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MARK GREBNER

VICE-CHAIRPERSON  
DEB NOLAN

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COUNTY SERVICES COMMITTEE  
DEBBIE De LEON, CHAIR  
DALE COPEEDGE  
VICTOR CELENTINO  
ANDY SCHOR  
DON VICKERS  
VINCE DRAGONETTI

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

**P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264**

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, DECEMBER 6, 2011 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Additions to the Agenda

Limited Public Comment

1. Health Department - Resolution to Authorize an Extension of the Temporary Reassignment for Two Public Health Service Employees
2. Management Information Services - Resolution to Approve Entering into an Agreement with Imagesoft, Inc. for Annual Maintenance of the OnBase Imaging Application
3. Fair Board
  - a. Resolution to Amend Resolution #10-181 Permanently Authorizing an Adult Refreshment Tent at the Ingham County Fairgrounds
  - b. Resolution Authorizing a Contract with Adjuvant Expos, Inc. to Provide Managerial Services at the Ingham County Fairgrounds
4. Register of Deeds - Resolution Amending Fees for Accessing Documents in the Register of Deeds Office
5. Parks Department
  - a. Resolution Authorizing a Contract with Landscape Architects & Planners for the Engineering of the Hawk Island Snow Board Hill
  - b. Resolution Authorizing Approval of Amendment #2 with the Department of Natural Resources to Improve the Fishing Dock at Burchfield Park
  - c. Resolution Authorizing Payment to Zoo Miami for the Care and Housing of a Black Rhino Before its Transfer to the Potter Park Zoo
  - d. Resolution Authorizing a Contract with Borner Restoration to Provide Repairs to the Concrete/Gunite Surfaces in the Feline/Primate Building
  - e. Resolution Authorizing a Contract with Clery Fence Company to Construct New Fencing in the Oryx Exhibit

6. Board of Commissioners
  - a. Resolution Honoring [Dr. Martin Luther King, Jr.](#)
  - b. Resolution Amending Board Rules to [Change Time](#) of the Board of Commissioners Organizational Meeting
  - c. Resolution Honoring [Dorothy Wilson](#)
  - d. Resolution Honoring [Cristo Rey Church](#) on the Event of its 50<sup>th</sup> Anniversary
7. Purchasing Department - Resolution Authorizing the Codification of Procurement Policies, and the Creation of a Revised Ingham County [Procurement Polices & Procedures Manual](#) (*Please Bring Packet that was Distributed at the Last Meeting*)
8. Human Resources - Collective Bargaining (*Closed Session*)

Announcements  
Public Comment  
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC  
DEVICES OR SET TO MUTE OR VIBRATE TO AVOID  
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org)

## **DECEMBER 6, 2011 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY**

### **ACTION ITEMS**

The Controller recommends approval of the following action items:

1. Health Department - *Resolution to Authorize an Extension of the Temporary Reassignment for Two Public Health Service Employees.*

This resolution extends the temporary work assignment for two Health Department employees that was authorized in Resolution #11-117 through March 31, 2012. The Letter of Understanding expires on December 31, 2011. Ongoing personnel changes in the Health Department have delayed completion of any reorganization. The Human Resources Director and ICEA President have been consulted and support this extension.

2. Management Information Services - *Resolution to Approve Entering into an Agreement with Imagesoft, Inc. for annual Maintenance of the OnBase Imaging Application.*

This resolution authorizes a one year maintenance agreement with Imagesoft Inc. for imaging maintenance services in an amount not exceed \$96,945. The costs have increased from the current year contract because we have added several new departments. Please see memo from Tom Shewchuk for additional information.

3(a). Fair Board - *Resolution to Amend Resolution #10-181 Permanently Authorizing an Adult Refreshment Tent at the Ingham County Fairgrounds*

The original resolution authorizing a beer tent during Fair week included a two year trial period. This resolution permanently authorizes the beer tent.

3(b). Fair Board - *Resolution authorizing a Contract with Adjuvant Expos, Inc. for Managerial Services at the Ingham County Fair.*

This resolution would appoint Patrick Buchen as the Fair Manager. Mr. Buchen's appointment was recommended by the interview panel and the Fair Board. The Controller is recommending that instead of hiring Mr. Buchen as a county employee that the Board authorize a two year contract in the base amount of \$80,000 per year without of course any fringe benefits. In addition, Mr. Buchen would be eligible for performance incentives not to exceed \$7,500 at the end of the first year and \$15,000 at the end of the second year. The Fair Board would determine the exact qualifications for the performance incentives, subject to approval by the Controller. The total costs of the contract would not exceed budgeted amounts.

