

EATON COUNTY BOARD OF COMMISSIONERS

MEMBERS

Tim Barnes
Blake Mulder
Terrance Augustine
Brandon Haskell
Jeanne Pearl-Wright
Trevor TJ Youngquist
Mark Mudry
Joseph Brehler



MEMBERS

Brian Droscha
Jacob Toomey
Scott Hansen
Brian Lautzenheiser
Jim Mott
Frank Holmes
Barbara Rogers

1045 Independence Blvd, Charlotte, MI 48813

EATON COUNTY BOARD OF COMMISSIONERS/PUBLIC WORKS AND PLANNING COMMITTEE

**WEDNESDAY, JUNE 14, 2023
9:00 A.M.**

BOARD OF COMMISSIONERS' ROOM, COUNTY COURTHOUSE, CHARLOTTE

AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Agenda Additions and Changes.
4. Approval of May 10, 2023 Minutes.
5. Limited Public Comment.
6. DIA Update.
7. Construction Code Report.
8. Community Development Report.
9. Construction Code / Community Development Restructure
10. Parks Report.
 - Eaton County Parks Community Grant Program
 - Fitzgerald Park Lease
11. Miscellaneous.
12. Limited Public Comment.

A quorum of the Board of Commissioners may be present at this meeting.

PUBLIC WORKS & PLANNING COMMITTEE

WEDNESDAY, MAY 10, 2023

9:00 A.M.

MINUTES

MEMBERS PRESENT: Commissioners Barbara Rogers, Scott Hansen, Terrance Augustine, Joseph Brehler, Brian Lautzenheiser, Trevor Youngquist, and Blake Mulder

ALSO PRESENT: Commissioner Droscha, Drew Marks, Claudine Williams, Travis Keeton, Debbie Penfield (virtual), Ruthann Clarke, Connie Sobie

The May 10, 2023 regular meeting of the Public Works and Planning Committee was called to order at 9:00 a.m. by Chairperson Rogers.

The Pledge of Allegiance was given by all.

Commissioner Lautzenheiser moved to approve the amended agenda to add the Veterans Voucher Program to Miscellaneous, Commissioner Augustine seconded. Motion carried unanimously.

Commissioner Lautzenheiser moved to approve the April 12, 2023 meeting minutes. Commissioner Brehler seconded. Motion carried unanimously.

Public Comment:

Mr. Drew Marks spoke regarding previous Public Works and Planning Committee minutes content and stated the approved minutes had been altered. Mr. Marks also stated concerns the Zoning Board of Appeals procedures are were not followed in regards to his appeal application.

Eaton Conservation District Executive Director, Rachel Cuschieri-Murray spoke regarding ongoing Eaton County Collaborative Stream Monitoring program in partnership with Michigan Clean Water Corps (MiCorps) and Olivet College. The monitoring program consists of sites in Eaton County within the Upper Thornapple River watershed. She spoke of upcoming projects and distributed a calendar of upcoming Eaton Conservation District events.

The Construction Code reports were presented.

Resource Recovery Program Assistant, Debbie Penfield (virtual) presented the department's monthly report. Ms. Penfield provided information regarding the Michigan Green Communities Silver status.

A resolution to approve the continuation of the Agricultural Plastic Film Recycling program for one (1) year was presented. Commissioner Augustine moved to recommend approval of the resolution to the Board of Commissioners as presented. Commissioner Brehler seconded. Discussion was held. Motion carried unanimously.

A resolution to apply for an EGLE Recycling Infrastructure Grant was presented. Commissioner Augustine moved to recommend approval of the resolution the Board of Commissioners as presented for an application to include a recycling trailer, a truck to transport the trailer, and a new baler. Commissioner Brehler seconded. Discussion was held. Motion carried unanimously.

Community Development Director, Claudine Williams, was present to provide the Department's monthly report.

A resolution to apply for a Public Art for Communities Grant was presented. Commissioner Mulder moved to recommend approval of the resolution to the Board of Commissioners as presented for a piece of art to be displayed at Crandall Park. Commissioner Augustine seconded. Discussion was held. Motion carried unanimously. Staff was directed to work on a Public Art Policy for consideration at next month's meeting.

Parks Director Travis Keeton presented the department's monthly report.

An update of the Parks Millage Workgroup was given. Discussion was held in reference to the new parks grant program. Discussion was also held in reference to the Workgroup's budget and project recommendations. Commissioner Augustine moved to recommend the Parks Millage recommendations as presented. Commissioner Mulder seconded. Motion carried unanimously.

A resolution to apply for a Spark Grant was presented. Commissioner Lautzenheiser moved to recommend approval of the resolution to the Board of Commissioners as presented for infrastructure improvements to Crandall Park. Commissioner Augustine seconded. Motion carried unanimously.

Deputy Drain Commissioner, Ruthann Clarke presented the department's annual report.

The Monsanto Class Action Settlement was discussed. Commissioner Brehler moved to recommend to Ways and Means the allocation of the \$27,000 received to the Drain Commissioner, specifically for the administration and testing to maintain our required State of Michigan MS4 permit. Commissioner Augustine seconded. Motion carried unanimously.

Physical Plant Director, Chad Powers was present to discuss the landfill sampling report provided by Strata Environmental Services, Inc.

Community Development Director, Claudine Williams presented program guidelines for administration of the Veterans Services Meijer Voucher Program. Commissioner Youngquist moved to approve the guidelines as amended per discussion. Commissioner Augustine seconded. Motion carried unanimously.

Chairperson Rogers adjourned the meeting at 10:42 a.m.

The next regularly scheduled meeting of the Public Works and Planning Committee will be held at 9:00 a.m. on Wednesday, June 14, 2023 in the Board of Commissioners Room of the Courthouse located at 1045 Independence Blvd, Charlotte MI 48813.

Barbara Rogers, Chairperson



Resource Recovery Department Report

For Public Works & Planning Committee

May 2023

General Updates:

As noted previously, Eaton County's application for the Michigan Green Communities Challenge was approved and silver status awarded 05/03/2023. Debbie Penfield attended via Zoom on 05/22/23 the Catalyst Leadership Circle, a bimonthly meeting of Silver and Gold Michigan Green Communities focused on peer networking and technical assistance.

Department staff attended the Michigan Recycling Coalition annual conference May 9th - 11th.

On 05/17/2023, the department received notice that further information was needed by EGLE for the Michigan Materials Management County Engagement (MMCE) Grant final grant report which was originally submitted on 03/30/2023 as they noted it was "difficult for our staff to determine where each of the deliverables had been met within the report." A checklist was provided to specifically answer the deliverables in question which was forwarded to Elisa Seltzer of Resource Recycling Systems. The checklist was completed and returned by Ms. Seltzer on May 25th and submitted to EGLE on May 26th. We are awaiting further response from EGLE as to whether the final grant report will be approved.

Department staff virtually attended EGLE's monthly Material Management Planning webinar 05/17/2023.

Attended Southwest Michigan Sustainable Materials Forum in Allegan on May 25, 2023.

Local Projects:

Spring Clean-Up was held May 13th in Delta Township with 305 of 414 registered residents participating. This constitutes a 26% no-show rate which is similar to recent year's trends. Schupan Electronic Recycling reported collecting 17,782 pounds of electronics. Volume totals have as yet not been received from ERG Environmental Services for household hazardous waste.

Preparations for Recycling Fever June 10th in Charlotte are underway. To date 256 registrations have been received.

