initiative
Mission -
Washtenaw County’s Reentry Initiative is a systematic approach to successful offender reintegration, recidivism reduction, and enhanced public safety.
Vision –
Washtenaw County’s Reentry Initiative will provide opportunities for offenders to successfully connect as productive members of society. Through active partnerships with all stakeholders, reintegration will contribute to safer communities and an enhanced quality of life.

Strategies -
- Use a holistic, systemic, and inclusive approach that involves federal, state, and local government stakeholders, community organizations, advocates, family and community members as well as the formerly incarcerated to support an offender’s reintegration back into the community.
- Adopt evidence based approaches and practices to treatment programs and services.
- Target high-to moderate-risk offenders through the use of validated assessment tools.
- Emphasize geographic areas in which a disproportionate number of offenders are drawn from and return to and bridge services to support these communities.
- Incorporate assessments and case management tools targeting continuous reentry planning, beginning at the point of admission to the criminal justice system, and working through pre- and post-release.
- Identify barriers to successful reintegration and reduce root cause issues leading to re-incarceration through continuous and appropriate delivery of drug treatment, mental health services, medical care, housing, job training and placement, educational services, cognitive behavioral therapy and/or other services essential to reentry.

Goals -
1. Reduction in recidivism and victimization
2. Assist released inmates in becoming a productive citizen
3. Lower the direct and collateral costs of incarceration

Upon review of the job description, the Sheriff’s Office has determined that this position should be reclassified due to the following:

1. This position was created at a lower-than-intended grade. During the millage planning discussion, this position was budgeted as grade 30.
2. A higher grade will attract a larger pool of qualified applicants and aid in talent retention.
3. This position is at a higher level when coordinating services and team members as reentry services have become a vital part of the Sheriff’s Office mission. Over the last 3 years the Sheriff’s Office has established partnerships with local service providers and educators to develop and implement a solid reentry program within the jail, as well as transition planning into the community. Each of our core partnerships have allocated resources and staff to help provide services to inmates and returning citizens. A team representing Mental Health, Substance Use, Education/Employment, Mentoring, Community Engagement, and Corrections work together to create a discharge plan for all sentenced individuals released from the jail. These plans include areas of identified need and support and can include housing, education, employment, continued treatment services, and mentoring in the community.
4. The Reentry Coordinator will be responsible for finalizing all discharge plans and coordinating the services and plans of all our community partners. This new role will also allow for the coordination of plans into the community.
5. This change will position the Sheriff’s Office to take the necessary steps to enhance and develop reentry service delivery.

**IMPACT ON HUMAN RESOURCES:**

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**IMPACT ON BUDGET:**
None. The planned position was a Coordinator position to be paid by millage dollars which was agreed to with the County Administrator.

**IMPACT ON INDIRECT COSTS:**
None.

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**

The Washtenaw County Sheriff’s Office Reentry Initiative works with a wide range of collaborative partners. Through these collaborative partnerships, Reentry Services provides offender assessments, programming, services, and discharge planning for individuals returning to this community from the Washtenaw County Jail. In coordination with Community Mental Health, Dawn Farm, Home of New Vision, Washtenaw Intermediate School District, Washtenaw County Community College, Ann Arbor Public Schools, Circuit Court Judges, MDOC Probation, District Court Judges: 14A1, 14A2, 14A3, 14A4, 14B and 15, all District Court Probation Officers, Prosecutor’s Office,
Public Defender’s Office, Family Court, Department of Human Services, Sobriety Court, Veteran’s Court, Drug Court, Mental Health Court, Domestic Violence Grant, Washtenaw County Cognitive Therapy services program (KPEP), and MDOC Probation Residential Substance Abuse Treatment services, the Washtenaw County Sheriff’s Office provides comprehensive support services to those being released from the jail. These individuals are consumers and clients of all previously mentioned agencies. The ability to identify, address, and coordinate release plans prior to release from jail supports the community work (effort) required by all community partners for formerly incarcerated individuals.

**CONFORMITY TO COUNTY POLICIES:**
Conforms to County Policies

**ATTACHMENTS/APPENDICES:**
Job Description
A RESOLUTION RECLASSIFYING THE RE-ENTRY CASE MANAGER POSITION TO RE-ENTRY SERVICES COORDINATOR.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 10, 2019

WHEREAS, the Washtenaw County Sheriff’s Office and Washtenaw County have diligently maintained efforts to better serve the citizens of Washtenaw County; and

WHEREAS, the Sheriff’s Office wishes to further enhance its delivery of law enforcement services to the community, within the realm of community oriented policing; and

WHEREAS, the Mental Health and Police Services Millage was passed in November 2017 and funding plans includes a position to direct the Re-Entry services to be formalized by the Sheriff’s Office and

WHEREAS, this position was created at a lower-than-intended grade; during the millage planning discussion, this position was budgeted as grade 30. A higher grade will attract a larger pool of qualified applicants and aid in talent retention. This position is at a higher level when coordinating services and team members as reentry services have become a vital part of the Sheriff’s Office mission. Over the last 3 years the Sheriff’s Office has established partnerships with local service providers and educators to develop and implement a solid reentry program within the jail, as well as transition planning into the community. Each of our core partnerships have allocated resources and staff to help provide services to inmates and returning citizens. A team representing Mental Health, Substance Use, Education/Employment, Mentoring, Community Engagement, and Corrections work together to create a discharge plan for all sentenced individuals released from the jail. These plans include areas of identified need and support and can include housing, education, employment, continued treatment services, and mentoring in the community. The Reentry Coordinator will be responsible for finalizing all discharge plans and coordinating the services and plans of all our community partners. This new role will also allow for the coordination of plans into the community. This change will position the Sheriff’s Office to take the necessary steps to enhance and develop reentry service delivery; and

WHEREAS, this matter has been reviewed by the County Administrator’s Office, the Finance Department, Human resources, Corporation Counsel, and the Ways and Means Committee;

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby reclassifies the Re-Entry Case Manager position to Re-Entry Services Coordinator.

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</table>
Washtenaw County
JOB DESCRIPTION

Job Code: XXXX
Authorization: RES #
Employee Group: Sheriff Non-union
8100

CLASS TITLE: RE-ENTRY COORDINATOR
DEPARTMENT: OFFICE OF THE SHERIFF – CORRECTIONS
FLSA STATUS: Exempt

JOB SUMMARY
Under the supervision of a higher classified employee within the Washtenaw County Jail, conducts assessments, develops treatment plans, appropriate program interventions, and provides case management services to inmates based upon identified needs. Develops and assists in the coordination of discharge plans for offenders returning to the community. Coordinates the work of the Reentry Services team within the Washtenaw County Jail. Works with a variety of Washtenaw County Sheriff’s Office programs, outside service providers, courts, and community partners to support the successful transition of individuals from jail to the community.

EXAMPLES OF DUTIES

Essential Duties:
• Plans, assigns, directs, supervises and reviews the work and documents of the Reentry Services team, interns, and personnel they are responsible for.

• Supervises and maintains a caseload of incarcerated individuals, identified by the Reentry Services team, with the purpose of promoting successful transitions to the community.

• Conducts assessments to identify needs of offenders.

• Refers individuals to the appropriate intervention/treatment services.

• Work with Reentry Services team to develop treatment plans and assists with the coordination of discharge plans for offenders returning to the community.

• Follows up with recently released individuals and their assigned service providers in the community to track progress on discharge plans.

• Coordinates with Washtenaw County Sheriff’s Office Community Engagement – Street Outreach program to support successful transition of offenders to community programs and services.
Maintains contact with service providers, courts, probation, parole and other criminal justice officials as necessary and appropriate to support and facilitate individual program compliance and options.

Maintains essential case documentation, writes reports, prepares orders and submits letters to courts, probation departments, and community partners.

Provides jail programming support as needed.

Participates in the evaluation of existing programs as well as the development and implementation of new programs within the jail that support successful offender transitions.

Researches and implements best and promising practices as assigned.

Collects and analyzes data and program information, evaluates alternatives, and makes recommendations. Prepares narrative and statistical reports of findings.

Maintains a practical familiarity with the criminal justice and human services systems.

Establishes and maintains a positive working relationship with local criminal justice system officials, human service agencies, and peer professionals.

Attends meetings and trainings as required.

Represents the Office of the Sheriff to the community, relatives of offenders and other parties in a manner consistent with Office mission, strategies and values.