4. Register of Deeds - *Resolution Amending Fees for Accessing Documents in the Register of Deeds Office.*

The Board authorized a contract with Fidlar Products by Resolution #11-179. The contract established certain access fees for selected public records. These fees were never formally approved by the Board. This resolution formally adopts the fees retroactively and prospectively. These fees will be reviewed on an annual basis as part of the county wide fee evaluation process.

5(a). Parks—*Resolution Authorizing a Contract with Landscape Architects & Planners for the Engineering of the Hawk Island Snow Board Hill.*

The Board has previously authorized a contract with this firm for the tubing hill at Hawk Island. This resolution would authorize a \$10,000 contract for engineering services related to the Hawk Island Snowboarding Hill. Funds are available in the project budget.

5(b). Parks - *Resolution Authorizing Approval of Amendment #2 with the Department of Natural Resources to Improve the Fishing Dock at Burchfield Park.*

This resolution extends the project completion deadline from December 31, 2011 to June 30, 2012.

5(c). Parks - *Resolution Authorizing Payment to Zoo Miami for the Care and Housing of a Black Rhino Before its Transfer to the Potter Park Zoo.*

Delays in the Rhino construction project resulted in the Miami Zoo having to care for the Black Rhino for an extended period of time. Parks staff has negotiated a \$7,500 payment to the Miami Zoo to compensate them for their extended services. The resolution also authorizes the appropriate line item transfers.

5(d). Parks - *Resolution Authorizing a Contract with Borner Restoration to Provide Repairs to the Concrete/Gunite Surfaces in the Feline/Primate Building.*

The resolution authorizes an agreement with Borner in an amount not to exceed \$7,500. Three written quotes were received and Borner was the low bid. Funds are available in the Zoo Capital improvement budget.

5(e). Parks - *Resolution Authorizing a Contract with Clery Fence Company to Construct New Fencing in the Oryx Exhibit.*

The resolution authorizes a contract with Clery Fence in an amount not to exceed \$7,065. The pen housing the aggressive male Oryx is too small and must be expanded. Three companies responded with written quotes, and Clery was the low bid. Funds are available in the Zoo Capital Improvement Budget.

7. Purchasing Department - *Resolution Authorizing the Codification of Procurement Policies, and the Creation of a Revised Ingham County Procurement Policies and Procedure Manual.*

Please bring the packet that was distributed at the last County Services Committee meeting. We will send a copy of that packet to all committee members electronically, and we will also send an updated summary of the proposed changes in procurement policies under separate cover.

## **OTHER ACTION ITEMS**

- 6(a). Resolution Honoring Dr. Martin Luther King, Jr.
- 6(b). Resolution Amending Board Rules to Change Time of the Board of Commissioners Organizational Meeting
- 6(c). Resolution Honoring Dorothy Wilson
- 6(d). Resolution Honoring Cristo Rey Church on the Event of its 50<sup>th</sup> Anniversary

**MEMORANDUM**

TO: Human Services Committee  
County Services Committee  
Finance Committee

FROM: Renée B. Canady, Ph.D., Health Officer

DATE: November 21, 2011

RE: Resolution to Authorize an Extension of the Temporary Reassignment for Two Public Health Services Employees

Attached is a resolution to extend the temporary work assignment for two Health Department employees that was authorized in Resolution #11-117. The Letter of Understanding expires on December 31, 2011.

Ongoing personnel changes in the Health Department have delayed completion of the reorganization. We are recommending an extension through March 31, 2012. The Human Resources Director and ICEA president have been consulted and support this extension.

c: Travis Parsons, Human Resources Director, w/attachment  
John Jacobs w/attachment  
Rich Estill, ICEA President, w/attachment

Introduced by the Human Services, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EXTENSION OF THE TEMPORARY REASSIGNMENT FOR TWO PUBLIC HEALTH SERVICE EMPLOYEES**

WHEREAS, the Board of Commissioners establishes the Plan of Organization for the Health Department, with the concurrence of the Michigan Department of Community Health; and

WHEREAS, in resolution #11-117 the Board of Commissioners authorized the assignment of two positions in the Health Department to temporary grades; and

WHEREAS, ongoing personnel changes at the Health Department have delayed completion of a reorganization which would have permitted the positions to revert to their original grade; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an extension of the temporary reassignment of duties and responsibilities; and

WHEREAS, the Human Resources Director and the ICEA County Professionals have been consulted and support the extension.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes an extension of the following temporary compensation changes until March 31, 2012.