Discussions were held with Phillip Angelosanto, the Environment and Safety Coordinator for EJ, USA regarding recent developments within Sunfield's Agricultural Film Plastic pilot program. Mr. Angelosanto committed to further discussions and potential material management changes necessary to move forward with EJ, USA continued participation in the Agricultural Film Plastic Program.

Dart Container picked up approximately 600 pounds of polystyrene from the Sunfield Recycling Center on 05/25/2023.

Education Programs:

The department participated in one educational program in May:

05/19/2023 - Attended Charlotte Public Schools Parkview Elementary Family Night with recycling-themed game and informational handouts for families.

Eaton County Resource Recovery
Financial Report
Fiscal Year 2022/23
Through the end of May, 2023

	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL YEAR TO DATE	REMAINING BALANCE	% USED
Revenues					
Administration					
Private Grant	36,000	36,000	-	36,000.00	0%
Donations	11,000	11,000	2,417.84	8,582.16	22%
Transfers-In	81,392	81,392	61,044.00	20,348.00	75%
Total Administration Revenues	128,392	128,392	63,461.84	64,930.16	
Operational Revenues					
Waste Hauler Licenses	1,800	1,800	1,560.00	240.00	87%
Solid Waste Surcharge	325,000	325,000	174,584.43	150,415.57	54%
Agricultural Plastic Revenue	2,500	2,500	4,297.28	(1,797.28)	172%
Total Operational Revenues	329,300	329,300	180,441.71	148,858.29	
Total Revenues	457,692	457,692	243,903.55	213,788.45	53%
Expenditures					
Administration					
Personnel	172,210	172,210	82,584.56	89,625.44	48%
Supplies	3,070	3,070	1,838.01	1,231.99	60%
Other Services	7,529	7,529	12,640.49	(5,111.49)	168%
Debt Service - Vehicle Lease	8,293	8,293	4,908.08	3,384.92	59%
Transfer Out - General Fund	944	944	708.00	236.00	75%
Total Administration Expenditures	192,046	192,046	102,679.14	89,366.86	53%
Operational Expenditures					
County Projects	132,350	132,350	5,165.29	127,184.71	4%
Local Projects	117,101	117,101	67,923.28	49,177.72	58%
Total Operational Expenditures	249,451	249,451	73,088.57	176,362.43	29%
Total Expenditures	441,497	441,497	175,767.71	265,729.29	40%
Excess Revenues over Expenses (Net Carryover)	16,195	16,195	68,135.84	479,517.74	421%
Available Resources from Administration	(63,654)	(63,654)	(39,217.30)	(24,436.70)	
Available Resources from Operations	79,849	79,849	107,353.14	(27,504.14)	
Projected Net Carryover	16,195	16,195	68,135.84	(51,940.84)	
9/30/2022 Fund Balance	146,710	146,710	146,710		
Projected 9/30/2023 Fund Balance	162,905	162,905	214,846		

Eaton County Resource Recovery
Program Update
Fiscal Year 2022/23
Through the end of May, 2023

	Adopted Budget	Budget Amendments	Amended Budget	YTD Transactions	Amended Budget Less YTD Transactions	% Used
Summary of Programs						
529 - County Programs						
Roadside Cleanup	1,900.00	-	1,900.00	1,329.64	570.36	70.0%
Household Battery Collection	11,000.00	-	11,000.00	2,898.20	8,101.80	26.3%
Scrap Tire Collection	36,000.00	-	36,000.00	-	36,000.00	0.0%
Household Hazardous Waste Collection	60,000.00	-	60,000.00	-	60,000.00	0.0%
Education Programs	1,000.00	-	1,000.00	118.23	881.77	11.8%
Electronic Recycling	18,000.00	-	18,000.00	-	18,000.00	0.0%
Event Supplies & Contractual	1,200.00	-	1,200.00	480.97	719.03	40.1%
Promotion Programs	3,250.00	-	3,250.00	480.97	2,769.03	14.8%
Total	132,350.00	-	132,350.00	5,308.01	127,041.99	4.0%
530 - SWAG Programs						
Bellevue/Olivet	17,501.00	-	17,501.00	10,333.75	7,167.25	59.0%
Charlotte Area Recycling (CARA)	28,500.00	-	28,500.00	17,645.33	10,854.67	61.9%
Delta Twp - Recycling Center	27,600.00	-	27,600.00	15,034.74	12,565.26	54.5%
City of Grand Ledge - Recycling	21,500.00	-	21,500.00	17,497.46	4,002.54	81.4%
Sunfield Recycling Center (Pilot Project)	22,000.00	-	22,000.00	7,412.00	14,588.00	33.7%
Total	117,101.00	-	117,101.00	67,923.28	49,177.72	58.0%

Eaton County Department of Construction Codes

County Wide Housing Starts Total

		January	February	March	April	May	June	July	August	September	October	November	December	Y.T.D. TOTAL	2022 Totals	2021 Totals	2020 Totals
Charlotte	Site Built	x	x	x	x	x	x	x	x	x	x	x	x	0	0	7	17
	Mobile Homes	x	x	x	x	x	x	x	x	x	x	x	x	0	0	1	4
	Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	16
Delta Twp.	Site Built	1	0	0	1	1	0	0	0	0	0	0	0	3	23	37	36
	Mobile Homes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	11
	Totals	1	0	0	1	1	0	0	0	0	0	0	0	3	23	38	35
Eaton County	Site Built	2	4	1	4	6	0	0	0	0	0	0	0	17	78	61	60
	Mobile Homes	1	0	0	0	0	0	0	0	0	0	0	0	1	9	23	4
	Totals	3	4	1	4	6	0	0	0	0	0	0	0	18	87	84	64
Eaton Rapids	Site Built	1	0	0	0	0	0	0	0	0	0	0	0	1	0	2	3
	Mobile Homes	0	0	0	4	0	0	0	0	0	0	0	0	4	10	12	0
	Totals	1	0	0	4	0	0	0	0	0	0	0	0	5	10	14	3
Grand Ledge	Site Built	0	0	4	1	0	0	0	0	0	0	0	0	5	14	23	14
	Mobile Homes	9	0	0	0	0	0	0	0	0	0	0	0	9	5	3	6
	Totals	9	0	4	1	0	0	0	0	0	0	0	0	14	19	26	20
Oneida	Site Built	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	5
	Mobile Homes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	2	11	5
County Wide Total		14	4	5	10	7	0	0	0	0	0	0	0	40	141	181	143

X = Not reported.