Remains current on available resources and programs for the offender population.

Uses standard office equipment and computers as well as other various technologies in the course of the work.

Performs all other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

- Criminal justice and human services operations, principles and practices.
- Concepts and functions of criminal justice and human services agencies as it relates within a correctional facility.
Community resources and local service agencies in the areas of housing, substance use, mental health, advocacy, education, and employment.

Applicable federal, state and local legislation which may have an impact upon community and alternative correctional services.

Research, data, and information recordkeeping, management and analysis; report preparation techniques.

**Skill in:**
- Planning, directing, supervising and controlling the activities of others.
- Impacting and influencing an individual's beliefs, opinions, judgments and behaviors.
- Case supervision and individualized case planning using person centered approach.
- Performing effectively under stress; meeting specific operational and functional standards, tolerances and time constraints.
- Effective interpersonal communication and motivational interviewing.
- Preparing clear, concise and effective written materials.
- Using sound independent judgment within established policy and procedures and other guidelines.
- Maintaining accurate files and records.
- Establishing and maintaining effective working relationships with those contacted in the course of the work including individuals of diverse socioeconomic and ethnic backgrounds.
- Working cooperatively and effectively within a team and the larger organizational setting.

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS**
- Must possess a valid driver's license and be able to work at any designated work site.
- Must meet qualifications to be a Law Enforcement Information Network (LEIN) operator.
- Possession of or eligibility to obtain Substance Abuse Assessment Certification is preferred.
PHYSICAL DEMANDS
- Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.
- Must be willing to work varied hours and be on-call.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION
- Minimum of a Bachelor's degree in Social Work, Criminal Justice, Psychology, or a closely related field.
- Master’s Degree in Social Work, Criminal Justice, Psychology, or closely related field is preferred.

EXPERIENCE
Three (3) years of experience working in criminal justice, law enforcement, corrections, probation, the courts, social work, or in a comparable setting is preferred.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to increase specific job-related competencies, knowledge, skills or licensing and certifications for successful job performance.
REQUEST FOR BOARD OF COMMISSIONERS ACTION
ADMINISTRATIVE REVIEW

TO BE COMPLETED BY DEPARTMENT

Date Submitted: 6/20/2019

Department Name: Public Works Division of Water Resources

Action Requested: Solid Waste Plan Implementation Bylaws and Charter Amendment

Michelle Katz 222-3878
Prepared by: Dept Head Signature

CHECK OFF LIST FOR REQUIRED ITEMS:

SECTION I ITEMS INCLUDE: (One Original)

x Department Head Signature on Request for Board Action
x Resolution
x Cover Memorandum
x Disk or Directory -Saved As: G:\dra\BOC/2019 PIAC

SECTION II ITEMS INCLUDE: (*Minimum of two originals, plus four copies)

N/A Position title, control number and union affiliation (Required of all personnel related requests)
N/A Salary projection (required for grant applications and revisions if different from application and any requests affecting a department’s personnel budget)
N/A Requested action includes contract/lease and contracting party has agreed to the terms contained therein. *
x Requested action includes grant application/grant award or other supportive documentation.*
TO: Katie Scott, Chair  
Ways & Means Committee

THROUGH: Gregory Dill  
County Administrator

FROM: Evan Pratt, Water Resources Commissioner, Director of Public Works

DATE: July 10, 2019

SUBJECT: Plan Implementation Bylaws and Charter Amendment

BOARD ACTION REQUESTED:
It is requested that the board of Commissioners pass a resolution approving the Plan Implementation Advisory Committee bylaws and amending the Charter for the Plan Implementation Advisory Committee.

BACKGROUND:
The Board of Public Works and Board of Commissioners passed resolutions to approve the 2017 Solid Waste Plan (Plan) in November and December of 2017 respectively. The Plan recommends the formation of an advisory committee to oversee the implementation of the Plan. The Board of Public Works and the Board of Commissioners passed a resolution approving a Charter to form the Plan Implementation Advisory Committee (PIAC) in June and July of 2018 respectively. The Charter stipulates that the committee will have bylaws. The PIAC has created and reviewed the attached bylaws. Washtenaw County Legal Counsel has recommended changes to the bylaws and the Charter. As such, the bylaws and amended Charter is approval of the amendments.

DISCUSSION:
The PIAC has been created to provide input, guidance, suggestions, recommendations, direction, technical advice, review and prioritize programs and projects, evaluate financial and staffing resources, and develop appropriate strategy for implementation of the Plan. The PIAC first met in January 2019. To date they have provided valuable feedback in the formation of a sponsorship program aiming to leverage external funds for landfill diversion, created subcommittees focusing on metrics and education, and agreed on the attached bylaws.

The amended Charter alters the membership requirements to allow the committee to operate in the case where fewer than the stipulated membership is able to be recruited. The PIAC bylaws add clarity concerning expectations for operations and members.
IMPACT ON HUMAN RESOURCES:
None.

IMPACT ON BUDGET:
None.

IMPACT ON INDIRECT COSTS:
None.

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:
None.

CONFORMITY TO COUNTY POLICIES:
This request conforms to County policies.

ATTACHMENTS/APPENDICES:
Resolution to approve the bylaws and amend the charter of the Plan Implementation Advisory Committee
RESOLUTION TO APPROVE THE BYLAWS AND AMEND THE CHARTER OF THE
PLAN IMPLEMENTATION ADVISORY COMMITTEE

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 10, 2019

WHEREAS, Washtenaw County, per requirements of Part 115 of the Natural Resources and Environmental Protection Act, 194 PA 451, and as enforced by the Michigan Department of Environmental Quality (MDEQ), underwent the amendment process for its Solid Waste Management Plan (Plan); and

WHEREAS, in furtherance of the abovementioned statutory requirements, the Washtenaw County Board of Commissioners appointed in August 2015 (Resolution No. 15-0121) and re-appointed in September 2017 (Resolution 17-135) a fourteen-member Solid Waste Planning Committee to make necessary amendments to the Plan; and

WHEREAS, the Plan amendment was formally approved by the Solid Waste Management Planning Committee on October 19, 2017; the Board of Public Works on November 15, 2017; and the Board of Commissioners on December 6, 2017 (Resolution No. 17-211); and

WHEREAS, the Plan includes a proactive strategy for Washtenaw County to provide integrated solid waste management programs and policies that emphasize waste prevention, reduction, recycling and composting, with an overarching goal of zero waste, and to assure long-term capacity for disposal of waste generated within Washtenaw County; and

WHEREAS, the Plan calls for the appointment of a Plan Implementation Advisory Committee to provide input, guidance, suggestions, recommendations, direction and technical advice to the Board of Public Works to achieve the goals, objectives, and mandates of the Plan; and

WHEREAS, the Washtenaw County Board of Public Works, acting as the Designated Planning Agency for the Plan as authorized by the Board of Commissioners, formally approved the PIAC Charter on June 20, 2018; and

WHEREAS, the Washtenaw County Board of Commissioners formally approved the PIAC Charter on July 11th, 2018 (Resolution No. 18-110); and

WHEREAS, the PIAC Charter stipulates requirements of membership that is amended to read “The PIAC shall consist of up to 14 members” and “Membership should follow the composition below to the extent feasible;” and

WHEREAS, the PIAC Charter stipulates that the PIAC will draft and adopt a set of written bylaws.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board Commissioners approves the PIAC bylaws as attached hereto and made part hereof.
BE IT FURTHER RESOLVED that the Washtenaw County Board of Commissioners approves the PIAC Charter as amended, as attached hereto and made a part hereof.
I. Purpose

The Plan Implementation Advisory Committee (PIAC) is created for the purpose of advising the Board of Public Works and shall limit its role as strictly advisory on matters that directly relate to implementation of the Washtenaw County 2017 Solid Waste Plan (SWP), amended per requirement of Part 115 of the Natural Resources and Environmental Protection Act, 194 PA 451, and as enforced by the Michigan Department of Environmental Quality (MDEQ).

Specific PIAC advisory duties related to the successful planning and implementation of the goals, objectives, and mandates listed with the SWP may include:

- provide input, guidance, suggestions, recommendations, direction, and technical advice;
- review and prioritize programs and projects;
- evaluate financial and staffing resources and develop appropriate strategy for implementation;
- in conjunction with the Washtenaw County Department of Public Works, develop metrics, action plans, strategic planning, and funding mechanisms;
- foster partnerships with state and local agencies or other appropriate entities to promote end market development beneficial to agencies, institutions and other entities within the County;
- Identify stakeholder engagement opportunities; and
- ensure that the guiding principles in the SWP are addressed at least annually.