<u>Position No.</u>	<u>Current Grade</u>	<u>Temporary Grade</u>
601135	ICEA Pro 05	ICEA Pro 07
601042	ICEA Pro 09	ICEA Pro 10

THEREFORE BE IT RESOLVED, that the Letter of Understanding be amended to extend the temporary assignment through March 31, 2012.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments as required.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

***Ingham County Management Information Services***

**Tom Shewchuk, Director - Email: [tshewchuk@ingham.org](mailto:tshewchuk@ingham.org)**

**121 E. Maple Street, Mason, MI 48854  
Phone: (517) 676-7373 FAX: (517) 676-7396**

To: Board of Commissioners  
From: Tom Shewchuk  
CC: John Neilsen  
Date: November 20, 2011  
Re: Resolution – Imagesoft Annual Maintenance Agreement

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Dear Commissioners,

Every year Ingham County departments continue to expand the utilization of our OnBase Imaging platform. This year MIS and Veterans Affairs implemented OnBase and next year the Circuit Court, Probate Court, and the Sheriff's Office will follow. As a result, our annual maintenance costs will continue to increase accordingly. In 2011 our annual maintenance costs were \$83,272.81 and in 2012 our total costs are \$96,944.69.

The reason for the increase in annual maintenance cost is as follows:

- The Prosecuting Attorney's Office purchased 16 additional licenses, 2 Kofax Capture licenses and services for 2 additional scanners
- The OnBase license maintenance cost increased from 18.5% to 19%
- Imagesoft maintenance stayed at 18%
- MIS and the VA office implemented OnBase

This annual agreement is essential to the maintenance of our OnBase environment and I am requesting the approval of the funds.

Thank you in advanced for your consideration. Please feel free to contact me at 517-676-7371.

Sincerely,

Tom

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE ENTERING INTO AN AGREEMENT WITH IMAGESOFT, INC. FOR ANNUAL MAINTENANCE OF THE ONBASE IMAGING APPLICATION**

WHEREAS, Ingham County utilizes the OnBase Imaging application in the Prosecuting Attorney's Office, Friend of the Court, Family Support Unit, MIS, and Veteran's Affairs; and

WHEREAS, this application and custom software was implemented by Imagesoft and requires annual support for issues and maintenance; and

WHEREAS, two additional departments began utilizing the OnBase software in 2012 and the Circuit Court, Probate Court, and the Sheriff's Office will be implementing projects in 2012; and

WHEREAS, the total cost for annual maintenance in 2012 is \$96,944.69; and

WHEREAS, the 2011 pricing was \$83,272.81 and new costs for MIS and Veteran's Affairs equal \$646.00 and additional licenses/services have been added throughout the year to the system reflecting in an increase of \$13,671.88.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a 1-year maintenance agreement with Imagesoft, Inc. for the purpose of on-going OnBase maintenance and support at total annual cost of \$96,944.69 to be paid from the LOFT fund (Acct# 4525820932050).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #10-181 PERMANENTLY AUTHORIZING AN  
ADULT REFRESHMENT TENT AT THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, per Resolution #10-181, the Ingham County Fair Board recognized the need to generate additional revenue and historically, beer or adult refreshment tents may generate substantial income for the hosting event; and

WHEREAS, the Adult Refreshment Tent was open from 5:30 p.m. to 11:30 p.m. on weekdays and 3:30 p.m. to 11:30 p.m. on Saturdays during Fair Week in 2010 and 2011; and

WHEREAS, due to the success of this event during the past two years, the Adult Refreshment Tent should be made a permanent part of the Ingham County Fair.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the updated rules and regulations governing the operations of the Ingham County Fairgrounds by authorizing the Fair Board to host an adult refreshment tent permanently at the Ingham County Fair.

BE IT FURTHER RESOLVED, that the Rules and Regulations of the Ingham County Fairgrounds are amended by amending Article II, Section 2.5(a), to read as follows:

- (a) No person shall have in his or her possession any alcoholic beverages, except in the specific areas and during specific time periods approved by the Fair Board, or with written permission of the Fair Board.

BE IT FURTHER RESOLVED, that the amended Rules and Regulations referenced herein shall have immediate effect with the adoption of this Resolution.

**MEMORANDUM**

**TO:** County Services and Finance Committees  
**FROM:** Mary Lannoye, Controller/Administrator  
**RE:** Contract with Adjuvant Expos for Managerial Services at the Ingham County Fairgrounds  
**DATE:** November 30, 2011

This resolution authorizes a two-year contract with Adjuvant Expos Inc. to provide management at the Ingham County Fairgrounds. The position of Fair Manager has been vacant for several months. The position was posted following the 2011 Fair, and applications were received. An interview panel was established, and several candidates were interviewed. Mr. Patrick Buchen was selected by the interview panel to fill the vacant position as Fair Manager.