Eaton County Department of Construction Codes

month by month permits 2014-2023

Year	Trade	January	February	March	April	May	June	July	August	September	October	November	December	YEAR TOTAL
2014	Building	13	17	15	38	44	43	33	69	57	48	31	66	474
	Mechanical	46	35	39	40	30	58	53	53	71	78	55	100	658
	Electrical	44	30	35	36	43	59	55	36	55	85	43	50	571
	Plumbing	21	17	20	23	21	29	24	17	22	21	18	47	280
MONTHLY TOTAL		124	99	109	137	138	189	165	175	205	232	147	263	1983
2015	Building	39	20	34	43	61	54	36	51	42	49	29	19	477
	Mechanical	88	29	50	38	50	59	46	50	55	65	61	47	638
	Electrical	53	54	53	41	51	81	54	52	49	59	43	40	630
	Plumbing	45	10	22	24	40	24	25	28	24	26	22	13	303
MONTHLY TOTAL		225	113	159	146	202	218	161	181	170	199	155	119	2048
2016	Building	23	19	21	45	45	67	58	56	57	59	44	28	522
	Mechanical	44	37	48	45	63	78	48	57	56	84	88	64	712
	Electrical	29	37	39	48	70	78	53	58	65	80	71	39	667
	Plumbing	20	20	23	26	32	34	29	33	22	31	23	24	317
MONTHLY TOTAL		116	113	131	164	210	257	188	204	200	254	226	155	2218
2017	Building	24	29	31	36	61	58	45	53	52	42	24	24	479
	Mechanical	51	50	61	50	60	53	49	67	68	75	78	44	706
	Electrical	36	40	59	48	64	62	57	73	58	78	55	45	675
	Plumbing	25	39	24	30	31	26	22	39	27	28	24	15	330
MONTHLY TOTAL		136	158	175	164	216	199	173	232	205	223	181	128	2190
2018	Building	14	21	49	53	58	60	67	64	53	54	31	27	551
	Mechanical	63	47	47	46	52	71	63	88	52	106	64	67	766
	Electrical	32	38	41	49	67	78	70	71	80	76	54	54	710
	Plumbing	24	17	20	31	27	36	27	37	21	25	12	23	300
MONTHLY TOTAL		133	123	157	179	204	245	227	260	206	261	161	171	2327
2019	Building	24	25	28	54	64	50	46	59	48	58	37	28	521
	Electrical	38	40	55	78	79	53	84	70	69	71	68	62	767
	Mechanical	51	40	43	56	66	65	71	51	53	103	65	62	726
	Plumbing	15	16	17	39	24	26	36	32	29	40	25	35	334
MONTHLY TOTAL		128	121	143	227	233	194	237	212	199	272	195	187	2348
2020	Building	18	28	20	6	53	55	71	74	47	66	45	31	514
	Electrical	62	48	43	8	49	79	85	99	93	80	88	69	803
	Mechanical	74	47	39	12	44	75	85	73	70	106	88	79	792
	Plumbing	24	30	22	11	20	32	47	45	35	39	33	30	368
MONTHLY TOTAL		178	153	124	37	166	241	288	291	245	291	254	209	2477
2021	Building	29	40	52	108	154	86	69	65	71	56	44	51	825
	Electrical	68	42	81	95	75	94	84	97	76	93	60	72	937
	Mechanical	62	68	81	85	69	81	85	93	68	93	73	71	929
	Plumbing	24	27	29	56	31	28	50	36	43	34	29	31	418
MONTHLY TOTAL		183	177	243	344	329	289	288	291	258	276	206	225	3109
2022	Building	53	35	67	92	74	82	83	82	62	71	43	28	772
	Electrical	83	71	73	80	95	90	74	116	80	82	63	52	959
	Mechanical	71	84	71	67	86	102	73	153	69	95	82	78	1031
	Plumbing	30	42	46	59	53	42	33	32	45	38	28	39	487
MONTHLY TOTAL		237	232	257	298	308	316	263	383	256	286	216	197	3249
2023	Building	50	64	47	78	83								322
	Electrical	69	46	57	82	64								318
	Mechanical	85	69	69	71	64								358
	Plumbing	44	259	78	46	35								462
MONTHLY TOTAL		248	438	251	277	246	0	0	0	0	0	0	0	1460

Eaton County Department of Construction Codes

inspection by month 2016-2023

Year	Trade	January	February	March	April	May	June	July	August	September	October	November	December	Year Total
2016	Building	97	77	109	126	199	199	191	216	189	227	187	168	1985
	Mechanical	73	61	50	48	63	90	57	68	82	105	81	98	876
	Electrical	67	63	62	67	98	134	94	118	101	105	143	110	1162
	Plumbing	45	38	41	59	57	58	47	65	57	44	49	44	604
MONTHLY TOTAL		282	239	262	300	417	481	389	467	429	481	460	420	4627
2017	Building	107	105	156	129	195	197	187	195	236	214	164	121	2006
	Mechanical	92	97	77	60	117	57	60	87	95	79	76	82	979
	Electrical	93	97	97	82	136	105	103	157	131	116	100	104	1321
	Plumbing	46	46	74	47	49	49	42	68	61	53	37	29	601
MONTHLY TOTAL		338	345	404	318	497	408	392	507	523	462	377	336	4907
2018	Building	114	98	157	182	222	225	273	310	241	283	202	159	2466
	Mechanical	79	72	75	59	71	76	83	73	90	120	110	85	993
	Electrical	35	89	105	88	109	140	133	106	123	152	156	134	1370
	Plumbing	40	39	39	30	47	50	53	60	46	49	42	39	534
MONTHLY TOTAL		268	298	376	359	449	491	542	549	500	604	510	417	5363
2019	Building	157	125	131	189	220	240	267	239	262	273	190	219	2512
	Electrical	93	83	103	122	124	122	123	132	115	150	119	110	1396
	Mechanical	87	75	91	96	82	91	87	100	67	113	84	67	1040
	Plumbing	34	35	37	52	49	35	45	45	43	57	47	48	527
MONTHLY TOTAL		371	318	362	459	475	488	522	516	487	593	440	444	5475
2020	Building	174	141	116	9	146	206	236	272	263	274	256	277	2370
	Electrical	108	106	74	8	102	112	137	144	148	154	146	146	1385
	Mechanical	89	77	46	4	63	118	79	104	118	149	141	200	1188
	Plumbing	59	48	35	1	44	53	65	57	77	104	81	50	674
MONTHLY TOTAL		430	372	271	22	355	489	517	577	606	681	624	673	5617
2021	Building	187	134	204	244	329	292	319	322	300	305	280	268	3184
	Electrical	146	94	147	130	128	130	136	132	137	175	132	129	1616
	Mechanical	151	145	184	169	116	115	125	140	112	127	181	113	1678
	Plumbing	68	57	71	59	46	59	65	48	69	83	70	59	754
MONTHLY TOTAL		552	430	606	602	619	596	645	642	618	690	663	569	7232
2022	Building	231	164	198	271	300	305	338	390	345	359	336	209	3446
	Electrical	108	108	117	121	101	137	117	144	111	130	150	73	1417
	Mechanical	101	77	121	88	112	108	83	116	100	116	89	58	1169
	Plumbing	64	35	70	99	60	92	72	81	79	56	69	58	835
MONTHLY TOTAL		504	384	506	579	573	642	610	731	635	661	644	398	6867
2023	Building	244	240	255	237	326								1302
	Electrical	132	109	89	98	104								532
	Mechanical	211	106	87	89	86								579
	Plumbing	78	96	156	182	177								689
MONTHLY TOTAL		665	551	587	606	693	0	0	0	0	0	0	0	3102



Eaton County
Department of Construction Codes
1045 Independence Boulevard, Charlotte, Michigan 48813
Telephone: (517) 543-3004 Fax: (517) 543-9924

MONTHLY ACTIVITY REPORT

For: Connie Sobie, County Controller
From: Chris Garrison, Director

May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023	May 2023
-------------	--------------	--------------	----------------	-------------------	-----------------	------------------	------------------	-----------------	------------------	---------------	---------------	-------------

1. Code Violations not related to inspections:

2	2	0	3	4	3	1	0	0	0	9	0	6
---	---	---	---	---	---	---	---	---	---	---	---	---

2. Commercial projects submitted for Plan Review:

0	0	4	2	3	0	2	1	2	4	0	4	5
---	---	---	---	---	---	---	---	---	---	---	---	---

3. Complaints about Contractors:

0	0	0	0	0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---	---	---	---	---