II. Members

A. General Powers: The business and affairs of the Committee shall be managed by its officers and members, except as otherwise provided by these Bylaws.

B. Members: The PIAC shall consist of up to 14 Members. PIAC members will constitute a diverse cross-section of stakeholders who have interest, expertise, or position sufficient to meet or exceed the goals and objectives identified in the SWP. Voting Membership shall consist of:

- three representatives of Washtenaw County municipalities (including authorities and other municipal corporations);
- two to four representatives from the general public, being Washtenaw County residents;
- two representatives of the solid waste management industry;
• two representatives of institutional/industrial waste generators;
• two representatives of environmental groups; and

One ex officio representative of the Washtenaw County Board of Public Works shall be a non-voting Member of the Committee.

C. Appointment, Replacement and Vacancies: Members of the PIAC shall be selected and appointed by the Board of Public Works. Members will be appointed for a term of three years, with roughly one third of the membership appointed each year. In the first year, roughly one-third of the membership will be appointed for a term of one year, roughly one-third of the membership will be appointed for a term of two years, and roughly one third will be appointed for a term of three years. In subsequent years, each membership term will be for a term of three years. In rare cases, members may be appointed for less than three years.

A Member whose term has expired shall continue to hold office until his/her successor has been appointed. A Member may be reappointed, with consent of the Board of Public Works, to serve additional terms. If a vacancy is created by death, resignation, or removal, a successor shall be appointed by the Board of Public Works to hold office for the remainder of the term of office so vacated.

D. Removal: After notice and an opportunity to be heard, a Member may be removed by the Washtenaw County Board of Public Works for cause or for excessive absence from meetings. The Committee may recommend the dismissal of any Member if the Member is considered a detriment to the viability of the Committee. The recommendation shall be made by majority vote of the voting members, and is subject to the approval of the Washtenaw County Board of Public Works.

Any Member that is absent from three successive meetings without giving reasonable notification, determined by notice prior to the meetings, shall be considered to have resigned their seat. Any member missing two meetings shall be notified by the Public Works Staff.

E. Conflict of Interest: If a Member, or a Member’s employer, has a direct financial interest in any matter requiring action by the Committee, that Member shall disclose that interest prior to any discussion of that matter by the Committee, which disclosure shall become a part of the record of the Committee’s official proceedings. The interested Member, where a conflict of interest has been disclosed, shall take the following actions:

1. if the conflicted Member is Chair, control of the meeting for that matter will be passed to the Vice Chair, or to the Secretary if the Vice Chair is absent or also conflicted, or to another Member if the Vice Chair and Secretary are absent or also conflicted;

2. the conflicted Member may participate in discussion of the matter; and

3. the conflicted Member shall recuse himself/herself from all action on the matter.
III. Committee Operations

A. Meetings: The Committee shall hold regularly scheduled meetings at least quarterly and may hold special meetings at the call of the Chair or any two Members. Members shall be provided notice at least 72 hours in advance of any special meeting.

B. Open Meetings: Meetings of the Committee shall be open to the public in accordance with the Open Meetings Act, Public Act 267 of 1976. Appropriate notice shall be provided for all meetings.

C. Quorums; Voting: A majority of the voting Members appointed and serving shall constitute a quorum for the transaction of business at any meeting of the Committee, provided, that a majority of the Committee present may adjourn the meeting from time to time without further notice. The vote of a majority of those voting Members present at any meeting at which a quorum is present is the vote of the Committee, unless the vote of a larger number is required by statute or by these Bylaws.

D. Subcommittees: The Committee may, by vote passed by a majority of the full Committee, designate one or more subcommittees. Each subcommittee shall consist of one or more of the Members of the Committee appointed by the Committee.

A subcommittee and each member thereof, shall serve at the pleasure of the Committee. A subcommittee so designated by the Committee, will act in an advisory capacity to the Committee in the management of the business and affairs of the Committee.

E. Recommendations and Reports: PIAC recommendations and reports shall be submitted in writing to the Board of Public Works and the Department of Public Works.

F. Committee Absences: In order to maintain the maximum participation of all appointed PIAC Members at all scheduled meetings of the Committee, the following is the attendance guide and Committee member replacement policy for “excused” or “unexcused” absences:

1. When appointed, each Committee member should affirm his/her willingness and intention to attend each scheduled meeting of the PIAC.

2. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities prohibit the Committee Member from attending the scheduled meeting, the Member shall notify professional staff at Washtenaw County’s Public Works Department or the Committee Chair prior to the day of the meeting of their inability to attend the scheduled meeting. The Committee Member upon this notification will receive an “excused absence” for the involved scheduled meeting.

3. If any Committee Member is absent from three (3) consecutive scheduled monthly Committee meetings without an “excused absence” for any of
the three (3) meetings, the Member is subject to an automatic appointment nullification immediately after the third missed meeting as noted above. The Board of Public Works should replace the Committee member as soon as possible in order to maintain the prescribed number of Committee members.

4. There will be no limit on the number of consecutive “excused absences” for any member of the Committee. However, it is expected that if any voting Member is absent for 50% or more of the scheduled meetings in any 12-month period, the Committee member will be canvassed and be considered for an appointment nullification.

5. Any “appointment nullification” action will be initiated by the Committee and forwarded to the Board of Public Works for official action.

IV. Officers

Officers: Members shall elect a Chairperson, Vice Chairperson and Secretary to serve as the officers of the Committee. Two or more offices may be held by the same person, but an officer shall not execute, acknowledge, or verify an instrument in more than one capacity if the instrument is required by law or Bylaws to be executed, acknowledged or verified by two or more offices.

A. Nomination, Election: The officers of the Committee shall be Members elected following the initial adoption of the bylaws and, subsequently, at the first meeting held during the second calendar quarter of each year. Candidates shall be nominated by the Members. The term of each office shall be not less than one (1) year. Each officer shall hold the same office until his/her successor is appointed.

B. Vacancies: A member vacancy caused because of death, resignation, removal, disqualification or otherwise, shall be filled by the Board of Public Works. Vacancies in any office, shall be filled by a quorum of the PIAC.

C. Chairperson and Vice Chairperson: The Chairperson shall be the chief officer of the Committee, but he or she may from time to time delegate all or any part of his/her duties to the Vice Chairperson. The Chair, or in his or her absence, the Vice Chair, shall preside over meetings of the Committee, have general and active management of the business of the Committee, and shall perform all the duties of the office as provided by law or these Bylaws.
D. Secretary: The Secretary or his/her designee shall attend all meetings and record all votes of the Committee in the meeting minutes, and may perform like duties for subcommittees when required.

V. Financial Transactions

A. Public Record: All financial records of the Committee shall be open to the public under the Freedom of Information Act, Act 442 of the Public Acts of 1976.

VI. Adoption; Amendment

A. These bylaws shall be effective upon adoption by a two-thirds (2/3) vote of the voting Members.

B. These bylaws are subject to the review and approval of the Washtenaw County Board of Public Works.

C. These bylaws may be amended in the same manner as the initial adoption.

These Bylaws were recommended by the Public Works Plan Implementation Committee at a meeting of the Committee on May 28, 2019, and submitted for approval by the Washtenaw County Board of Public Works at their regular scheduled meeting on June 19, 2019.

Adopted: / / 2019

James Harless
PIAC CHAIR

Nancy Stone
PIAC Secretary
TO: Katie Scott  
Chair, Ways & Means Committee

THROUGH: Gregory Dill  
County Administrator

FROM: Evan Pratt  
Water Resources Commissioner

DATE: July 10, 2019

SUBJECT: Resolution ratifying the submission of a grant application to the National Fish and Wildlife Foundation – Southeast Michigan Resilience Fund 2018

BOARD ACTION REQUESTED
Washtenaw County Office of the Water Resources Commissioner request for County Board of Commissioners’ approval to ratifying the submission of a grant application to the National Fish and Wildlife Foundation – Southeast Michigan Resilience Fund 2018 for $76,060.99.