Mr. Buchen has indicated his preference to forgo the benefits of being a county employee and accept a contractual arrangement. The attached resolution approves such an arrangement with a base compensation level of \$80,000 per year, with incentive bonus of up to \$7,500 at the end of first year and up to \$15,000 at the end of the 2<sup>nd</sup> year. The qualifications for the incentive bonuses will be determined by the Fair Board subject to approval by the Controller. The total cost of the contract will not exceed \$87,500 in the first year, and \$95,000 in the second year. These amounts are less than what it would cost the County to employ a full time Fair Manager.

Mr. Buchen will be expected to fulfill all duties as detailed in the job description for the Fair Manager, and acknowledge that the duties would require hours worked that are roughly equivalent to full time employment.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH ADJUVANT EXPOS, INC. TO PROVIDE  
MANAGERIAL SERVICES AT THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the position of Fair Manager is currently vacant; and

WHEREAS, the Ingham County Fair Board working with the Ingham County Human Resources Department solicited applications and interviewed candidates; and

WHEREAS, the Ingham County Fair Board has selected Patrick Buchen to be the new Fair Manager; and

WHEREAS, through ongoing discussions with Mr. Buchen, it has been determined that a contractual arrangement for his services would be most beneficial.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with Adjuvant Expos, Inc. to provide management at the Ingham County Fairgrounds for the time period of January 1, 2012 through December 31, 2013.

BE IT FURTHER RESOLVED, Adjuvant Expos Inc. will make the services of Patrick Buchen available for the performance of all duties as detailed in the job description for the Fair Manager.

BE IT FURTHER RESOLVED, Adjuvant Expos will be compensated \$80,000 annually, to be paid in 12 equal monthly installments, with a performance incentive bonus of up to \$7,500 at the end of first year and up to \$15,000 at the end of the 2<sup>nd</sup> year.

BE IT FURTHER RESOLVED, the qualifications for the incentive bonuses will be determined by the Fair Board subject to approval by the Controller.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING FEES FOR ACCESSING DOCUMENTS  
IN THE REGISTER OF DEEDS OFFICE**

WHEREAS, the Ingham County Board of Commissioners has adopted an Enhanced Access to Public Records Policy whose intent is to provide a reasonable methodology for recovering necessary costs for providing access to selected public records in the various forms available through technological enhancements; and

WHEREAS, the method for accessing these records in the Ingham County Register of Deeds Office was amended with the implementation of the new record management software approved by the Board of Commissioners by Resolution #11-179; and

WHEREAS, remote access is being provided by three different Fidlar products; AVA provides information that is more than 30 days old; Tapestry provides up to date information; and Laredo provides information on a subscription basis; and

WHEREAS, the fees associated with accessing documents in the Register of Deeds Office through the AVA and Tapestry products were amended at the time of the implementation of the new software system on September 7, 2011, and the fees associated with accessing documents through the Laredo product will be amended effective January 1, 2012.

THEREFORE BE IT RESOLVED, that, in accordance with the Ingham County Enhanced Access to Public Records Policy established by Resolution #00-198, the fees for enhanced access to records in the Ingham County Register of Deeds Office are amended as follows:

- 1) For the AVA product, the charge per print will be \$1.10. The AVA product will collect the print fee via credit card and Fidlar will manage the billing and reimburse Ingham County \$1.00 per print
- 2) For the Tapestry product, the charge per individual search will be \$5.95 and \$1.00 per copy. Ingham County will be reimbursed \$2.25 for the search and \$0.50 per copy.
- 3) For the Laredo product, fees will be charged as follows to companies desiring services on a subscription basis:

Subscription	Subscriber Cost	Minute Overage	Fidlar Charge to County
0 – 250 minutes	\$50/month	\$0.20	\$30/month , \$0.10/minute overage
251 – 1000 minutes	\$100/month	\$0.15	\$55/month , \$0.075/minute overage
1001 – 3000 minutes	\$200/month	\$0.12	\$90/month , \$0.06/minute overage
Unlimited	\$250/month	No overage	\$103/month, no overage

BE IT FURTHER RESOLVED, that these fees will be reviewed for possible adjustment on an annual basis as part of the county wide fee evaluation.

**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** November 21, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing a Contract with Landscape Architects & Planners  
For the Engineering of the Hawk Island Snow Board Hill

This resolution authorizes a contract with Landscape Architects & Planners, Inc. of Lansing, Michigan for engineering services relating to the construction of the Hawk Island Snow Boarding Hill in an amount not to exceed \$10,000.00.