4. Construction Code Surveys:

1	3	4	2	2	6	1	1	4	0	3	2	2
---	---	---	---	---	---	---	---	---	---	---	---	---

5. Court Cases:

0	0	0	0	0	1	0	1	0	0	0	0	0
---	---	---	---	---	---	---	---	---	---	---	---	---

6. Magistrate Hearings:

0	0	0	2	0	0	0	0	1	0	0	0	0
---	---	---	---	---	---	---	---	---	---	---	---	---

Plan review

Butternut Creek, Harvest Park, Wine tasting and wedding venue, Spartan Motors, Family Dollar and Dollar tree

Eaton County Construction Code
Financial Report
Fiscal Year 2022/23
Through the end of May, 2023

	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL YEAR TO DATE	REMAINING BALANCE	% USED
Revenues					
Permitting Revenue					
Building Permits	250,000	250,000	281,908.04	(31,908.04)	113%
Mechanical Permits	120,000	120,000	77,855.02	42,144.98	65%
Electrical Permits	115,000	115,000	76,267.01	38,732.99	66%
Plumbing Permits	60,000	60,000	57,867.00	2,133.00	96%
Total Permitting Revenue	545,000	545,000	493,897.07	51,102.93	
Other Revenue					
Construction Code Services	20,700	20,700	31,015.00	(10,315.00)	150%
Fines and Forfeitures	400	400	3,800.00	(3,400.00)	950%
Transfers In - General Fund	-	-	-	-	0%
Fund Balance Carryover	190,095	190,095	-	190,095.00	0%
Total Other Revenue	211,195	211,195	34,815.00	176,380.00	
Total Revenues	756,195	756,195	528,712.07	227,482.93	70%
Operational Expenditures					
Personnel	630,417	630,417	238,708.74	391,708.26	38%
Supplies	13,500	13,500	7,950.76	5,549.24	59%
Other Services & Charges	43,281	43,281	31,699.07	11,581.93	73%
Total Operational Expenditures	687,198	687,198	278,358.57	408,839.43	
Other Expenditures					
Debt Service - Vehicle Leases	17,991	17,991	12,935.04	5,055.96	72%
Capital Outlay	-	-	-	-	0%
Transfer Out - General Fund	45,000	45,000	33,750.00	11,250.00	75%
Transfer Out - Computer Fund	6,006	6,006	4,504.50	1,501.50	75%
Total Other Expenditures	68,997	68,997	51,189.54	17,807.46	74%
Total Expenditures	756,195	756,195	329,548.11	426,646.89	44%
Excess Revenues over Expenses (Net Carryover)	-	-	199,163.96	(389,258.96)	
9/30/2022 Fund Balance	767,228	767,228	767,228	767,228	
Projected 9/30/2023 Fund Balance	577,133	577,133	568,064	377,969	



Community Development and Housing Department Report 5/31/2023
For Public Works & Planning Committee June 14, 2023

Case Status: (Permits and Applications Activity summarized on attached table):

- The **Planning Commission** met on May 2nd and approved three (3) Change of Conditions to existing Conditional Use Permits in Carmel, Eaton, and Vermontville Townships. The Planning Commission additionally met on May 23rd for a Special Meeting in reference to the Master Plan Update.
- The **Board of Appeals** did not meet in June due to a lack of business.
- The **Zoning Ordinance Committee** met May 16th and discussed general ordinance updates.

Zoning and Junk Code Enforcement (Activity is summarized on attached table):

- Currently there are forty (40) junk violations and thirty-one (31) zoning violations.

Housing Department Activities:

- Ms. Williams is currently working with one property owner for a roof replacement. The work should be done before the end of this year's expenditure deadline of June 30th. The other applicant Ms. Williams was working with decided not to proceed.
- FY22 Program Income to be spent before June 30, 2023 is \$113,131. Four (4) projects have been completed (2 roofs, 1 furnace and 1 foundation repair) in the amount of \$57,142 for a remaining balance to spend of \$55,989. After the current roof replacement, it is estimated will have \$31,500 remaining to be returned to MEDC.
- Program Income received for FY23 beginning July 1, 2022 is \$72,202. Five (5) program payoffs have been received. Total Program Income amount for FY22 and FY23 is \$139,141.

Economic Development Activities:

- Staff submitted the Public Art for Communities Grant on May 31, 2023. The request was for the total amount of \$10,000 and the location was for Crandell Park.
- Seven (7) site searches were received in the month of May. Four (4) inquiries were for existing buildings, one (1) was for property and two (2) were for property or building.

Veteran Service Activities:

- Sixty-two (62) Veteran appointments were conducted in May.
- One (1) veteran was transported to the Ann Arbor hospital by a volunteer driver.
- Staff submitted the MVAA County Veteran Service Fund (CVSF) Grant on May 12, 2023. Funding was requested for the continuation of one part-time staff person, Meijer grocery vouchers, VA co-pay assistance, dental assistance, marketing, technology items, and office renovations (too include furniture). The total grant amount available \$111,023, was requested.

Other:

Master Plan Update – Goals and objectives are currently being worked on.

Ms. Miller completed surface mine inspections with Drain Commissioner Office staff.

Additionally, Ms. Williams attended the following: Human Servicers Collaborative Council (HSCC), Continuum of Care (CoC), CoC Strategies and Grants Committee, Information and Technology, Material Management Plan (MMP), Executive Team, Parks Workgroup, Recycling Workgroup, Ways and Means, and Board of Commissioners.

CASES	Conditional Use Permits		Board of Appeals		Administrative Variances		District Change Amendments		Site Plan Reviews		Zoning Referrals		Private Roads		Agricultural Buildings		Lot Line Adjustments		Land Divisions Reviewed		TOTAL	
																					MONTH	
MO/YR	"22"	"23"	"22"	"23"	"22"	"23"	"22"	"23"	"22"	"23"	"22"	"23"	"22"	"23"	"22"	"23"	"22"	"23"	"22"	"23"	"22"	"23"
JAN	0	0	0	0	0	0	0	0	0	0	18	19	0	0	5	0	8	1	6	2	37	22
FEB	4	0	1	0	0	0	0	0	0	0	16	16	0	0	0	2	0	5	3	1	24	24
MARCH	0	0	0	0	0	0	0	0	0	0	20	19	0	0	1	2	3	1	4	3	28	25
APRIL	0	4	1	1	0	0	0	1	0	0	38	22	0	0	3	3	3	0	6	1	51	32
MAY	2	3	0	2	0	0	1	0	0		36		0		3		2		2		46	5
JUNE	1		0		0		0		0		38		0		0		4		4		47	
JULY	2		1		0		1		0		31		0		2		2		4		43	
AUG	1		0		0		0		0		37		0		3		2		2		45	
SEPT	1		1		0		0		0		29		0		2		2		4		39	
OCT	1		1		0		0		0		26		0		1		1		4		34	
NOV	0		0		0		0		0		14		0		0		2		3		19	
DEC	0		1		0		0		0		12		0		5		6		0		24	
TOTALS	12	7	6	3	0	0	2	1	0		315	76	1	0	25	7	35	7	42	7	437	108

CASES	JUNK	JUNK	JUNK	JUNK	ZONING	ZONING	ZONING	ZONING
	(NEW)	(NEW)	(CLOSED)	(PENDING)	(NEW)	(NEW)	(CLOSED)	(PENDING)
		2022 carryover: 31				2022 carryover: 26		
MO/YR	2022	2023	2023	2023(PENDING)	2022	2023	2023	2023(PENDING)
JAN	1	3	0	34	7	2	1	27
FEB	1	2	0	36	0	1	0	28
MARCH	1	7	4	39	2	3	1	30
APRIL	6	2	1	40	3	1	0	31
MAY	6				2			
JUNE	0				1			
JULY	1				10			
AUG	1				5			
SEPT	2				1			
OCT	1				1			
NOV	2				4			
DEC	1				0			
TOTALS	23	14	5	40	36	7	2	31
			TOTAL PENDING JUNK & ZONING VIOLATIONS					69



EATON COUNTY CONTROLLER/PERSONNEL

1045 Independence Blvd.
Charlotte, MI 48813
(517) 543-2122
(517) 543-3331 Fax

Connie L. Sobie
Controller/Administrator

Melissa L. Ballard
Finance Director

Ben Dawson
Human Resources Director

TO: Public Works and Planning Committee

FROM: Connie Sobie, Controller/Administrator; Claudine Williams, Community Development Director; Chris Garrison, Construction Code Director

SUBJECT: Construction Code and Community Development Reorganization

DATE: June 14, 2023

Changes are being proposed to the Construction Code and Community Development Departments. Specifically, the request is to reorganize the departments into a more efficient mode of operation by combining the planning and zoning enforcement into the Construction Code Office.