BACKGROUND
Washtenaw County Parks and Recreation has committed $250,000 to developing a skatepark in Ypsilanti Township’s Community Center Park. The Tony Hawk Foundation is part of the team, committing $250,000 to the project, and an additional $50,000 from the Ralph C. Wilson Jr. Foundation. The Tony Hawk Foundation’s mission includes providing safe urban skating facilities, particularly in underserved areas.

This grant would support the existing collaboration by funding the skatepark’s stormwater management system and employ green infrastructure – ponds, rain gardens, native vegetation.

Activities include design, construction and maintenance of up to 8,000 square feet of green space that functions as stormwater treatment. The scale will be determined by soil characteristics and design decisions.

Skaters and community members are invited to participate in all aspects of design implementation and maintenance.
DISCUSSION

Project Description
The National Fish and Wildlife Foundation’s Southeast Michigan Resilience Fund seek to both provide climate resiliency and access to green infrastructure as a quality of life amenity.

The grant would allow construction of up to 8,000 square feet of green infrastructure and a gathering spot adjacent to a new skate park. The facility will capture runoff for all storms up to the 100 year (or 1%) event, with a 195,430 gallon treatment capacity. Skaters from the local area will be engaged in design and will be organized to participate in maintenance and clean up days.

Project Abstract
The project will build a suite of green infrastructure that may include rain gardens, bioswales and infiltration zones to accommodate runoff from a newly constructed 10,000 square foot skate park. The goal will be zero net runoff - to infiltrate all runoff from events less than the 100 year storm.

The stormwater infrastructure will provide a green backdrop to the open expanse of the park, a gathering spot for skating events, and a meet-up area for approximately 3,000 regular skaters and 11,000 active skaters throughout Washtenaw County.

IMPACT ON HUMAN RESOURCES:
None

IMPACT ON BUDGET:
None

IMPACT ON INDIRECT COSTS:
None

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:
None

CONFORMITY TO COUNTY POLICIES:
Conforms to County Policies

ATTACHMENTS/APPENDICES:
Resolution
Budget
RESOLUTION RATIFYING THE SUBMISSION OF A GRANT APPLICATION TO THE
NATIONAL FISH AND WILDLIFE FOUNDATION – SOUTHEAST MICHIGAN
RESILIENCE FUND 2018 IN THE AMOUNT OF SEVENTY SIX THOUSAND SIXTY
DOLLARS AND NINETY NINE CENTS ($76,060.99) FOR THE PERIOD OF JULY 1,
2019 – OCTOBER 30, 2020

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 10, 2019

WHEREAS, the Washtenaw County Water Resource Commissioner’s Office has
submitted a grant for $76,060.99 through the National Fish and Wildlife Foundation –
Southeast Michigan Resilience Fund 2018; and

WHEREAS, the stormwater infrastructure will treat runoff while providing a green
backdrop to the open expanse of the park, a gathering spot for skating events, and a
meet-up area for approximately 3,000 regular skaters and 11,000 active skaters
throughout Washtenaw County, and

WHEREAS, this programming aligns with the priorities of the Board of Commissioners,
and will provide services which help to reduce the environmental impact of
Washtenaw County residents and businesses; and

WHEREAS, the matter has been reviewed by Corporation Counsel, the Finance
Department, Human Resources, the County Administrator’s Office and the Ways &
Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of
Commissioners takes the following actions contingent upon the receipt of the grant
award in conformity with the grant application:

Authorizing the Administrator to sign the Notice of Grant Award Amending the budget,
as attached hereto and made a part hereof authorizing the Administrator to sign
delegate contracts in conformity with the application/award upon review of Corporation
Counsel, to be filed with the County Clerk
Grant Information

Title of Project
Skatepark Green Infrastructure, Ypsilanti Township, Washtenaw County Michigan

Total Amount Requested $76,060.99
Matching Contributions Proposed $555,000.00
Proposed Grant Period 07/01/2019 - 10/30/2020

Project Description
Construct approximately 8,000 square feet of green infrastructure and a gathering spot adjacent to a new skatepark. The facility will capture runoff for all storms up to the 100 year (or 1%) event, with a 195,430 gallon treatment capacity. Skaters from the local area will be engaged in design and will be organized to participate in maintenance and clean up days.

Project Abstract
The project will build a suite of green infrastructure that may include rain gardens, bioswales and infiltration zones to accommodate runoff from a newly constructed 10,000 square foot skatepark. The goal will be to infiltrate all runoff from events less than the 100 year storm.

The stormwater infrastructure will provide a green backdrop to the open expanse of the park, a gathering spot for skating events, and a meet-up area for approximately 3,000 regular skaters and 11,000 active skaters throughout Washtenaw County.

The Tony Hawk Foundation is a partner. Their mission is to provide safe urban skating facilities, particularly in underserved areas. The Ralph C. Wilson Jr. Foundation is also providing pass through support to the Tony Hawk Foundation.

Municipal partners are Washtenaw County Parks and Recreation, Washtenaw County Water Resources and Ypsilanti Township.

Activities include design, construction and maintenance of approximately 8,000 square feet of green space that functions as stormwater treatment. Size depends on soil characteristics and design decisions.

Skaters will be involved in all aspects of design and implementation, including maintenance.

Organization and Primary Contact Information
Organization Washtenaw County
Organization Type State or Local Government
City, State, Country ,, 
Region (if international)

Primary Contact Harry Sheehan
1133 15th Street, NW  
Suite 1100 Washington, DC 20005
Position/Title
Phone and E-mail

734-417-7343 x ; sheehanh@washtenaw.org

## Additional Contacts

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</table>
Project Location Information

Project Location Description: The skatepark will be located in Ypsilanti Township, Washtenaw County, Michigan. Specifically, at the corner of Midway and Clark Roads at Community Center Park on approximately 1.8 acres in the northwest corner of the park.

Project Country(ies): North America - United States
Project State(s): Michigan
Project Congressional District(s): District 12 (MI)

Permits and Approvals

Permits/Approvals Description: Soil Erosion and Sediment Control
Plumbing and Electrical TBD

Permits/Approvals Status: Intend to Apply
Permits/Approvals Agency-Contact Person: Ypsilanti Township
Permits/Approvals Submittal-Approval Date: 06/03/2019
Activities and Outcomes

Funding Strategy: Habitat Management
Metric: SE MI - Green Infrastructure - Volume stormwater storage added
Required: Recommended
Description: Enter the volume (in gallons) of stormwater storage retained annually through green infrastructure improvements (measured as design retention capacity for a 100-year 24-hour storm). For GSI maintenance projects, enter volume (gallons) of stormwater storage retained annually through the GSI you are maintaining. Please refer to the "Guidance for Applicants" for tools and more details.

Starting Value 0.00 Volume stormwater storage added
Target value 195430.00 Volume stormwater storage added

Note: The proposal is for a 10,000 square feet concrete skate surface with green infrastructure that will accommodate the runoff from the 1%, 24-hour event. That design event equates to 4,045 cubic feet of runoff or 30,258 gallons as the maximum treatment for any given storm (runoff coefficient = 0.95). Normally, this region gets 33 inches of total annual precipitation. Assuming current patterns, this equates to 26,125 cubic feet or 195,430 gallons treated per year.
Title: Skatepark Green Infrastructure, Ypsilanti Township, Washtenaw County Michigan  
Organization: Washtenaw County

## I. PERSONNEL

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Position</th>
<th>Annual Salary</th>
<th>Project Hours</th>
<th>Hourly Rate</th>
<th>LOE (%)</th>
<th>Project Salary</th>
<th>% Fringe</th>
<th>Fringe</th>
<th>Total Personnel</th>
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<tr>
<td>Theresa Marsik</td>
<td>Stormwater Engineer</td>
<td>$77,363.00</td>
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<td>$1,204.71</td>
<td>$3,064.39</td>
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<td>Susan Brian</td>
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<td>$859.35</td>
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<tr>
<td>Catie Wytychak</td>
<td>Environmental Specialist</td>
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Totals

|                  | SubTotal                  | $4,597.72     | $2,984.11     | $7,581.81 |

## II. TRAVEL

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<tbody>
<tr>
<td>Train – Per Ticket</td>
<td>$0.00</td>
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1133 15th Street, NW
Suite 1100 Washington, DC 20005
Version 1.1
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<thead>
<tr>
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<tbody>
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<tbody>
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### Mileage – Per Mile

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### Per Diem (M&IE) – Per Day