The development of Hawk Island County Park was listed as a top priority in the Ingham County Parks Master Plan. It was determined that the location of Hawk Island County Park was ideal for the development of a snow tubing hill due to the proximity of the park to the majority of the population of Ingham County and in the summer of 2011 a group of citizens presented the idea of a snow board hill on the back side of the snow tubing hill. Board of Commissioner Resolution #11-159 authorized the transfer of \$35,000 from the Heart of Michigan Trail for the construction of a snow board hill at Hawk Island, and directed the Controller to recoup the cost.

In Board of Commissioner Resolution # 10-367 Landscape Architects and Planners was approved to perform the engineering services for the Hawk Island Tubing Hill and is willing to continue to provide engineering services for the Snow Boarding Hill. Landscape Architects and Planners have the necessary experience to perform the services to complete the Snow Boarding Hill and Parks Department staff recommends entering into a contract for these services.

Bids were reviewed by the Ingham County Purchasing Department and it was determined that Landscape Architects & Planners, Inc. met all specifications and requirements and has extensive experience in park amenities design. The \$10,000 cost will be taken from the \$35,000 authorized by the Board of Commissioners in Resolution #11-159 (line item #450-75600-818000-71000).

The Parks & Recreation Commission supported this contract authorization with the passage of a resolution at their November meeting.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH LANDSCAPE ARCHITECTS & PLANNERS  
FOR THE ENGINEERING OF THE HAWK ISLAND SNOW BOARD HILL**

WHEREAS, the development of Hawk Island County Park was listed as a top priority in the Ingham County Parks Master Plan; and

WHEREAS, it was determined that the location of Hawk Island County Park was ideal for the development of a snow tubing hill due to the proximity of the park to the majority of the population of Ingham County and in the summer of 2011 a group of citizens presented the idea of a snow board hill on the back side of the snow tubing hill; and

WHEREAS, Board of Commissioner Resolution #11-159 authorized the transfer of \$35,000 from the Heart of Michigan Trail for the construction of a snow board hill at Hawk Island, and directed the Controller to recoup the cost; and

WHEREAS, in Board of Commissioner Resolution # 10-367 Landscape Architects and Planners was approved to perform the engineering services for the Hawk Island Tubing Hill and is willing to continue to provide engineering services for the Snow Boarding Hill; and

WHEREAS, Landscape Architects and Planners have the necessary experience to perform the services to complete the Snow Boarding Hill and Parks Department staff recommends entering into a contract for these services; and

WHEREAS, bids were reviewed by the Ingham County Purchasing Department and it was determined that Landscape Architects & Planners, Inc. met all specifications and requirements and has extensive experience in park amenities design; and

WHEREAS, the \$10,000 cost will be taken from the \$35,000 authorized by the Board of Commissioners in Resolution #11-159 (line item #450-75600-818000-71000).

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Landscape Architects & Planners, Inc. of Lansing, Michigan for engineering services relating to the construction of the Hawk Island Snow Boarding Hill in an amount not to exceed \$10,000.00.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** November 21, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing Amendment #2 with the Department of Natural Resources to Improve the Fishing Dock at Burchfield Park

This resolution authorizes Amendment #2 to the Agreement with the Department of Natural Resources to improve the Fishing Dock at Burchfield Park and extends the project period completion deadline from December 31, 2011 to June 30, 2012.

Board of Commissioner Resolution #09-295 authorized the acceptance of a Michigan Natural Resources Trust Fund grant to fund improvements to the fishing dock at Burchfield Park. The Parks Department was given approval from the Michigan Department of Natural Resources at the end of July 2011 to commence with the building the boardwalk.

Although Parks staff has made the boardwalk a priority since receiving the approval in July they are unable, due to the approach of the winter season, to complete the ADA sidewalk and the fish structure until the spring of 2012.

The Parks & Recreation Commission supported this extension with the passage of a resolution at their November meeting.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING APPROVAL OF AMENDMENT #2  
WITH THE DEPARTMENT OF NATURAL RESOURCES TO IMPROVE  
THE FISHING DOCK AT BURCHFIELD PARK**

WHEREAS, Board of Commissioner Resolution #09-295 authorized the acceptance of a Michigan Natural Resources Trust Fund grant to fund improvements to the fishing dock at Burchfield Park; and

WHEREAS, the Parks Department was given approval from the Michigan Department of Natural Resources at the end of July 2011 to commence with the building the boardwalk; and

WHEREAS, although Parks staff has made the boardwalk a priority since receiving the approval in July they are unable, due to the approach of the winter season, to complete the ADA sidewalk and the fish structure until the spring of 2012; and

WHEREAS, the Ingham County Parks & Recreation Commission desires to complete the project as proposed in order to continue to provide recreational opportunities to the residents of Ingham County.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves Amendment #2 of the agreement with the Department of Natural Resources extending the project period completion deadline from December 31, 2011 to June 30, 2012.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the Amendment after approval as to form by the County Attorney.