To transition the offices, the Administrative Assistant/Zoning Enforcement Officer would reclassify to Planning Zoning Administrator/Code Enforcement Officer. The reclassified position would maintain its current function with additional responsibilities in planning and zoning decision making and assume responsibilities assisting in the daily operation of the Construction Code Enforcement activities.

With this new structure, one of the existing Construction Code Permit Specialist would transition into a Permit Specialist/Planning and Zoning Assistant. This position would be responsible for assisting with daily planning and zoning tasks while continuing responsibilities as a Permit Specialist.

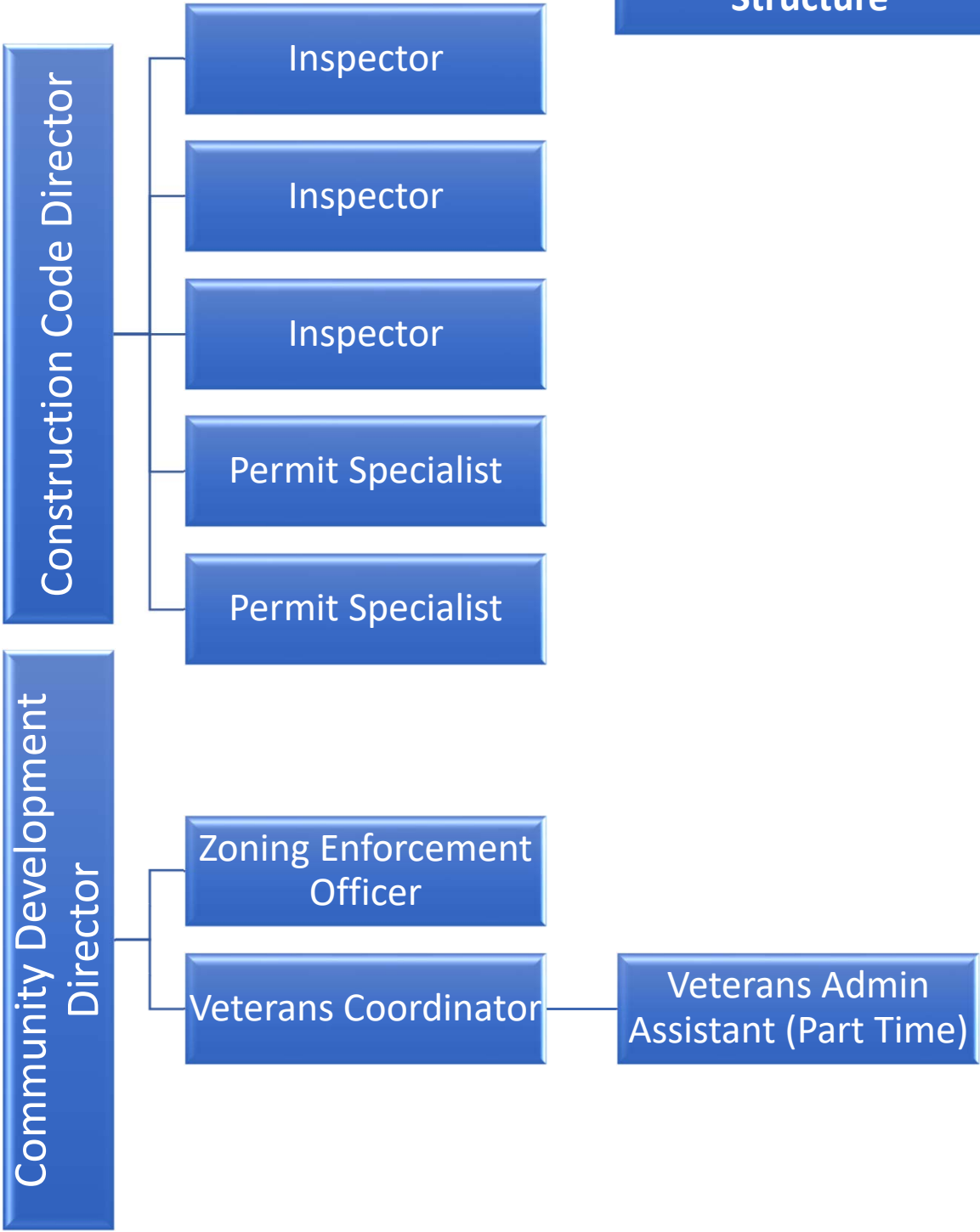
The Construction Code Director would be responsible for the direct supervision of both the construction code and the planning, zoning and enforcement related activities. The position would reclassify to Construction Code/Planning Zoning Director and be responsible for ensuring the departments' continued functionality.