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Title: Skatepark Green Infrastructure, Ypsilanti Township, Washtenaw County Michigan
Organization: Washtenaw County

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**Lodging – Per Night**

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**Meals (no M&IE) – Per Meal**

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### IV. MATERIALS & SUPPLIES **$2,415.00**

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<td>Interpretation</td>
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<tr>
<td>Contractor Name</td>
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<td>TBD</td>
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SubTotal $65,000.00

## VI. OTHER DIRECT COSTS

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<th>Unit of Measure</th>
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SubTotal $0.00

## VII. TOTAL DIRECT COSTS

$75,302.81

## VIII. INDIRECT COSTS

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<th>NICRA Expiration</th>
<th>$MTDC</th>
<th>Rate(%)</th>
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<tbody>
<tr>
<td>de minimus rate per uniform guidance for personnel only</td>
<td>De Minimis</td>
<td></td>
<td>$7,581.81</td>
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## IX. TOTAL PROJECT COSTS

$76,060.99
Title: Skatepark Green Infrastructure, Ypsilanti Township, Washtenaw County Michigan
Organization: Washtenaw County
Budget Narrative

1. Personnel

Personnel -

- Engineer to review and help refine stormwater design and assist with soils analysis. Construction inspection and grade checks. 50 hrs

  Two Environmental Specialists will participate. Susan runs our rain garden program and outreach. She is a certified landscape architect and can assist with construction administration/consultation. 25 hrs

  Catie's role will include certifying plant materials, substitutions and planting inspection. She also will advise on design to facilitate maintenance and assist in interpretive signage production. 75 hrs

2. Travel

<table>
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<tr>
<th>Domestic Airfare - Per Flight -</th>
<th>International Airfare - Per Flight -</th>
<th>Train - Per Ticket -</th>
<th>Rental Car - Per Day -</th>
<th>Taxis - Per Trip -</th>
<th>Mileage - Per Mile -</th>
</tr>
</thead>
</table>

1133 15th Street, NW          
Suite 1100 Washington, DC 20005

Version 1.1
3. Equipment

Equipment -

4. Materials and Supplies

Materials and Supplies - 3 signs similar to those used locally at parks for interpretation. 2’ x 3’ panels in frames. Graphics to be designed by staff.

5. Contractual Services

Subcontract/Contract - Per Agreement - This line is a lump sum estimate of construction pay items related to conveyance, capture and infiltration of stormwater. This will include excavation, grading, pipes, inlets, outlets, stonework, soil amendments, and vegetative material. It may also integrate pathways, seating, pavers, stone and signage installation.

Subgrant - Per Agreement -
6. Other Direct Costs
Other Direct Costs -

7. Indirect Costs

Indirect Costs -  Aggregate costs of buildings, computers, phones, printers, etc. Percentage is based on staff and fringe totals only. Materials and contractual items excluded from the equation.
### Matching Contributions

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<tr>
<td>Source:</td>
<td>Tony Hawk Foundation</td>
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<td>Source Type:</td>
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<tr>
<td>Source:</td>
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<td>Source Type:</td>
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<tr>
<td>Description:</td>
<td>Grant for an environmental component that may or may not include green infrastructure components. This funding will be passed through the Tony Hawk Foundation.</td>
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<table>
<thead>
<tr>
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<tr>
<td>Source:</td>
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<td>Source Type:</td>
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<table>
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<th>Matching Contribution Amount:</th>
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<tr>
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<td>In-kind</td>
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<tr>
<td>Status:</td>
<td>Pledged</td>
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<tr>
<td>Source:</td>
<td>Washtenaw County Water Resources</td>
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<tr>
<td>Source Type:</td>
<td>Non-Federal</td>
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<tr>
<td>Description:</td>
<td>Harry Sheehan - Approximately 100 hours of grant administration and design collaboration time.</td>
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</table>
Title: Skatepark Green Infrastructure, Ypsilanti Township, Washtenaw County Michigan
Organization: Washtenaw County

| Total Amount of Matching Contributions: | $555,000.00 |
EasyGrantsID: 63568
National Fish and Wildlife Foundation – Southeast Michigan Resilience Fund 2018, Full Proposal
Title: Skatepark Green Infrastructure, Ypsilanti Township, Washtenaw County Michigan
Organization: Washtenaw County
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<th>File Name</th>
<th>Uploaded By</th>
<th>Uploaded Date</th>
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<tr>
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<td>Ypsilanti Twp Skatepark Full Proposal - Washtenaw County.doc</td>
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<td>03/08/2019</td>
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<td>Project Map</td>
<td>SkateparkMap.pdf</td>
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<td>02/27/2019</td>
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<td>Letters of Support</td>
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<td>02/27/2019</td>
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<td>03/07/2019</td>
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<tr>
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<td>Board of Trustees, Directors, or equivalent</td>
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<td>02/27/2019</td>
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</tbody>
</table>

The following uploads do not have the same headers and footers as the previous sections of this document in order to preserve the integrity of the actual files uploaded.
Full-Proposal Project Narrative

1. **Funding Category:** Highlight the one primary Funding Category that best describes the proposed project: 1) *Expanding Green Stormwater Infrastructure and Enhancing Public Space*; 2) *Improving Habitat Quality, Connectivity, and Accessibility*. If the project is expected to yield benefits in both categories, indicate the relevant secondary category.

2. **Context:** Briefly describe the project context in terms of current conditions, existing challenges, and opportunities for improvement. Explain how the proposed work would complement and connect to previous and ongoing efforts and strategies.

Municipalities nationwide have come to embrace the recreational—and societal—benefits of skateboard parks. Skateparks engage the community, provide kids a place to grow, and offer a sense of belonging. Most communities lack the resources to provide a safe, legal place to skate. This is particularly true in underserved areas that stand to benefit most. Providing a safe, well-planned, and successful skatepark is the challenge for Ypsilanti Township (Pop. 55,000) in Washtenaw County.

Since 2002 the Tony Hawk Foundation has been fulfilling its mission to help young people by issuing grants to low-income communities building quality public skateparks, and providing guidance to city officials, parents, and children through the process. To date, the foundation has awarded over $5.7-million to 588 public skatepark projects in all 50 States receiving more than 5-million visits annually by youth who benefit from the active lifestyle and camaraderie the facilities promote.

On January 14, 2019, in collaboration with the Tony Hawk Foundation and Washtenaw County Parks & Recreation, the Ypsilanti Township Board of Trustees approved siting for a new skatepark at Community Center Park.

**The site:** The YTown Community Center in Ypsilanti Township, Michigan, is open six days a week, providing day care, youth & adult sports, and enrichment programs. Facilities include an arts and crafts room, pre-school room, courts and gymnasium, a dance studio, meeting/class rooms, and a senior center. Adjacent facilities include four baseball diamonds, six tennis courts, a playground, and a golf course.

This partnership between the Township, Tony Hawk Foundation and Washtenaw County Parks & Recreation will add a 10,000 square foot skatepark to the recreation complex. The skatepark will occupy 1.8 adjacent acres of Township-owned land. According to the Skateboard Adoption Model, the site will engage 11,000 Washtenaw County skaters, friends and family. There are approximately 3,000 core users in close proximity to the park, including 630 from Ypsilanti Township itself.

Constructing a new swath of concrete will generate significant stormwater runoff to a nearby county drain (known as the Willow Run Extension), and from there, to the Huron River. As has been demonstrated regionally, green infrastructure can accommodate runoff in a manner that adds functionality and aesthetic value to the site. This proposal will incorporate stormwater management design with the look and feel of a courtyard garden. The green grow-zone would provide a natural backdrop and gathering spot that will surround, and integrated with, the skaters’ prep zone and break area adjacent to the skating surface.

Over the past decade, rain gardens and green zones have become visible but not conventional, particularly in underserved communities. Volunteer-managed green infrastructure is scarcer still. This site provides an opportunity to create sustained grassroots care of the skatepark’s green features.
To date, the County has facilitated construction of over 400 gardens in yards, street rights-of-way, schools, and community parks. We have a growing roster of over 100 volunteer gardeners involved in some form of outreach.