**INGHAM COUNTY PARKS DEPARTMENT**

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(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** November 21, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing Payment to Zoo Miami for the Care and Housing of a Black Rhino before its Transfer to Potter Park Zoo

This resolution authorizes payment in the amount of \$7,500 be made to the Zoo Miami for the care and housing of the Black Rhino before its transfer to the Potter Park Zoo. In addition, this resolution authorizes the transfer of Potter Park Zoo Millage funds from the approved 2011 Potter Park Zoo budget, including \$4,000 from the maintenance line item, 258-69200-740000-31000 and \$3,500 from the telephone line item 258-69200-921050-31200 for a total of \$7,500 to the Potter Park Zoo contractual service line item 258-69200-818000-31000.

The Potter Park Zoo renovated the existing Black Rhino exhibit to enhance the visitor experience and provide suitable habitat for the animals housed there. Delays in the projects construction resulted in the Zoo Miami caring for the male Black Rhino for an extended period of time. The Zoo Miami agreed to the extension of care for the Black Rhino with compensation for services provided. Initially Zoo Miami requested \$15,000 for animal care, Potter Park Zoo staff negotiated the fee with Zoo Miami, and as a courtesy to the Potter Park Zoo agreed to accept payment of \$7,500.

This resolution was supported by both the Zoo Board and the Parks & Recreation Commission at their November meetings.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING PAYMENT TO ZOO MIAMI FOR THE CARE AND HOUSING OF  
A BLACK RHINO BEFORE ITS TRANSFER TO THE POTTER PARK ZOO**

WHEREAS, the Potter Park Zoo renovated the existing Black Rhino exhibit to enhance the visitor experience and provide suitable habitat for the animals housed there; and

WHEREAS, delays in the projects construction resulted in the Zoo Miami caring for the male Black Rhino for an extended period of time; and

WHEREAS, the Zoo Miami agreed to the extension of care for the Black Rhino with compensation for services provided; and

WHEREAS, the Zoo Miami initially requested \$15,000 for animal care, Potter Park Zoo staff negotiated the fee with Zoo Miami, and as a courtesy to the Potter Park Zoo agreed to accept payment of \$7,500; and

WHEREAS, this resolution was supported by both the Zoo Board and the Parks & Recreation Commission at their November meetings.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes payment in the amount of \$7,500 be made to the Zoo Miami for the care and housing of the Black Rhino.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the transfer of Potter Park Zoo Millage funds from the approved 2011 Potter Park Zoo budget, including \$4,000 from the maintenance line item, 258-69200-740000-31000 and \$3,500 from the telephone line item 258-69200-921050-31200 for a total of \$7,500 to the Potter Park Zoo contractual service line item 258-69200-818000-31000.

BE IT FURTHER RESOLVED, that the Controller/Administrator be authorized to make the necessary transfer of funds.

**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** November 21, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing a Contract with Borner Restoration to Provide Repairs to the Concrete/Gunite Surfaces in the Feline/Primate Building

This resolution authorizes entering into a contract with Borner Restoration for the purchase, installation, and repair of concrete/gunite surfaces in the exhibits within the Feline/Primate Building in an amount not to exceed \$7,500. Funds have been identified within Potter Park Millage funds and approved in the Potter Park Capital Improvement Budget line item 258-69900-977000-1006Z to complete such repairs.

The existing exhibits within the Feline/Primate Building are in need of repair. Providing routine repairs to the concrete/gunite surfaces will allow the exhibits to be maintained more easily and cost efficiently.

Written quotes were requested with three companies responding. Borner Restoration of Lansing, Michigan submitted the low bid in an amount not to exceed \$7,500.

This resolution was supported by the Zoo Board and the Parks & Recreation Commission at their November meetings.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH BORNER RESTORATION TO PROVIDE REPAIRS TO THE CONCRETE/GUNITE SURFACES IN THE FELINE/PRIMATE BUILDING**

WHEREAS, the existing exhibits within the Feline/Primate Building are in need of repair; and

WHEREAS, the Potter Park Zoo wishes to continue to provide attractive exhibits for guests to enjoy; and

WHEREAS, providing routine repairs to the concrete/gunite surfaces will allow the exhibits to be maintained more easily and cost efficiently; and

WHEREAS, funds have been identified within Potter Park Millage funds and approved in the Potter Park Capital Improvement Budget line item 258-69900-977000-1006Z to complete such repairs; and

WHEREAS, written quotes were requested with three companies responding; and

WHEREAS, Borner Restoration of Lansing, Michigan submitted the low bid in an amount not to exceed \$7,500.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into a contract with Borner Restoration for the purchase, installation, and repair of concrete/gunite surfaces in the exhibits within the Feline/Primate Building in an amount not to exceed \$7,500.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** November 21, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing Entering into a Contract with Clery Fence Company to Construct New Fencing in the Oryx Exhibit

This resolution authorizes entering into a contract with Clery Fence for the purchase and installation of fencing in the Oryx Exhibit at the Potter Park Zoo in an amount not to exceed \$7,065.