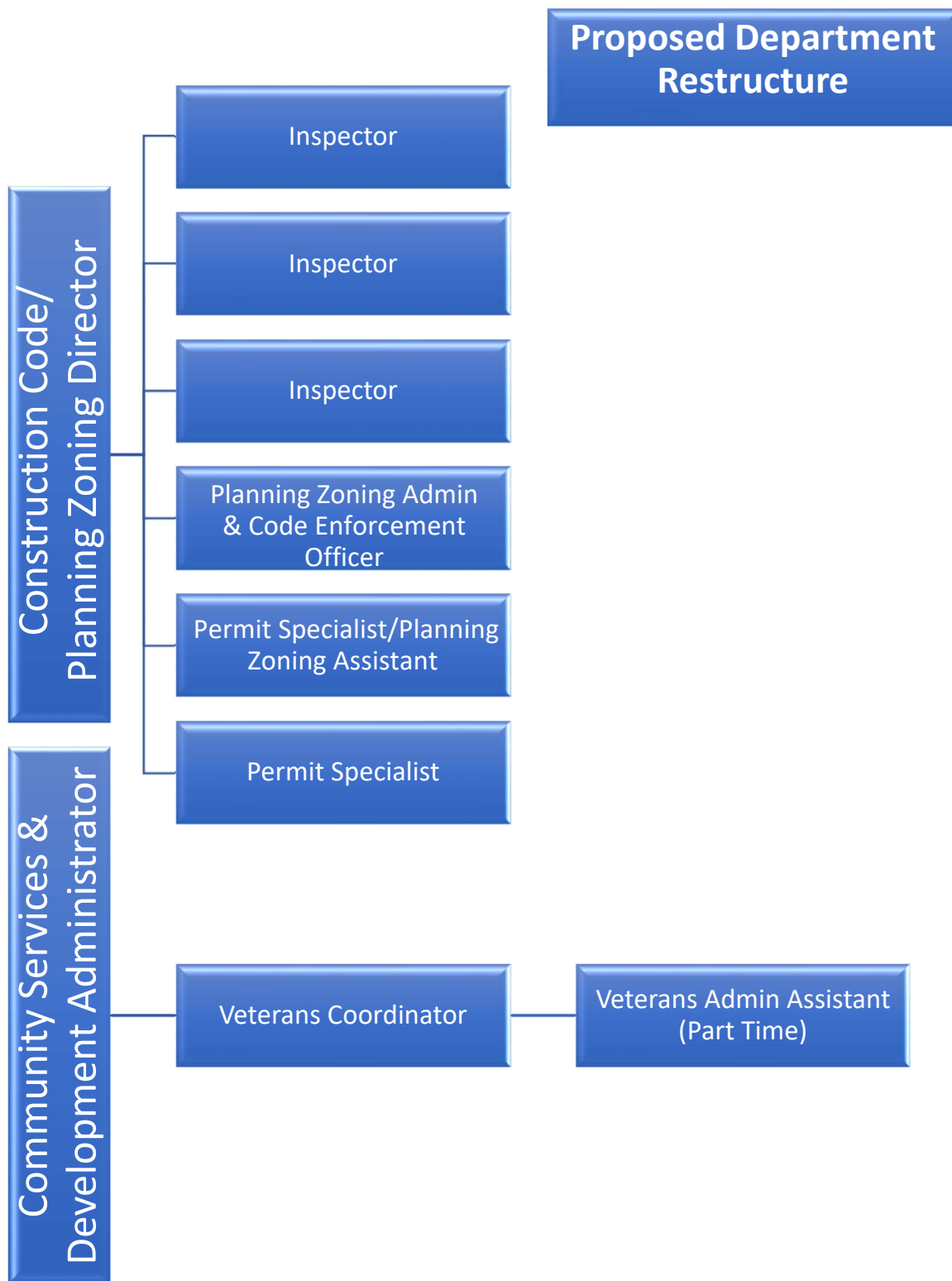
The Departments have shared office space since 2008 and have found this very beneficial for not only staff but the general public. This collaboration and reorganization would streamline services even further. Constituents/customers would see a more seamless transition through the permitting process as it would be considered a single point of transaction with staff able to coordinate enforcements more efficiently, and improve the user experience

With the above changes, the Permit Specialist/Planning and Zoning Assistant and the Planning Zoning Administrator/Code Enforcement Officer positions would be funded by the Construction Code Fund related only to those responsibilities of that operation. The remaining responsibilities would be allocated through the general fund as related to all non-construction code activities.

The current Community Development Director position would be reclassified to a Community Services and Development Administrator and would work directly for the County Controller/Administrator. The purpose of this new position is to better distribute some of the high-level administrative functions. This position would continue to administer and supervise Veterans Services, housing programs, and economic development.

**Current Department
Structure**







133 FITZGERALD PARK DR.
Grand Ledge, MI 48837
(517) 627-7351 office
(517) 627-4234 fax
www.eatoncountyparks.org

Directors Report-June 2023

Monthly Briefing:

Parks Work Group: The parks work group has finalized the grant application that will be offered through the park's millage dollars, this should be included in your packet for review.

Spark Grant: I am still working on the Spark Grant and in the final stage of gathering information, this will be submitted before the June 26th deadline. If awarded the funds will be used for the construction of an interior road, boat launch, and 2 parking lots located at Crandell Park.

Summer Camp: We are fully staffed for the summer camp program, the first day is June 19th.

Fitzgerald Park Lease: We will be meeting with the City of Grand Ledge for further discussions on extending the Fitzgerald Park lease. I believe Connie is working on getting this scheduled sometime this month.

Seasonal Applications: Still accepting seasonal applications for the seasonal park operations, we currently have 2 employees with 2 more starting the week of June 12th. It has been very challenging getting candidates in for this position.

Building and Grounds Position: Ben Youngs and myself have been conducting interviews for the Buildings and Grounds position for parks and I have offered Logan Miller the job, he has accepted and he will be starting with us on June 26th. This time of the year Logan will primarily be mowing/trimming and this will allow Ben Youngs to focus on other operation needs.

Grand Ledge Car Show: The Grand Ledge Car Show takes place this year on July 8th, we are expecting another great turnout for this event. We currently have 10 vendors registered and most car owners will register the day of the event. Last year we had a little over 200 classic cars and sold over 800 daily passes so hoping to reach or exceed total cars and entry for this year's event is free.



Eaton County Parks Community Grant Program

Introduction:

The Eaton County Parks and Recreation Millage was passed by voters on November 8th 2022. A portion of these funds will be used for competitive grant programs that will support acquisition, improvements and/or development of parks and open spaces located within Eaton County, MI. The Eaton County Parks Community Grant Program was created to assist local communities with planning, purchasing, preliminary engineering/design, and construction costs directly related to park and open space projects located in Eaton County.

The total annual amount available for the fiscal year in 2023 is \$400,000 the fiscal year will begin October 1st 2023. Eaton County Board of Commissioners reserves the ability on a yearly basis to adjust the funding in each grant program at its sole discretion.

Eligibility:

Funding for cities, villages, and townships within Eaton County for park and open spaces related improvements who provide recreation, conservation, and natural resource access within locally owned and operated parks and open spaces. Grant projects must be located in Eaton County, Michigan. Grant application must be submitted by a city, village, or township in Eaton County. If applicants have any questions about the grant application process please contact the **Eaton County Parks & Recreation Department at (517)-627-7351 or via email at tkeeton@eatoncounty.org**.

Funding:

Funding is generated through the Eaton County Parks Millage. Resources are limited and it is possible not all grant applications will receive funding. Available funding for 2023 grant cycle is \$400,000.

Grant Limits:

Eaton County Parks Community Grant Program application limits – \$5,000 minimum / \$400,000 maximum

Grant Match:

Project match funding is not required, however, project budgets which include match funding will score higher depending on the level of the contribution. Documentation for match funding must include who is providing the contribution and what area of the project will benefit from it. In kind match is allowable provided detailed documentation outlining the work to be completed, the cost of the work and who it will be performed by is submitted. Administration costs/fees are not allowable as project match. Grants of \$5,000 or less do not require matching funds and will not be scored in this area.

Evaluation Criteria

Applicants are encouraged to develop projects that will enhance or provide long term and viable recreational opportunities. Projects that improve outdoor recreation in general and connect to or improve county owned/operated parks in some way are encouraged. Applications will be evaluated based on providing access to natural resources, outdoor spaces and conservation. Engagement with other agencies (ie: Health Department, Road Commission, etc.) to ensure the project meets or will meet their requirements is suggested.

Application Guidance

Project Title – Please use a project title that includes the applicant municipality name and a few words to describe the proposed project. (This is just an application project title and meant to be a permanent name).

Primary Grant Contact Person Information – This should be the person responsible for administering the grant and should be someone directly familiar with the project and will be able to answer questions about the project.

Project Details

1. Describe the project and why it was chosen by the community for this opportunity.
2. Describe any relevant history or background information regarding the project. Include any environmental concerns and how the project will address them. Additionally, include what, if any, planning has already been completed and what stage of readiness the project is in.
3. Describe the physical location of the proposed project to include the current property owner.
4. Describe the community need and purpose of the project, who will benefit from it and how it aligns with local community or county plans. Include how the project will contribute to strong, healthy communities that promote health and safety.
5. Describe how the project will impact Eaton County Parks and the residents of Eaton County.
6. Describe your public engagement process and list details of any community partnerships that have been established towards the goal of completion of the project.
7. Describe sustainability and natural resource stewardship efforts that will be implemented with this project. Explain how the project will preserve natural resources and if any sustainable practices will be implemented such as energy efficiency elements, easy-to-maintain plants etc.
8. Describe how the project will be maintained long-term. Include who will be responsible for the continued project maintenance and how will it be funded.
9. Provide a map or site plan that shows the detailed locations of the project scope items to be funded by the grant, i.e., proposed playground location, proposed trail route, etc.