3. **Outcomes:** Discuss how project activities will generate direct, measurable benefits to the communities, habitats, waterways, etc. of Southeast Michigan and advance the goals of the funding category(ies) as indicated in the RFP. Elaborate on project outcomes and impact with reference to the outcome metrics selected previously in the application; discuss what makes the outcomes achievable and important. Explain how the project will improve community and/or habitat resilience in the face of intensifying environmental stressors, particularly related to climate. For all proposals, please describe the current and anticipated public-use of the site(s) your project will address. Where possible, quantify pre-project implementation public use and/or community perception of the site(s), project how this use will change due to your project activities or benefits to communities served will be generated, and describe plans to groundtruth projections post-project implementation.

Green infrastructure is common, but not commonplace. While we have many private, and a number of public examples locally, this location offers a way to communicate to a broader audience, and provide a place-based example of green infrastructure at work: What is it? Why is it important? How it protects the Huron River? It will be a living example of recreation, habitat and water quality protection packaged as one. Signage will be custom made for the site to interpret green infrastructure functionality. This will familiarize people with living examples of green infrastructure, beyond the ‘early adopters.’ This awareness creates acceptance, and perhaps a willingness to support it in the community dialogue going forward.

Elevating stormwater management to a core component of design is something that can be scaled up. There are only a few highly qualified skatepark design-build firms in the market. After this project, one of them will have the marketable experience and competitive advantage of having completed a comprehensive green infrastructure design that likely will be included in their future marketing and proposals.

The NOAA Participation Frequency Atlas of Midwestern States (Atlas 14) documents higher rainfall totals for given design events. The design standard to be employed at this park will be the 1%, 24-hour storm (5.11 inches) defined in Atlas 14. This value is 0.75 inches higher than the standard used prior to Atlas 14.

The skatepark will occupy a vacant site, thereby adding programming and use by an already vibrant skating community. The Ypsilanti skateboarders already exist and have created a “do-it-yourself” skatepark in Prospect Park and other places. This project would give them a permanent home with more substantial elements.

Community and skatepark user involvement is addressed below in the Activities section.

a. **Green Stormwater Infrastructure Additional Guidance:** Include anticipated outcomes in terms of gallons of stormwater storage capacity added (design retention capacity) and provide a projection for the volume of stormwater runoff captured and/or infiltrated per year (gallons/year). Describe the size and land use of the drainage area that will be served by the GSI, including soil type.

The proposal is for a 10,000 square feet concrete skate surface with green infrastructure that will accommodate the runoff from the 1%, 24-hour event. That design event equates to 4,045 cubic feet of runoff or 30,258 gallons as the maximum treatment for any given storm (runoff coefficient = 0.95). Normally, this region gets 33 inches of total annual precipitation. Assuming current patterns, this equates to 26,125 cubic feet or 195,430 gallons treated per year.

As with all projects that meet the rules of the Washtenaw County Water Resources Commissioner and Ypsilanti Township, a minimum of 1 inch of rainfall will be infiltrated. Preliminary review of soils at this site indicate
that 100% retention and infiltration is possible. The design task will be nearly completed by the time of grant award so definitive numbers (and soil testing) will be available. The goal is to have zero net runoff to the Huron River.

Accommodating the intended volume, and assuming no more than a 6 inch depth of storage, would require up to 8,090 square feet of green infrastructure. Soil testing and specific design elements may decrease this size required but that remains unknown.

b. Habitat Additional Guidance: If your project activities include invasive species control, include the following outcomes as relevant to your project: 1) acres of invasive species controlled (total project acreage); 2) acres of new treatment; 3) acres of re-treatment.

4. Activities: Elaborate on project activities with reference to the activity metrics selected previously in the application. Explain how these activities are expected to lead to the outcomes indicated above. Describe how these activities relate to established regional plans and priority needs in the specific project location (see “Strategic Value” section in RFP). Include a detailed project implementation timeline to describe how the project will be implemented throughout the grant period as defined in your proposal. Include key deliverables and anticipated milestones.

a. Green Stormwater Infrastructure Additional Guidance: Explain how the project activities will reduce flooding and other intensifying threats associated with storm events.

Planning and Design: April - July 2019
In addition to treating stormwater runoff, rain gardens, bio-swales and infiltration zones may be integrated as design elements to enhance the ‘hangout’ experience. While the rain gardens constructed at the nearby Ann Arbor Skatepark function well, they created a bit of an obstacle - sometimes catching stray boards. They weren’t laid out in an optimal manner as a place to gather, take a break and hang out. Taking advantage of lessons learned, this project will begin with direct pre-design conversations with Ypsilanti Township Planning and Parks staff, as well as the Ypsilanti skatepark group to define objectives. This step will occur prior to grant award. In this manner, stormwater elements will be better integrated into the overall vision of the park.

The local skateboard group has already created a makeshift skatepark nearby. Their commitment and expertise will be leveraged and their experience tapped during the three phases of design: initial design to review layout alternatives, at 50% design to finalize layout and develop details and specifications, and at 90% plans and drawings to refine the final layout.

Qualified contractual design-build firms will be solicited. A firm with demonstrated experience in skatepark design will be procured in a competitive fashion. The successful bidder will assist with the three design meetings in conjunction with project partners. Selection will take into account previous success in similar projects, quality of staff involved, and ability to work collaboratively in design and construction.

Between design and construction, a signage plan and preliminary graphics will be developed.

Construction: July 2019 – Summer 2020
Southeast Michigan Resilience Fund (SMRF) support will be reserved primarily for construction and construction-related costs. Planning and design will be supported largely by others. Washtenaw County Parks & Recreation will contract with the successful bidder and will take the lead in project management. The Tony Hawk Foundation will also have a landscape architect on retainer to assist with project design as necessary and per the terms of the grant agreement between the Foundation and Washtenaw County Parks.

As needed for successful implementation, and based on the local expertise of the successful bidder, Washtenaw County Water Resources will provide landscape architecture, engineering and environmental
specialist staff services. In collaboration with partners, they may advise on design and construction administration with respect to stormwater management elements. Washtenaw County Water Resources and the Township will review stormwater management elements for conformance with local standards.

Construction plans will assure that on-site stormwater management create no flow or volume-related impacts upstream or downstream during the 1% event, and will document storage and infiltration calculations.

5. **Partnerships, Inclusion, and Community Engagement:** List the individuals who would lead project implementation and describe their qualifications and experience. Describe additional project partners and their role in the proposed project, including opportunities to build new partnerships that will be explored throughout the project timeline. Expand upon the ways the proposed project will meaningfully engage and benefit people, particularly historically underrepresented and underserved communities, including a description of community input in project design and the education and engagement activities that will optimize public-use of the project. Indicate the demographics of communities/groups that will be served or impacted by the project. Letters of support from all project partners are required and should be included in the “uploads” section of your application. Applicants are highly encouraged to include letters of support from community organizations to demonstrate support for benefits to the communities served by your project.

This is a collaborative partnership in which Harry Sheehan, Chief Deputy Water Resources Commissioner, will direct Southeast Michigan Resilience Fund resources to achieve the defined stormwater management outcomes. Harry holds a Master’s Degree in Natural Resources and has 20 years of local water quality grant implementation experience.

Washtenaw County Water Resources and Parks and Recreation departments have a long established collaboration with Ypsilanti Township. This project will include the Tony Hawk Foundation, its landscape contractor, and the Ypsilanti skateboard group. The skaters are representative of their community which is roughly 60% white and 40% people of color. Median household income ranges from $35,000 - $45,000 throughout much of the surrounding census tracts.

The Tony Hawk Foundation supports disadvantaged communities and at-risk children. It is the only national grant-writing organization focused solely on the development and financing of free, quality public skateparks. For Tony Hawk himself, skateboarding was a healthy outlet and a recreational challenge, and it provided a social group of creative, like-minded individuals. It’s also a sport that helped him build confidence, taught him to persevere, and through his mentoring of younger skaters, helped him develop leadership skills. The Tony Hawk Foundation works every day to be able to bring these same lessons to youth around the world. The Ralph C. Wilson, Jr. Foundation provides financial support to the Tony Hawk Foundation via an existing partnership.

Ypsilanti Township will take over operation and maintenance of the skatepark and stormwater facilities following construction. Ypsilanti Township will be responsible for managing the facility in the long-term.

The University of Michigan School of Engineering will supply rain garden/green infrastructure depth sensors and host real time and archived data. See Item #6 below.

Skatepark users will be engaged in designing a park that integrates the green space with an active use portion of the park as described in Item #4 above, and maintenance as described in Item #7 below.