Animal staff at the Potter Park Zoo have determined that the male Oryx bull pen is too small to properly manage this aggressive Oryx bull. The Potter Park Zoo has a large exhibit and building that currently houses other Oryx and several Ostrich, with the male Oryx separated in a small bull pen by himself. The bull pen is used for breeding purposes and is not large enough to allow the male to pursue the female Oryx for breeding.

Funds from the Potter Park Zoo millage have been identified in the 2011 Potter Park Capital Improvement Budget line item 258-69900-977000-1106Z to expand the male Oryx bull pen area. Written quotes were requested with three local companies responding. The Clery Fence Company submitted the low bid in the amount of \$7,065.

The Zoo Board and the Parks & Recreation Commission supported entering into this contract at their November meetings.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH CLERY FENCE COMPANY TO  
CONSTRUCT NEW FENCING IN THE ORYX EXHIBIT**

WHEREAS, animal staff at the Potter Park Zoo have determined that the male Oryx bull pen is too small to properly manage this aggressive Oryx bull; and

WHEREAS, the Potter Park Zoo has a large exhibit and building that currently houses other Oryx and several Ostrich, with the male Oryx separated in a small bull pen by himself; and

WHEREAS, the bull pen is used for breeding purposes and is not large enough to allow the male to pursue the female Oryx for breeding; and

WHEREAS, funds from the Potter Park Zoo millage have been identified in the 2011 Potter Park Capital Improvement Budget line item 258-69900-977000-1106Z to expand the male Oryx bull pen area; and

WHEREAS, written quotes were requested with three local companies responding; and

WHEREAS, the Clery Fence Company submitted the low bid in the amount of \$7,065.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into a contract with Clery Fence for the purchase and installation of fencing in the Oryx Exhibit at the Potter Park Zoo in an amount not to exceed \$7,065.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DR. MARTIN LUTHER KING, JR.**

WHEREAS, Dr. Martin Luther King, Jr., a Baptist minister and passionate fighter for civil rights through non-violent action, was a vital personality of the modern era, his lectures and remarks stirred the concern and sparked the conscience of a generation; and

WHEREAS, the movements and marches led by Dr. Martin Luther King, Jr. brought significant changes in the fabric of American life; and

WHEREAS, his courageous and selfless devotion gave people of color and the disenfranchised people direction to thirteen years of civil rights activities, his charismatic leadership inspired men and women, young and old, in the nation and abroad; and

WHEREAS, Dr. King's concept of somebodiness gave black and poor people a new sense of worth and dignity, his philosophy of nonviolent direct action, and his strategies for rational and non-destructive social change, galvanized the conscience of this nation and reordered its priorities; and

WHEREAS, his wisdom, his words, his actions, his commitment, and his dreams for a new cast of life, are intertwined with the American experience; and

WHEREAS, few have had as much impact upon the American consciousness as Dr. Martin Luther King, Jr.; and

WHEREAS, the 16<sup>th</sup> of January, 2012 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

BE IT FURTHER RESOLVED, that the citizens of Ingham County are encouraged to celebrate this holiday and join the Board of Commissioners in the celebration of this notable holiday in honoring this great American hero and role model.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING BOARD RULES TO CHANGE TIME  
OF THE BOARD OF COMMISSIONERS ORGANIZATIONAL MEETING**

WHEREAS, the Board Rules set the schedule for the Regular and Statutory meetings of the Ingham County Board of Commissioners; and

WHEREAS, the Board of Commissioners wish to amend the schedule for 2012 by rescheduling the meeting set for the fourth Tuesday in September to the fourth Monday in September due to Yom Kippur.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amend the Board Rules Section I. BOARD MEETINGS - TIME & PLACE, Subsection A15 to state that the Board of Commissioners will meet on the fourth Monday in September.