Project Identification in Planning Documents

Indicate where and how this project is addressed in relevant community planning documents, which may include: the Eaton County Parks Master Plan <https://www.eatoncounty.org/384/Parks-Master-Plan> or the Eaton County Master Plan <https://www.eatoncounty.org/618/Master-Plan> or any local municipality plans to include: Capital Improvement Plan, Park Master Plan, Community Master Plan, Trail Master Plan, etc. Please provide a link or directions to where the documents can be found. If not available online please include documents.

Public Engagement/Support

Applicants must hold at least one (1) public meeting, prior to application submission, to receive public input about the project. This can be a regularly scheduled board/commission meeting or separate stakeholder or public input meeting. A summary of all relevant public engagement, including dates, and a list of partnerships if any must be provided. Projects with multiple partnerships and higher levels of public engagement will score higher.

ADA Compliance/Universal Accessibility

Projects must, at a minimum meet accessibility, universal design requirements. Please refer to the following link for more information <https://www.dakc.us/disability-advocates-universal-design-guidelines/>. Describe any additional efforts taken to engage the disability community for your project.

Certified Resolution

A certified copy of a resolution from the applicants governing body (city council, village council, township board) indicating approval to apply and participation in the grant program must be attached.

Recognition Sign

Applicants that are awarded grants through the Eaton County Grant Program are required to prominently display a recognition sign which will be provided by the Eaton County Parks Department. This signage must be posted in an approved location and present for the life of the project.

Required Attachments

Documents required for grant submission are identified on the Required Documents Checklist which can be found in the application. All attachments must be provided in order for the grant application to be considered complete.

Miscellaneous Information

Grants are project based only and do not allow for administrative expenses or ongoing costs for items such as maintenance. Multiyear projects are allowable, however, they must be phased in a way that are not dependent on each other for funding. Project pre-development is allowable for a grant application and may include but not be limited to design, preliminary engineering, Phase 1 or 2 Environmental Site Assessments, public engagement and construction plans. A one page summary of the project may be submitted in addition to the application to include any additional information. This grant is a reimbursement grant to the local unit of government. Payments to the unit of government will be processed on a monthly basis upon approval of the documentation provided. Grants will not be awarded for projects that have been started and/or completed prior to grant awards agreements being completed.

Scoring Criteria and Points System

Scoring Categories	Total Points Available
Project Design and why it was chosen to include history and background information	0-10
Location and Ownership	0-5
Community Need and project health and wellness outcomes	0-15
Impact on Eaton County Parks and Community Residents	0-15
Public Engagement and Community Partnerships	0-10
Sustainability and Natural Resource Stewardship	0-10
Long Term Maintenance	0-10
ADA Compliance/Universal Accessibility	0-15
Matching Funds	0-10
Total Score Available	100

Project Dates

The grant period for projects is one year from the date the grant agreement is executed. Example of this is, if you are awarded a grant through Eaton County on September 1st 2023 the deadline for completion of the project would be no later than September 1st 2024. Grant monies not used during the grant period (including any approved extensions by Eaton County) will be forfeited and allocated funds will be returned to Grant Program. Grant period extensions may be requested, in writing by grantees prior to the end of an identified grant period. Any extensions will be denied or granted at the discretion of Eaton County Grant management staff.

Timeline

Activity	Timeline
Grant application release	June 15 th 2023
Grant application deadline	July 28 th 2023, 5:00 p.m. (EST) deadline
Grant request reviewed by the Eaton County Parks Community Grant Program Committee	July 31 st – August 4 th
Parks Director submits recommendations to the Public Works and Planning Committee	August 9 th
Public Works and Planning Committee submits recommendations to Eaton County Board of Commissioners	August 16 th
Eaton County Board of Commissioners renders decision and directs grant agreements be issued	August 17 th
Submission of grant agreements to Eaton County Controllers Office	September 1 st
2023-2024 Eaton County Parks Grant Cycle	October 1 st , 2023- September 30 th , 2024 5:00 p.m. (EST) deadline

Grant Submittal

All grant applications and materials must be received by July 28th 2023, before 5:00 p.m. (EST) and can be sent to:

Eaton County Parks & Recreation

Attn: Travis Keeton

133 Fitzgerald Park Drive

Grand Ledge, Michigan 48837

Electronic submission can be sent to:

tkeeton@eatoncounty.org



Local Park Improvement Grant Application

Organization Information

Organization Name:
Organization Type:
Tax ID:
UEI:
Phone:
Physical Address:

Primary Contact Information

Name:
Title:
Phone:

Authorized Signatory Information

Name:
Title:

Project Identifying Information

Project Title:

Proposed Start Date:

Proposed End Date:

Total Project Cost:

-

Grant Funds Requested:

Will this project comply with ADA and universal design if required?

☐ Yes

Please check here to acknowledge that this is a reimbursement grant.

☐ Yes

Communities Impacted:

Project Details

Please describe the project and why it was chosen by the community for this opportunity.

Local Park Improvement Grant Application

Organization Information

Organization Name:

Organization Type:

Tax ID:

UEI:

Phone:

Physical Address:

Primary Contact Information

Name:

Title:

Phone:

Authorized Signatory Information

Name:

Title:

Please describe any relevant history or background information regarding the project. Include any environmental concerns and how the project will address them. Additionally, what, if any, planning has already been completed and what state of readiness the project is in.

Please describe the physical location of the proposed project to include the current property owner.

Please describe the community need and purpose of the project, who will benefit from it and how it aligns with local community or county plans. Include how the project will contribute to strong, healthy communities that promote health and safety.

Please describe how the project will impact Eaton County Parks and the residents of Eaton County.

Please describe your public engagement process and list details of any community partnerships that have been established towards the goal of completion of the project.

Local Park Improvement Grant Application

Organization Information

Organization Name:

Organization Type:

Tax ID:

UEI:

Phone:

Physical Address:

Primary Contact Information

Name:

Title:

Phone:

Authorized Signatory Information

Name:

Title:

Please describe sustainability and natural resource stewardship efforts that will be implemented with this project. Explain how the project will preserve natural resources and if any sustainable practices will be implemented such as energy efficiency elements, easy-to-maintain plantings, etc.

Please describe how the project will be maintained long-term. Include who will be responsible for the continued project maintenance and how it will be funded.

Local Park Improvement Grant Application

Organization Information

Organization Name:
Organization Type:
Tax ID:
UEI:
Phone:
Physical Address:

Primary Contact Information

Name:
Title:
Phone:

Authorized Signatory Information

Name:
Title:

Please list a detailed proposal of expenses.

Description of Expenses	Project Costs	Anticipated Completion Date
<i>Example: Playground Equipment</i>	<i>5,000.00</i>	<i>9/30/2024</i>
Total	-	

Please list all proposed sources of funding for the above indicated project costs.

Total funding should match the total project costs.

Source of Funding	Funding Amount	Anticipated Completion Date
<i>Example: Disney World</i>	<i>2,500.00</i>	<i>9/30/2024</i>
<i>Example: Eaton County Parks</i>	<i>2,500.00</i>	<i>9/30/2024</i>
Total	-	

Signature of Authorized Official

Date



Local Park Improvement Grant Application

Required Document Checklist

Have you included all of the below listed documents?