6. **Tracking Metrics:** Indicate how the project will monitor/assess progress on the metrics selected previously in the application. At a minimum, the description should: 1) indicate the metrics that will be used to track progress and quantify outcomes; 2) outline the approach for establishing baseline
conditions against which post-implementation conditions will be compared; and, if applicable, 3) demonstrate plans and resources for post-implementation monitoring (including partnerships). Note any challenges or limitations anticipated with tracking the metrics. Additional guidance to assist applicants in selecting and reporting metrics and project outcomes is available at www.nfwf.org/semichigan.

For the past few years, the Water Resources Office has collaborated with University of Michigan Associate Professor Branko Kerkez in ‘gauging’ at a watershed scale. Currently we have several dozen cellular-enabled optical depth sensors located throughout Ann Arbor (http://open-storm.org/). This year we are expanding to include sensors at various rain gardens to measure depth constantly over the course of rain events. Comparing these depths to the known volume of storage will give us total volume retained. If this proposal is successful, this monitoring technique will be applied to the skatepark facilities allowing accurate verification of retention volume. Monitoring will occur over the course of 9 months to verify infiltration and storage functions. Data will be extrapolated to quantify storage during winter months.

Monitoring can be done several years later, to determine longevity of the infiltration capacity of the facilities. This is not included in the scope of this proposal.

The current site is green space. As such, site plans will be required to quantify the comparison between the pre- and post-development stormwater runoff regimes.

7. **Long-term Operation, Maintenance and Monitoring:** Indicate how project benefits will be sustained through time. Refer to any relevant existing long-term operation and maintenance plan(s) or describe anticipated efforts to develop a long-term plan. Plans should include expected long-term efficacy of project activities, including projected or anticipated performance over 5 years, anticipated useful life of project elements (GSI construction, habitat restoration/management practices) and required maintenance over time to sustain optimal function. Additionally, proposals are encouraged to include a monitoring plan to measure outcomes and assess the success of the project (see “Long-term Operation, Maintenance, and Monitoring section of the RFP for details and expectations for monitoring plans).

Washtenaw County Water Resources will develop a custom maintenance plan, which will likely include 2-3 work days per year, engaging volunteers from the neighborhood and the skateboard community, and include recommendations for Ypsilanti Township maintenance crews. This model follows one developed over 12 years of green infrastructure construction, operation, and maintenance.

8. **Other (Optional):** Provide any additional information important for the review of this proposal.

This project conforms to the goals of the Washtenaw County Parks & Recreation Master Plan, Ypsilanti Township Parks & Recreation Master Plan as noted in the letters of support.

Signage will be finalized and installed after the park opens to account for patterns of activity.
March 8, 2019

Evan Pratt
Washtenaw County Water Resources
Commissioner 705 N. Zeeb Road, P.O. Box 8645
Ann Arbor, MI 48107-8645

Subject: SE Michigan Resilience Fund – Ypsilanti Township Skatepark.

Dear Mr. Pratt,

My lab at the University of Michigan, School of Engineering is pleased to support this proposal for green stormwater infrastructure at the skatepark proposed for Community Center Park in Ypsilanti Township.

Our involvement will be limited to logistical support to your staff necessary to successfully install, maintain and gather data from no more than 3 depth sensors to accurately measure volume of treatment from these newly installed green infrastructure facilities.

We look forward to partnering with you!

Sincerely,

Branko Kerkez, Ph.D.
Assistant Professor
Civil and Environmental Engineering
bkerkez@umich.edu
March 8, 2019

Evan Pratt
Washtenaw County Water Resources Commissioner
705 N. Zeeb Road, P.O. Box 8645
Ann Arbor, MI 48107-8645


Dear Mr. Pratt,

The Tony Hawk Foundation is pleased to support this proposal for green storm-water infrastructure at the Ypsilanti Township Skatepark.

This project supports our mission to foster lasting improvements in society, with an emphasis on supporting and empowering youth. Our Foundation supports recreational programs focusing on the creation of public skateboard parks in low-income communities that have strong community involvement, grassroots fundraising, and a base of support from the skaters, parents, law enforcement, and local leaders.

The proposal features vegetated grow zones that treat runoff and protect the Huron River. The objective is to integrate a unique combination of storm-water management, habitat creation, recreational connectivity and a gathering spot into the overall landscape plan for the park.

The Tony Hawk Foundation has committed $250,000 towards design and construction of this important project.

We look forward to partnering with you!

Respectfully,

Trevor Staples
Built to Play Skatepark Manager
Tony Hawk Foundation
March 8, 2019

Evan Pratt  
Washtenaw County Water Resources Commissioner  
705 N. Zeeb Road, P.O. Box 8645  
Ann Arbor, MI 48107-8645


Dear Mr. Pratt,

Washtenaw County Parks & Recreation is pleased to support this proposal for green stormwater infrastructure at the Ypsilanti Township Skatepark. The proposal features vegetated grow zones that treat runoff and protect the Huron River. Our objective is to integrate a unique combination of stormwater management, habitat creation, recreational connectivity and a gathering spot into the overall landscape plan for the park.

This project meets the following Master Plan Goals:

Goal2  
Provide recreation opportunities to all patrons, regardless of age, gender, physical or mental ability, or socioeconomic status.

Goal3  
Preserve and enhance the existing natural, historic, and cultural resources in Washtenaw County, thereby providing opportunities for interaction with the natural and built environment and promoting greater understanding of these resources.

GoalS  
Seek opportunities to cooperate and collaborate with a variety of partners to ensure the efficient development, operation, maintenance, and stewardship of parks, preserves, and facilities and to enhance the health and well-being of Washtenaw County residents.

Washtenaw County Parks & Recreation will commit $250,000 towards construction of the skatepark.

We look forward to partnering with you!

Respectfully,

[Signature]

Coy Vaughan, Director
March 8, 2019

Evan Pratt
Washtenaw County Water Resources Commissioner
705 N. Zeeb Road, P.O. Box 8645
Ann Arbor, MI 48107-8645


Dear Mr. Pratt,

The Charter Township of Ypsilanti is pleased to support this proposal for green stormwater infrastructure at the skatepark proposed for Community Center Park. The plan features vegetated grow zones that treat runoff and protect the Huron River. Our objective is to integrate a unique combination of stormwater management, habitat creation, recreational connectivity and a gathering spot into the overall landscape plan for the park.

This project meets specific goals and objectives listed in the Parks and Recreation Master Plan:

- Maintain and improve the current system while incorporating a broader array of recreational opportunities.
- Explore partnerships, joint ventures, and alliances with neighboring public and private groups to provide greater recreational services.

Ypsilanti Township plans to take ownership of the asset when completed.

We look forward to partnering with you!

Respectfully,

[Signature]

Brenda L. Stumbo
Township Supervisor
Statement of Litigation

Instructions: Save this document on your computer and complete. The final narrative should not exceed two (2) pages; do not delete the text provided below. Once complete, upload this document into the on-line application as instructed.

Litigation: In the space provided below, state any litigation (including bankruptcies) involving your organization and either a federal, state, or local government agency as parties. This includes anticipated litigation, pending litigation, or litigation completed within the past twelve months. Federal, state, and local government applicants are not required to complete this section. If your organization is not involved in any litigation, please state below.

Local Government Exempt
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<tr>
<th>District 1</th>
<th>Jason Maciejewski</th>
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<tr>
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Office of the Water Resources Commissioner  
Fund #1879  
Project # 1879192042  
July 1, 2019 – October 30, 2020

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TO: Katie Scott  
   Chair, Ways & Means Committee

THROUGH: Gregory Dill  
   County Administrator

FROM: Evan Pratt  
   Water Resources Commissioner

DATE: July 10, 2019

SUBJECT: SEMCOG Grant

BOARD ACTION REQUESTED:
Washtenaw County Office of the Water Resources Commissioner request for County Board of Commissioners’ approval to ratifying the submission of a grant application to Southeast Michigan Council of Governments (SEMCOG) Planning Assistance Program Grant in the total amount of $40,925.

BACKGROUND:
Paint Creek is a former and potential trout stream. The potential for fishery re-establishment is an exciting, long-term goal. New trails within existing parks will integrate stable access points, improve passive recreation and interpret the nexus of water quality, public health and sense of place.

DISCUSSION:
Project Plan – Enhancing riparian corridors and aquatic habitat. Improved stormwater volume and flow management. Implement projects of benefit to the public interest including water quality, flood management, habitat improvement and quality of life, physical activity and public education.