BE IT FURTHER RESOLVED, this change will only apply to the schedule for the year 2012.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DOROTHY WILSON**

WHEREAS, Dorothy Wilson was a Golden Heritage Life member, acknowledged as the Most Outstanding Member and Most Valuable Member on three occasions, an Executive Board member for more than 24 years, Life Time Committee Chairperson, and served over 24 years as Secretary of the Lansing Branch of the NAACP, and a member of the National NAACP since the age of three; and

WHEREAS, Dorothy was an active Golden Life Plus Soror of 63 years Alpha Kappa Alpha Sorority, Delta Tau Omega Chapter in Lansing, Michigan, pledging Nu Charter at West Virginia State College in 1949; and

WHEREAS, Dorothy was a founding member of the Les Meres et Debutante Club of Greater Lansing in 1962, an organization that continues to enrich the lives of young African American females seventh through twelfth grade with valuable social skills in finer womanhood; and

WHEREAS, Dorothy was an organizer in 1970 and Charter member of the Lansing, East Lansing Links, Inc. since October 28<sup>th</sup> 1972, the Grandmommie 1999 YWCA Diana Award Recipient, and a lifetime member of Friendship Baptist Church; and

WHEREAS, she was also involved in numerous organizations supporting community growth and worked alongside her husband Rudy of 61 years as an activist in fighting inequalities against minorities and the working class; and

WHEREAS, Dorothy devoted her life to serving others and her community, Ingham County is a better place as a result.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Dorothy Wilson for her many years of outstanding service and the contributions she has made to the County of Ingham and its citizens.

BE IT FURTHER RESOLVED, that Dorothy has touched the lives of many and will live forever in the hearts of colleagues, friends and family – especially her loving husband Rudy, children Claudia and Kevin and grandchildren.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING CRISTO REY CHURCH ON THE EVENT OF ITS 50<sup>TH</sup> ANNIVERSARY**

WHEREAS, in the fall of 1961, the Catholic Diocese of Lansing purchased a former Methodist Church on the corner of Washington Avenue and Main Street; and

WHEREAS, kneelers were added to the pews, an altar installed at the front, and on the last Sunday in October, it was consecrated as Cristo Rey Church, envisioned as a spiritual home for the City's Spanish-speaking migrants and immigrants; and

WHEREAS, people who needed help, food, housing, all kinds of assistance began visiting the Cristo Rey Church, which was how Cristo Rey Community Center was established, a combination of a church and a social place for residents to gather; and

WHEREAS, due to the construction of Interstate 496, which runs over the spot where the first Cristo Rey once stood, the congregation moved to north Lansing and focused on the area where all of the Spanish speaking families were located, and what had been a church became a hybrid of sorts, not only a chapel and a social services center, but also a center of social action and community development; and

WHEREAS, the hybrid arrangement foundered and by the mid-1970s, members of the church community were asking the diocese to reestablish a parish church, in 1979 Cristo Rey moved to the former Capitol City Baptist Church on South Washington Avenue; and

WHEREAS, although the congregation often had very few resources economically, they managed to do a lot with very little, the mortgage on that church was paid off in 1995 and the community began looking for a larger space to accommodate its thousands of members, moving to its present location on Miller Road 13 years ago; and

WHEREAS, today Cristo Rey Church celebrates the fact that they have a great diversity of cultural backgrounds represented in their congregation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates Cristo Rey Church on the event of its 50<sup>th</sup> Anniversary.

BE IT FURTHER RESOLVED, the Board extends its sincere appreciation to Father Fred Thelen and the Cristo Rey congregation for the contributions they have made to the citizens of Ingham County.

Introduced by the County Services Committee:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE CODIFICATION OF PROCUREMENT POLICIES, AND THE  
CREATION OF A REVISED INGHAM COUNTY PROCUREMENT POLICES & PROCEDURES  
MANUAL**

WHEREAS, Resolutions No. 78-372, No. 80-309 and other policies adopted by the Board of Commissioners have served as the foundation for purchasing matters in Ingham County; and

WHEREAS, the Board of Commissioners believes that those procurement policies and procedures need to periodically be codified and restated given reflecting changes in professional standards and practices; and

WHEREAS, the Board of Commissioners believes that a unified purchasing policy is in keeping with its strategic objective of delivering cost effective services to county departments; and

WHEREAS, the Board of Commissioners has reviewed the new Ingham County Procurement Policies & Procedures Manual prepared by the Purchasing Department and approved as to form by County Legal Counsel.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby adopt the following Procurement Policies & Procedures Manual.

BE IT FURTHER RESOLVED, that Resolution No. 78-372 and No. 80-309 are hereby rescinded, and that any other provisions of other resolutions which are inconsistent with this Resolution are hereby rescinded.

BE IT FURTHER RESOLVED, the Director of Purchasing shall periodically make procurement policy recommendations to the Board for consideration and approval.

BE IT FURTHER RESOLVED, that copies of the Procurement Policies & Procedures Manual shall be made available to all County offices and departments.