- | | |
|---|--------------------------|
| Project map and/or site plan | ☐ |
| Project identification in planning document | ☐ |
| Public engagement/support summary | ☐ |
| Local unit of government certified resolution | ☐ |
| Letters of support | ☐ |
| Match or commitment funding letters from project partners | ☐ |

EATON COUNTY BOARD OF COMMISSIONERS

June 21, 2023

**RESOLUTION TO ADOPT THE
EATON COUNTY PUBLIC ART POLICY**

Introduced by the Public Works and Planning Committee

WHEREAS, the Eaton County Board of Commissioners acknowledges the placement of public art adds to the unique character and quality of life of a community and that the correct public art located in the correct location can be the foundation for the creation of a “sense of place”; and,

WHEREAS, having a sense of place promotes people’s health, happiness, and wellbeing. Creative placemaking animates public and private spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to celebrate, inspire, and be inspired; and

WHEREAS, the Eaton County Board of Commissioners seeks to provide opportunities for creating exciting and attractive public spaces that are used and enjoyed by residents, workers, business and visitors; and

WHEREAS, the Eaton County Board of Commissioners desires to establish guidelines to encourage public art;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of Eaton County hereby adopts the attached EATON COUNTY PUBLIC ART POLICY effective this date June 21, 2023.

Jim Mott, Chairman
Eaton County Board of Commissioners

I hereby certify that the above amendment, which was approved, is a true and correct copy of that recorded in the official minutes of **June 21, 2023** of the Eaton County Board of Commissioners.

Diana Bosworth, Clerk
Eaton County Board of Commissioners

PURPOSE

The placement of public art adds to the unique character and quality of life of a community. Public art can play a part in strengthening civic identity, community pride, and create a cultural economy. By adding public art to an otherwise ordinary space, it can introduce a surprising, unexpected and energizing element. Public art has the capacity to humanize our environment.

The correct public art located in the correct location can be the foundation for the creation of a “sense of place.” Placemaking promote people’s health, happiness, and well being. Developing a sense of place helps people identify with their region and with each other and thus creates a sense of community. Creative placemaking animates public and private spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to celebrate, inspire, and be inspired.

Ultimately, the goal of placemaking and the use of public art is to create a feeling that our community is a special place and is distinct from anywhere else. Through this policy, the Eaton County Board of Commissioners seeks to provide opportunities for creating exciting and attractive public spaces that are used and enjoyed by residents, workers, business and visitors.

GOALS

The Eaton County Board of Commissioners is committed to providing public art of exceptional quality which adds to the community’s vibrancy and identity. The Board strives to:

- Use public art to help express the County’s history and cultural heritage.
- Fosters the public’s understanding and enjoyment of public art.
- Use public art as a means to foster the community’s sense of spirit, pride, and development.
- Enrich the quality of life for the community and the region by creating exciting, appealing, and harmonious public spaces.
- Integrate public art into new County facilities.
- Enhance the Community’s image locally, regionally and nationally.
- Recognize public art’s contribution in economic development.

PUBLIC ART DEFINITION

Public art, as defined by this policy, encompasses the broadest definition of visual art including the imaginative use and interplay of all artistic disciplines. Public art governed by this policy shall be visually and physically accessible to the public. Funding for public art will come from grant, donations, or County funds.

PUBLIC ART COMMITTEE

As needed, the Eaton County Board of Commissioners shall recommend the creation of an ad-hoc public art Committee. The Committee’s responsibilities include obtaining funding, identifying locations for installation of artwork, releasing RFPs for art work, selection of artists, contracting with artists, supervising fabrication, coordinating placement, and dedication of artwork.

The Committee shall be made up of five to nine members. The Committee members should be a diverse group representing residents, businesses, associations, and artists among others. All members must be free of conflict of interest or potential for financial gain.

Whenever appropriate, the Committee is encouraged to have an outreach program to receive input from residents, businesses, and other interested parties.

ART SELECTION PROCESS

The process outlined below is suggested for carrying out a commissioned public art project. These phases are intended to be guidelines, as it is recognized each commissioned piece is unique and adjustments will need to be tailored to each individual project.

Creation of Request for Proposals (RFP):

Prior to sending out the RFP, the Public Art Committee will meet to assess the specific needs, requirements and expectations of public art installation. It is recommended the Committee establish scoring criteria for inclusion in any RFP.

With agreement on the public art project and support from the County Board of Commissioners, the Committee should prepare and send out a RFP to artists. The RFP shall include project specifics regarding the location, style or nature of the placement, type and theme of the project, and a budget. The RFP may be distributed to artists locally, throughout Michigan, or nationally, so the best possible pool of candidates can be assembled. Applicants may be asked for the following:

- Small scale model or rough draft of a three-dimensional work (when appropriate) or complete drawing of a two-dimensional work.
- Drawings or photographs that demonstrate the relationship of the artwork to the site.
- Material samples for the artwork and any relevant construction materials.
- Installation details.
- Description of routine maintenance and estimate of maintenance costs.
- Artist's resume.
- Statement of interest in the project.
- Budget.

Artist Selection and Contracts:

Public Art will be reviewed by the Public Art Committee with a recommendation to the Eaton County Board of Commissioners for final action. The following criteria will be used in any recommendation:

- Use of local artists.
- Quality and condition of the art work.
- Context in the Community's collection. Does art work enhance the existing collection or add diversity? How does the piece engage the public? Are the materials appropriate? Is the piece susceptible to vandalism or graffiti?
- Availability of an appropriate site.
- Durability of the art work.
- Ability to maintain the art work.
- Aesthetic merit.

Contracts will be completed under the supervision of the County Controller/Administrator, or their designee, when needed. Ownership of the artwork shall be transferred to Eaton County at the time of installation, with no rights remaining with the artists. The contract should protect Eaton County from the artist(s) duplicating the exact work for sale to others.

During design and installation, the public art Committee shall work with the artist to ensure all objectives are being met. Once the art is installed, the Committee will hold a dedication ceremony to formally introduce the art and the artist will be identified with an appropriate plaque on the site.

Documentation/Evaluation.

Periodically, the Committee will review the Public Art guidelines to determine how they can be improved to better meet the community's needs and interests, and the goals of the public art program, especially immediately following a selection.

GENERAL GUIDELINES

- Donated or loaned artwork will be reviewed by the Public Art Committee with a recommendation to the Eaton County Board of Commissioners for final action.
- All donated works will become part of Eaton County's art collection and as such may be relocated or decommissioned.
- Donated or loaned art work will include identifying plaques.
- Monetary donations to help fund public art will be accepted at any time and Eaton County will set the donated money aside in a separate account to be used for new art purchases or maintenance of existing artwork.
- Proposed commissioned memorial art shall not ordinarily honor a living person, unless that person has made a significant and outstanding contribution to the arts or service to Eaton County. A waiting period of at least one year should elapse before any nomination occurs.
- Relocation or decommissioning of art work while at the sole discretion of Eaton County, may be considered using one or more of the following reasons:
 - The condition or security of the art work cannot be reasonably guaranteed.
 - The art work presents a public safety risk.
 - The art work is damaged and repair is not feasible.
 - Significant changes in the use, character or actual design of the site requires a re-evaluation of the art work's relationship to the site.
 - The art work requires excessive maintenance or has failures of design or workmanship.

DOCUMENTATION/EVALUATION

Periodically, the Committee will review the Public Art policy to determine how it may be improved to better meet the needs and interests of the community and the goals of the public art program, especially immediately following a selection

FUNDING

The Community will financially support the installation and maintenance of public art whenever possible within the constraints of the yearly budget.