The project is consistent with the CMI approved watershed plan to restore the cold water fishery in Paint Creek and implement Low Impact Development Practices, restore eroding streambanks and increase public awareness of the watershed.

IMPACT ON HUMAN RESOURCES:
None.

IMPACT ON THE BUDGET:
The $40,925 is Federal Funding. The Water Resources Commissioner, through
various drainage districts, will provide 18.15% match through Staff time equaling $9,075.

**IMPACT ON INDIRECT COSTS:**
None.

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**
There are no indirect costs included in the grant budget.

**CONFORMITY TO COUNTY POLICIES:**
This request conforms to County policies.

**ATTACHMENTS:**
SEMCOG Program Application fiscal year July 1, 2019 - June 30, 2020 BOC Resolutions
RESOLUTION RATIFYING THE SUBMISSION OF A GRANT APPLICATION TO THE SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS IN THE AMOUNT OF $40,925 TO DEVELOP AND IMPLEMENTATION PLAN TO RESTORE THE PAINT CREEK HEADWATERS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

JULY 10, 2019

WHEREAS, the Washtenaw County Water Resource Commissioner’s Office has submitted a grant application for $40,925, including a local match of $9,075, through the Southeast Michigan Council of Governments for the development of an implementation plan to restore the Paint Creek headwaters; and

WHEREAS, the watershed will be evaluated along with opportunities for a green urban corridor including native vegetative buffers, bank stabilization, riparian trails, green infrastructure and stormwater quality retrofits, and

WHEREAS, this programming aligns with the priorities of the Board of Commissioners, and will provide services which help to reduce the environmental impact of Washtenaw County residents and businesses; and

WHEREAS, the matter has been reviewed by Corporation Counsel, the Finance Department, Human Resources, the County Administrator’s Office and the Ways & Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners takes the following actions contingent upon the receipt of the grant award in conformity with the grant application:

Authorizing the Administrator to sign the Notice of Grant Award Amending the budget, as attached hereto and made a part hereof authorizing the Administrator to sign delegate contracts in conformity with the application/award upon review of Corporation Counsel, to be filed with the County Clerk.
Office of the Water Resources Commissioner  
Fund #1879  
Project #1879192043  
July 1, 2019 – June 30, 2020

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</table>
SEMCOG Planning Assistance Program  
Multi-Community Planning - Application

Applicant Information

Agency Name: ____________________________

Agency Type: ____________________________

Contact Person:  
Name ____________________________  
Phone ____________________________  
Email ____________________________

Chief Elected Official:  
Name ____________________________  
Phone ____________________________  
Email ____________________________

Sponsor (if applicable):  
Name ____________________________  
Phone ____________________________  
Email ____________________________

Project Information

Project Name: ____________________________

Project Type: ____________________________

Project Location and Limits (county, city/village/township, zip code, street name/cross streets, community building, school, park, etc.): ____________________________

Project partners and/or communities (please list lead community, as well as all communities and partners involved in the project):

Lead Community: ____________________________

Partner Communities and Agencies: ____________________________

In a brief narrative, describe the proposed project and how the project will benefit the communities (attach additional sheets, if necessary):

Total Project Cost ($50,000 Max - attach budget detailing items of work): ____________________________

Total Request from SEMCOG (81.85% of total project cost): ____________________________

Total Local Match (18.15% of total project cost): ____________________________  Source(s): ____________________________
Project Schedule (implementation dates and activity milestones):

Explain any and all stakeholder engagement in the development of this project concept and what stakeholders were involved. How did this input help shape this project concept?

Regional or State Plan which this project helps implement:

- Southeast Michigan Traffic Safety Plan
- Bicycle & Pedestrian Travel Plan for Southeast Michigan
- Access to Core Services in Southeast Michigan
- Water Resources Plan for Southeast Michigan
- Parks & Recreation Plan for Southeast Michigan
- Regional Transportation Plan for Southeast Michigan
- Partnership for Prosperity: Economic Development Plan
- Green Infrastructure Vision for Southeast Michigan
- Other (specify):

Explain how this project is consistent with the above plan(s):

Describe the process to implement recommended actions or how you will evaluate the effectiveness of the project:

Other project considerations:

Attach any other supporting documents (e.g., maps, photographs, letters of support, sponsorship agreement, etc.)

I agree to the administrative requirements listed in the Frequently Asked Questions document, including the provision of the required 18.15% local match.

Signature of Chief Elected Official: ________________________ Date: ________________________
5 10 20 Miles
MEMORANDUM

TO: To Whom It May Concern
FROM: Supervisor Mandy Grewal, Ph.D.
CC: Evan Pratt, Washtenaw County Water Resources Commissioner’s Office

DATE: June 5, 2019
SUBJECT: Multi-Community Planning Grant

Upper Paint Creek is an important resource to both our Township and our neighbors. We have participated in past improvements to Paint Creek which has been listed for decades as one of the few (MDEQ) designated trout streams in the entire SEMCOG region. Unfortunately, in more recent times, Paint Creek has also been listed by MDEQ as an impaired water body.

The Upper Paint Creek region shown in the attached application materials has been stressed by urbanization for many years, and we are excited to seek a multi-community planning grant to work with Pittsfield Township and the Washtenaw County Water Resources Commissioner’s Office (WCWRC) on creating a watershed management plan that meets state and federal grant eligibility requirements. We want to have a consensus plan that will provide specific short, medium, and long-range recommendations for improvement, along with improving our eligibility for state and federal funding, so we can work toward implementation.

This proposal is consistent with our past history of stormwater planning in our Township, along with the many shared goals our plan has consistently shared with the current and past Water Resources Plan for Southeast Michigan prepared by SEMCOG.

As Supervisor of Pittsfield Township, I am very supportive of the Multi-Community Planning Grant submittal you are receiving from the WCWRC along with their plan to provide the required match funding. I plan to seek support of our full Township Board for this planning initiative at our next Board meeting in June because I know the outcome will provide us with a better ability to plan for improving water quality.

This important planning project will help us to understand if it is feasible and how to renew an urban trout stream and open up more of our community, and some of its most vulnerable residents, to a unique resource. Water knows no political boundaries and we appreciate that SEMCOG is willing to help us work together with the WCWRC and our neighbors, as we have done successfully on a variety of past initiatives to improve quality of life for residents of the SEMCOG region.

Thank you for your consideration,

Sine

Mandy Grewal, Supervisor
Pittsfield Charter Township
June 7, 2019

SEMCOG
1001 Woodward Avenue
Suite 1400
Detroit, MI 48226-1904

Re: 2019 Multi-Community Planning Grant Application
Upper Paint Creek Watershed Management

Dear Grant Review Team:

Ypsilanti Township is pleased to write in support of a desired partnership between the Washtenaw County Water Resources Commissioner, Ypsilanti Township and Pittsfield Township.

Upper Paint Creek is an important resource to both our Township and our neighbors. We have participated in past improvements to Paint Creek which has been listed for decades as one of the few (MDEQ) designated trout streams in the entire SEMCOG region. Unfortunately in more recent times, Paint Creek has also been listed by MDEQ as an impaired water body.

The Upper Paint Creek region shown in the attached application materials has been stressed by urbanization for many years and we are excited to seek a multi-community planning grant to work with Pittsfield Township and the Washtenaw County Water Resources Commissioner’s Office (WCWRC) on creating a watershed management plan that meets state and federal grant eligibility requirements. We want to have a consensus plan that will provide specific short, medium, and long-range recommendations for improvement, along with improving our eligibility for state and federal funding so we can work toward implementation.

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Ypsilanti Township is very supportive of the Multi-Community Planning Grant submittal you are receiving from the WCWRC, along with their plan to provide the required match funding. We plan to seek the support of our full Township Board for this planning initiative at our next Board meeting in June because we know the outcome will provide us with a better ability to plan for improving water quality.

This important planning project will help us understand if it is feasible to renew an urban trout stream and open up more of our community and some of our most vulnerable residents to a unique resource. Water knows no political boundaries and we appreciate that SEMCOG is willing to help us work together with the WCWRC and our neighbors as we have done successfully on a variety of past initiatives to improve the quality of life for residents of the SEMCOG region.

Thank you for your consideration.

Sincerely,

Brenda L. Stumbo
Supervisor

tk